

JudoScotland Board Minutes:**24 March 2015****Ref. 2015/2**

Notes of the Meeting of the JudoScotland Board held at the offices of JudoScotland, South Platt Hill, Ratho, Newbridge, Edinburgh, on 24 March 2015, commencing at 1830 hours.

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

Apologies: Miles Fuller (sportsScotland)

In Attendance: Chief Executive Officer (CEO); David Somerville (National High Performance Coach)

Welcome and Apologies

1 The Chair welcomed everyone to the second meeting of the Board for 2015 and noted apologies from Miles Fuller (sportsScotland).

Leadership and Governance**Minutes of the Previous Meeting**

2 These were approved.

Matters Arising

3 The CEO referred to the re-designed 'Rolling Actions Log', incorporating a written/bullet-point update aspect to the rolling actions.

Correspondence for Board: Special Olympics

4 The Chair introduced a letter received with respect of a request for financial support for two Special Needs players. Following some discussion around the route of the request, the Board agreed to the requested support of £500 per individual. The Board requested that any communication be channelled through Mrs Jo Imrie, who had been identified as the head coach in the correspondence.

Correspondence for Board: Dutch Judo Federation

5 The Chair tabled a letter received from the Dutch Judo Federation who were still coming to Glasgow over the weekend of the (now rescheduled) European Senior Championships. Some discussion followed over the type of interaction that would be possible.

CEO Update

6 The CEO referred to the previously circulated update document. The CEO asked the Board to note the strong messages currently emanating from sportsScotland/Scottish Government around twin priorities moving forward of: Corporate Governance; and Equality.

7 The CEO highlighted the review of the sub-Board Working Groups and asked if Board members could reflect on their involvement as Chairs/Working Group members and to inform the CEO if they were willing/unwilling to accept roles moving forward.

8 The Highland Budokan Grand Prix had been staged the previous weekend and initial feedback received had indicated that this was a good event, well run and well received by those attending.

sportsScotland Investment

9 The CEO highlighted the recent history and current situation with regards to the investment from sportsScotland. Contrary to previous reports to Board – based on information received from sportsScotland – the potential investment now had to be approved by sportsScotland's Senior Management Team (SMT) on Thursday 26 March 2015. Following this meeting, the intention was to forward all sports investment letters simultaneously.

10 The CEO referred the Board back to previous years and the internal methods adopted by JudoScotland (JS) in agreeing and getting sign-off by the Board for the sportsScotland investment figure and associated conditions. The Board requested that once the investment offer was received, that the CEO circulate this to the Board with a summary sheet outlining any significant aspects contained within the offer.

Corporate Governance Working Group

11 GC referred to the Minutes of the last meeting of the Corporate Governance Working Group which were contained within the Board resource pack. GC also circulated the draft annual accounts for 2014 which had been received from the new accountants. GC highlighted the very modest surplus for the year, greatly assisted by a number of prepayments from 2013. GC was happy to answer any questions around the accounts either at that point or over the coming days if there were any individual queries. The Board approved the annual accounts for 2014.

Staff Pension Auto-Enrolment

- 12 GC referred to a Corporate Governance Working Group paper, which was contained within the Board resource pack. GC also highlighted that the product (scheme) on offer through the Scottish Sports Association (SSA) seemed perfectly reasonable and reflected the best solution for both JS and JS staff at the present time. The CEO highlighted that JS was now registered with the Pensions Regulator.

Articles of Association: Directors Tenure

- 13 GC distributed feedback from the lawyers that had been received immediately prior to the start of the Board meeting. Recognising the depth/breadth of information received from the lawyer and with no time prior to the Board meeting to digest this, GC asked for this item to be placed on the next Board agenda.
- 14 The Chair expressed some displeasure at the initial note received back from the lawyer. The Chair believed that the feedback received reflected a significant amount of opinion – that may not be entirely accurate and was probably not requested. The Chair did not believe that the response received adequately reflected what JS asked for. Following some discussion around various lengths of tenure, the Board agreed that they wished the Articles to reflect an unlimited stance for Directors, based on individual 3 year terms.

Annual General Meeting 2015

- 15 The Board noted the update/discussion paper prepared and circulated previously by the CEO. Incorporated into this paper was the current situation with regards to the requirement of Board members to re-stand/stand down. The Board were in agreement to approach the 2015 AGM differently to previous years and to look to staging the event alongside 'The Gathering' in September.

British Judo Association

- 16 The Chair broadly updated the Board around the 2015 European Senior Championships. Integral to this update was the background to the "UFC" sponsorship arrangement and associated administrative challenges to the contractual arrangements with EJU. BJA has set-up a review group to investigate and report on the whole episode with EJU.
- 17 The Chair wished to congratulate the JS staff on the work done since the event was cancelled – including the sending out of letters to volunteers. The Chair believed that this had been very well received. Generally, JS seemed to have avoided any reputational risk arising out of the cancellation of the event.

Business Support

New Club Applications: Ayrshire JS; UWS JC

- 18 Two Club applications had been circulated with the Board resource pack: Ayrshire Judo Club and; UWS Judo Club. Both Clubs membership approved.

New Club Applications: Dynamic Judo

- 19 The CEO also tabled a new B-Club application from Dynamic Judo, whose membership was also approved.

JudoScotland Club Membership

- 20 MP reflected back to initial discussions at the last Board meeting. MP also believed that there were questions around insurance and membership validity if Clubs were not in appropriate JS membership. PG believed that the current 'A' and 'B' Club scenario worked well and appeared to be a better system than that currently operating elsewhere. The Chair believed that JS may wish to look at redefining the definitions of its members Clubs ('A' and 'B') and to take into account separate premises etc. The Chair also believed that the Board may wish to reflect in the future on incentives to make Clubs grade their members more often.
- 21 MP believed that JS should strongly reinforce its current 'A' Club and 'B' Club membership policy and ensure that this is extended to school clubs/after-school scenario's. The CEO referred to some of the ongoing challenges in migrating Club membership/affiliation away from BJA and being administered by JS.
- 22 The CEO referred to the next Board paper to be considered at the meeting and that there was a proposal to review membership subscriptions – but not solely in isolation. The CEO believed that a subscription review for the longer term, potentially incorporating gradings/discounts/other membership services should be investigated.

Membership Subscription Review

- 23 The CEO referred to the discussion over the last few minutes at the Board meeting. MP was supportive of the review and keen to look at a longer term strategy for this. There was some discussion around potential membership categories (i.e. Recreational Membership) and associated membership services. The Chair requested that this item be rolled over to the next Board meeting.

Business Delivery

The Yellow Belt Challenge (Scotland) Limited

- 24 The CEO referred to the previously circulated draft Memorandum of Understanding (MoU) and updated the Board with previous discussions with Mr Jim Feenan.
- 25 MP was not against a 4 month membership, but believed that this should apply across the organisation. The Chair believed that this project proposal was different in terms of its targeted client market (disaffected/excluded youths) and the goal of improving health, assisting good citizenship and positive life choices.
- 26 The CEO relayed discussions with JF over the length of time of the follow-up membership and highlighted the difference in opinion between the CEO and JF over whether it should be of an 8 month or 12 month period.

- 27 The Board agreed to the MoU and to support the project for an initial 18 month period, incorporating an initial 4 month membership, followed by a 12 month membership. The CEO also highlighted that JF was requesting a JS Board member to be proposed to join the 'Yellow Belt Challenge' Board. PG volunteered to do this.

Performance Development

David Somerville joined the meeting at 2105 hours

Transition Accommodation Proposals

- 28 DS referred to the previously circulated Board paper.
- 29 GC asked whether the paper was from the Performance Working Group and a recommendation from them. DS responded that the paper was from him and was a reworking of the previous paper submitted to the Board. In particular, the accommodation aspect had been updated.
- 30 DS also outlined that a number of the JS Key Policy Documents (KPD) had been reworked to make them appropriate for the proposed accommodation purposes. DS reflected that he saw the pilot project as very much a first step and that would be looking to develop further in the future. GC asked what was preventing the paper from being a formal proposal from the Performance Working group.
- 31 SC responded that there were concerns over staffing (job roles) and the 'shoestring' nature of the budget. SC believed that there existed a potential conflict of interest involving coaching staff where they are fulfilling a number of different roles with athletes (i.e. being with the athletes both day and night). RS supported the concerns regarding potential child protection issues. GC commented that was the situation not exactly the same as when athletes and coaches travelled to Japan?
- 32 The Chair reflected that due to the age range that this programme was aimed at, the individuals concerned were not children in the eyes of the law. RS believed that staff needed relevant training and JS should look at this. The Chair believed that this pilot project could be the first step on the road to the (potential return of judo to the Commonwealth Games in 2022. The Board approved the proposals contained within the paper, subject to its concerns being noted.
- 33 RS reflected that the paper should have come through and supported by the relevant Working Group. RS also restated his concerns over the staffing and athlete protection issues that he raised previously. PG referred to previous discussions that he had had with DS and was comfortable that DS was completely aware of the concerns raised. PG also felt that an induction process and manual was imperative to safeguard the organisation.
- 34 JMB asked regarding the allowances for current students – possibly not studying in Central belt/Edinburgh. DS highlighted that in no-academic periods, the current provision would prevail. IN terms of the academic term, this would have to be via individual negotiation/agreement.
- 35 MP enquired as to the financial ask of the proposal. DS replied that all expenditure would come out of the previously approved operational budget. The Chair felt that an initial 0.5/full day looking towards the future accommodation requirements of JS may be appropriate.

DS left the meeting

- 36 RS felt that after a period of time, it may be appropriate for the Performance Working Group to review the pilot project, lessons learnt etc. SC reiterated her concerns over staging, finances and project robustness. Accepting the contributions made within the discussion, the Chair also believed that individual athletes needed to demonstrate some personal responsibility if selected to be part of the programme. JMB felt that the programme proposed offered nothing for those currently at University – particularly those not studying in the Central Belt. He reflected that those individuals in this position are not currently invited to the Tulliallan weekends any longer. The Chair believed that he would like to see the transition squad at least invited to Tulliallan.

GC left the meeting

Glasgow 2014/Team Scotland Review: Report

- 37 The Board noted the tabled report received from Commonwealth Games Scotland.

Additional Item of Business

Sportif International 2016

- 38 PG distributed a promotional pack around the Board. He highlighted that the 2015 event would see 'long-haul' teams attending the event and training camp, increasing entry numbers yet further. PG further highlighted further developments in 2016 with the introduction of a Team Tournament following the training camp –most probably in the evening. He saw the future focus for the event as being for larger Clubs internationally and not a focus on attracting National Teams.
- 39 PG was looking at an increased investment to £5,000, with joint branding for the event between JS and Sportif. The Chair liked the concept of the Team event, with the opportunity to invite stakeholders. The Chair believed that the Board were happy with the proposal in principle and approved the support in principle, subject to financial submission to and approval from the Treasurer.

Date of Next Meeting

- 40 The next Board meeting was scheduled to take place on 19 May 2015.

Meeting closed at 2207 hours