

JudoScotland Board Minutes:**25 November 2014****Ref. 2014/9**

Notes of the Meeting of the JudoScotland Board held at the offices of JudoScotland, South Platt Hill, Ratho, Newbridge, Edinburgh, on 25 November 2014 commencing at 1900 hours.

Present: Ronnie Saez (Chair); Graham Campbell (GC); Sarah Clark (SC); Peter Gardiner (PG); James McBeath (JMB); Marc Preston (MP); Robert Sneddon (RS)

Apologies: Graham Campbell (GC); Dr George Kerr, CBE

In Attendance: Chief Executive Officer (CEO); Freda McNulty (CSE); Tony Penfold (EDM) Miles Fuller (sportscotland); Bill Berry MBE (BB), Jim Feenan (JF) and Rick Kenney (RK).

Welcome and Apologies

- 1 The Chair opened the meeting and noted that apologies had been received from Graham Campbell due to ill health and Dr George Kerr CBE (Honorary President).
- 2 The Chair also welcomed the Honorary Officers in attendance and also welcomed the CSE to her first meeting with the Board. Tony Penfold (EDM) would also be joining the meeting for items later in the evening.

Minutes of the Previous Meeting

- 3 SC reflected that she had left the previous Board meeting at point 29/30 and asked for the Minutes to be updated to record this. There were no other comments and the Minutes were approved.

Matters Arising

- 4 The CEO distributed an updated 'Rolling Actions Register' and spoke to this.

Correspondence

- 5 No formal correspondence had been received for the Board.

Corporate Governance**CEO Update**

- 6 The CEO referred to the update previously circulated. MP asked for clarification around point 6 in the update relating to the plastic bag levy introduced by the Scottish Government. The CEO agreed to seek further information/clarification.
- 7 The CEO highlighted current investigations into a new/improved telephone system for the office. The staff were currently waiting for quotations for the work and the CEO asked the Board to note that any expenditure would be required to be signed-off by the Chair and Treasurer.
- 8 The CEO also asked the Board to note the recent changes in Scottish Government Ministerial changes. Shona Robison MSP had been promoted to Cabinet Secretary for Health and Sport and would be assisted by Jamie Hepburn MSP, who was now Minister for Sport and Health Improvement.
- 9 Finally, the CEO took pleasure in updating the Board that David Somerville, National High Performance coach, had recently been the recipient of two national awards: the sportscotland Performance Coach of the Year and; the sportscoachUK Commonwealth Games Coach 2014.

Membership Services (Database Update)

- 10 The CSE introduced a historical review of the development work behind the new Azolve database being utilised by the office. The CSE then demonstrated the functionality of the system for the benefit of the Board.
- 11 The CSE reflected on the take-up of previously offered training sessions for Club Secretaries/Administrators which had been very low. The CSE was keen to offer training on the new system – but perhaps on a more informal, individual basis than had been offered previously. Some discussion arose as to whether Club Secretaries/Administrators should be members of JudoScotland (JS) moving forward, with a variety of views offered. JMB requested that the offer of training be circulated to members clubs.

Equality: Half Year Update

- 12 The Board noted the Equality update paper.

Key Policy Documents

- 13 The CEO introduced a number of Key Policy Documents that had been brought in draft to the Board previously. Although no significant concerns had been raised with regards to these previously, after going through previous Minutes it was not clear as to whether the Board had formally signed these off or not.

- 14 The Board considered the new KPD: Anti-Corruption (Sports Betting) Policy. The CEO outlined the history behind the document, the current challenges facing international sport in this area and the current approach to this area by sportscotland. The Chair asked that a definition for "Directly Involved" to be identified and inserted in the document.

Working Groups

Working Group Update(s)

- 15 SC circulated an update paper from the Performance Development Working Group, which outlined the generic update aspect to the presentation that the NHPC has given in the previous meeting.

Working Group Review

- 16 Further to the presentation and discussion around the new Strategic Plan at the previous meeting of the Board, the CEO introduced a discussion paper around reviewing the current working groups in relation to the new plan. The CEO started the discussion by referring to the original Board paper on working group establishment (2011/9/3), from November 2011.
- 17 MP recognised that there was not a portfolio based system at the present time for the Board and broadly agreed with this aspect – although questioned the requirement for an 'open recruitment' process and/or looking specifically at gender? The Chair reflected that he really wanted to get more people involved in the decision-making of JudoScotland wherever possible and saw this as one avenue to assist this goal.
- 18 PG believed that a mixture of 'head-hunting' potential working group members in addition to an open recruitment process would be preferable. RK believed that it was important to determine how many working groups were required, the jobs and duties involved and the preferable skill-set of working group members. RK believed that an open recruitment process was essential.
- 19 There was general agreement to the concept of an additional 2 Non-Executive Directors (NED), with a legal and marketing background.

Strategic Plan 2015+

Presentation to sportscotland

- 20 Due to time constraints, the Chair proposed not to ask the CEO to run through the presentation given to sportscotland on 31 October 2014. This presentation had been circulated in the Board papers pack previously.

Operational Budget: 2015

- 21 The CEO referred to the current 'unknowns' around future sportscotland investment which he had highlighted previously. Also, the fact that the draft strategic plan had only been signed off earlier in the evening meant that it had not been possible to draft an accurate budget that was aligned to the plan for this meeting of the Board.
- 22 The CEO also recognised that JS required some broad (draft) budget to begin to work to and on this basis had created a first draft operational budget, to allow some expenditure from 1 January 2015. This draft budget had been circulated to both the Chair and Treasurer in advance. The Board approved the draft budget.

The EDM joined the meeting

Membership Subscription Review

- 23 The CEO introduced the short discussion paper and the background to this.
- 24 The EDM referred to the current BJA Student Membership programme and outlined current data showing a return on membership numbers and some retention – but not significant. The CEO referred the Board to the BJA document produced by the EDM and reflected that JS did not have the resources at the present time to invest a comparable sum of money for such a slight return.
- 25 The Chair believed that the potential cost to JS was not necessarily generating income, but potentially short-term growth in numbers; long term growth in numbers and a potential increase in volunteers. The EDM and CEO outlined the potential opportunity of working with the student population and increasing JS's reservoir of volunteers at the same time.
- 26 PG believed that universities required an increase in the quality of coaching offered within their Clubs. SC felt that there ought to be some form of discount for students and MP broadly agreed. The Chair believed that some form of membership concession and grading concession might be appropriate.

Club Grading Review

- 27 The CEO circulated individual Club grading data for the year to date. The Board noted this data.

Referees and Officials

- 28 The EDM highlighted that the education and development staff were waiting for the draft Strategic Plan to be signed off and had been reflecting on the most appropriate way to move forward. One of the key questions was how to move forward with the same/existing workforce.
- 29 Keith Merrick (BJA) had agreed to lead on training opportunities within Scotland. Where KM was not available, he had identified a colleague who would be able to assist. KM would deliver continuing professional development (CPD) opportunities on an annual basis and had already agreed to recognise 'The Gathering' as a CPD event under the auspices of BJA. Sitting underneath this activity is the introduction of an embryonic mentoring programme.
- 30 The EDM highlighted the "Skill sKool" concept and the proposed pilot programme in December. This included the first aspect of a revised training/development process for Officials.

- 31 PG believed that at the Scottish Age Band competition, young coaches had stepped up and done really well and should be congratulated and supported. MP asked regarding the age of individuals who could access this Officials training programme as he was very excited about the prospects for some of his Club members.

EDM left the meeting

Judo Foundation

- 32 JF referred to his previously circulated paper and highlighted recent successes in accessing grants via: The Carnegie Trust; The Big Lottery Fund and; Social Enterprise. JF believed that the next stage to working in partnership was the creation of a Memorandum of Understanding (MoU) between the Fighting Chance Project and JS. The Chair agreed that the creation of a MoU was the next logical step and that this would be created by JF and the CEO.

Heritage Project

- 33 RK recognised that there were many emerging challenges to moving the project forward. He recognised that the project will become quite time and staff intensive and also recognised that this was not part of JS's core business.
- 34 Interestingly, older members of JS (60 years +) were very supportive of the project to date – younger members less so. Due to time limitations, RK will produce a paper and forward this to the CEO for circulation to the Board. RK also noted the change in title of the project, from "History Project" to "Heritage Project", which probably better reflected the underlying project rationale.

British Judo Association

- 35 The Chair noted a number of Scottish beneficiaries at the recent BJA Awards dinner. The Chair felt that a letter of congratulations from JS would be appropriate to send.

Date of Next Board Meeting

- 36 20 January 2014

Meeting closed at 2203 hours

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