

## JudoScotland Board Minutes:

24 October 2017

Ref. 2017/6



**Notes of the Meeting of the JudoScotland Board held at the Edinburgh International Climbing Arena (EICA), South Platt Hill, Ratho, Newbridge, Edinburgh, on 24 October 2017, commencing at 1830 hours.**

Present: Ronnie Saez (Chair); Sarah Clark (SC); David Gibson (DG); Marc Preston (MP); Susan Wright (SW).

Apologies: Graham Campbell (GC); James McBeath (JMB);

In Attendance: Douglas Bryce (CEO); Tony Penfold (TP); Ewen Cameron (sportsotland).

### Welcome and Apologies

1 The Chair welcomed everyone to the sixth meeting of 2017 and noted the two apologies tendered. It was noted that even with the two apologies, the meeting was still quorate.

### Declarations of Interest

2 There were no declarations of interest.

### Leadership and Governance

#### Minutes of the Previous Meeting

3 These were approved by DG and seconded by MP.

#### Matters Arising

4 The CEO referred to the 'Rolling Actions Register' contained within the Board pack.

#### 2017 Annual General Meeting

5 The CEO updated the Board with regards to confirmation of resignations/appointments of Directors with Companies House. This exercise had also reflected some 'confounding variables' with regards to the National Judo Academy (NJA) – the JS wholly-owned trading subsidiary – which the Chairman agreed to raise with the other NJA Directors.

#### Annual Conversation (with Chairman)

6 The Chair outlined the desire for such conversation to be developmental in nature and to maximise individual Board members input and impact into the work of JudoScotland (JS). The Chair took on board to conduct these by Christmas.

#### Child Protection Update

7 The CEO provided a very broad overview of the current investigation being conducted by the Lead Child Protection Officer (LCPO). Once this investigation was completed, recommendation(s) would be forwarded to the Chairman for his consideration/consultation with the Board.

#### Digital Platforms (BJA)

8 The Chair believed that there appeared to be some confusion around the basis of the proposed digital platform and took on board the responsibility to liaise with the relevant BJA personnel.

#### 2018 Cadet Ranking Tournament

9 TP relayed the current challenges around facility availability for the proposed tournament. A further meeting had been scheduled with a potential new facility provider at 'Oriam' at Heriot-Watt University (Edinburgh). There was some general discussion around potential facility options and also windows of opportunities to stage the proposed event.

#### Grand Prix Series Tender

10 MP provided a brief update to his further discussions with regard to the Grand Prix Series tender process.

#### Correspondence

11 No correspondence had been received.

#### CEO Update (2017/6/1)

12 The CEO referred to the previously circulated Update paper (2017/6/1).

#### Equality Training

13 In particular, the CEO asked the Board to note the staging of an Equality training course for staff on September. This was one element of the ongoing work towards the next level of equality Standards Certification.

### **Board Meeting Dates**

- 14 The CEO also asked Board members to note the proposed Board meeting dates for 2018 and invited feedback regarding any date clashes/alterations.

### **Scottish Sports Awards**

- 15 Board members were also asked to note that at the 2017 TeamScotland Scottish Sports Awards, the JS Judo Girls Rock programme was the only Scottish Governing Body of Sport (SGB) to be shortlisted for in the 'Legacy' category.

### **Fighting Chance Project (Scotland)**

- 16 The CEO also confirmed that a signed memorandum of understanding (MoU) had now been received from the Fighting Chance Project (Scotland) [FCS] charity. The Chair provided – for the benefit of new Board members - a brief historical overview of the charity and its aims.

- 17 MP asked for clarity on the previous proposal for an opt-in/opt-out charitable donation? The Chair confirmed that – as previously agreed by the Board – that JS would look at supporting an opt-in (only) charitable donation by JS members. The Chair also took the opportunity to confirm that FCS was not the charitable arm of JS, as had previously been intimated by FCS. This had been communicated to the Chairman and Director of FCS.

- 18 Following the update provided by the CEO, the Chairman wished to take the opportunity to formally recognise and congratulate JS staff on two specific projects:

- 18.1 Rosanne Wood on organising/staging the celebratory event for George Kerr, CBE and;
- 18.2 The Business Delivery Team (BDT) for their implementation and wider recognition of the 'Judo Girls Rock' programme.

### **Terrorist Threat Levels**

- 19 The Chair also reflected on the item within the CEO update with regards to terrorist threat levels and action(s) by JS. The CEO outlined the processes adopted by the JS office and Performance Development staff in planning/organising travel to competitive events (whether domestic or international), including the checks conducted with regards to the Foreign and Commonwealth Office (FCO) advertised threat levels for the country athletes are potentially travelling to.

- 20 This translated into appropriate information being provided for all athletes potentially travelling, with confirmation/recognition of the prevalent threat level – either by the individual athlete or their parent/guardian (dependent upon the age of athlete). This process had been shared and confirmed with the British Judo Association (BJA) and British Athletes Commission (BAC).

- 21 DG enquired as to any system in place should any incident occur whilst abroad. The CEO responded that the Performance Development team had created an emergency actions document to ensure that – regardless of which member of staff was present on a trip – that there was a uniformity of action(s) should any incident occur.

### **Corporate Overview (Q3/2017)**

- 22 Speaking to a previously prepared PowerPoint presentation, the CEO provided an overview of JudoScotland as at the end of September 2017 (the end of the third quarter of the trading year).

- 23 Whilst providing this overview, the CEO also updated the Board with regards to the current performance of the business as at the close of the current day. In particular, the CEO highlighted a strong engagement situation when compared to previous years.

### **Corporate Governance Working Group**

- 24 The CEO again offered apologies on behalf of the Treasurer who was unable to attend the meeting and who had requested that the CEO offer a brief update from the previous week's Corporate Governance Working Group (CGWG).

### **Draft Budget (2018)**

- 25 This was a separate item on the Board agenda. In advance of this forthcoming item, the CGWG had reviewed the first draft budget the previous week. Accepting the probable financial challenges, the CGWG were keen to get as close as possible to a balanced budget.

### **Aged Debtors**

- 26 The CGWG had reviewed the current aged debtors (as at 30 Sept. 2017). It was again noted that three individuals (former athletes) were – collectively – responsible for a significant amount of the aged debt. Two of the three individuals were making small, but regular payments and gradually reducing their level of debt. One further former athlete – Connie Ramsay - had not responded to any letters previously sent to her following previous decisions made by the Board.

- 27 SC did not believe that Connie Ramsay had received any previous letters. The CEO confirmed that letters had been sent to the address on the JS database, as supplied by Connie Ramsay. MP asked whether SC could speak with her to clarify the current situation. SC agreed to speak with her. The Chair asked that the CEO email Connie Ramsay concerning the previous correspondence sent to her and seek a response by a designated date.

### **Premises Lease**

- 28 The CGWG had reviewed and approved a Lease received from Edinburgh Leisure. The document was proposed to the Board for adoption and signing/witnessing. The Board approved the Lease and asked the Chair to sign on behalf of JS.

## Staffing

- 29 The Chair of the CGWG had asked that the Board note the current sickness absence of the Membership Events Executive. The current absence was in addition to a significant period of absence in 2016.

## 2018 Draft Budget

- 30 Following the initial background provided within CGWG update, the CEO introduced the first draft budget for 2018.
- 31 At the present time, in order to progress the budget towards being balanced, some decisions would require to be taken in terms of prioritisation of investment, which the CEO believed was the domain of the Board. To that end, it was proposed to introduce the underlying assumptions made in terms of draft income and expenditure and to introduce subsequent areas for consideration by the Board.
- 32 There was a very strong feeling that the Board wished to protect current staffing and benefit levels. MP believed that the Board should not look at making enhanced charges to attend events – whether competitive or otherwise. The Chair believed that there could be a competitive event levy to off-set a corresponding additional investment in Officials education, development and support. DG believed that Clubs should be asked to bring an Official(s) with them to a competitive event. There was positive support for the work of the BDT in the support and development of Officials. The Chair also believed that the investment into IJF Officials should remain at the present time.
- 33 The Board believed that the current expenditure with regards to the Koka Kids publication was – regrettably – unsustainable. The Chair believed that this may be off-set by the proposed BJA digital platform that could be rolled out across the Home Nation bodies and re-badged appropriately. DG floated the idea of individual members (parents) subscribing directly to receive the Koka Kids magazine.
- 34 TP also updated the Board with regards to a forthcoming internal review of the 'Kai Club' project, which will take into consideration the results of the current member survey being conducted.

## British Judo Association

- 35 The Chair reflected on some good results recently at the Junior World Championships – building on previous notable results at Senior World Championships earlier in the year.
- 36 A significant current focus of the BJA was the completion of its corporate governance action plan as required by UK Sport – and in particular, the review of its Nomination Committee. The updated proposals will be taken to the BJA annual general meeting (AGM) in November and requested that the Bard support and ask Clubs to support the proposal.

## Business Delivery

### Business Delivery Update

- 37 TP referred to the Update Paper circulated previously. Following a question from the Chair, TP confirmed that a coach was still to be recruited for the Visually-Impaired (VI) pathway project. Expressions of interest had been received for aspects of the proposed role, but not the role in its entirety.
- 38 TP also updated the Board with regard to the work done within the office to support Ultimate Judo Club members.
- 39 Further to the previous discussions around the terrorist threat levels, TP updated the Board with regards to a forthcoming visit to JS by Volunteer Scotland to discuss their suite of training and development courses and the suitability for adoption by JS. This could have a significant impact on the support offered to member clubs.
- 40 The Board noted the Update Paper provided by the Business Delivery Team.

### Grand Prix Series

- 41 Further to the brief update provided in the 'Rolling Actions' section of the meeting, MP outlined the telephone discussions that he had around the potential for hosting a Grand Prix in February 2018. The Chair – supported by MP - believed that JS should now look at staging a Grand Prix in 2018.
- 42 The CEO reminded the Board that it had already asked for two additional competitive events to be staged/ supported in 2018 in advance of this Grand Prix event. Such events did have an impact/ implication on the JS staff – particularly as at the present time there was no Events Executive.

*SC left the meeting. The CEO informed the Chairman that the meeting was no longer quorate.*

## Business Support

### Business Support Update

- 43 The CEO referred to the Update Paper supplied by the Business Support Team (BST) and noted that many of the contents had been discussed previously in the meeting.

#### GDPR

- 44 The CEO highlighted the copy of slides from a data protection workshop attended by some BST staff as a precursor to the implementation of the General Data Protection Regulation (GDPR) in May 2018.

#### Equality Questionnaire

- 45 On behalf of the BST, the CEO requested that Board members complete and return the distributed annual Equality questionnaire prior to the next Board meeting. As this is supposed to be an anonymous/confidential exercise, it was requested that Board members did not sign the forms this year.

### **Performance Development**

46 The Board noted the Performance Development Update paper.

### **Date of Next Board Meeting**

47 The next meeting of the Board would take place on Tuesday 5 December 2017.

48 The Chair reminded the Board that the JS Honorary Officers and also Mr Andrew Scoular, (CEO, BJA) would be attending the next meeting.

*Meeting closed at 2123 hours.*

Web Version