

## JudoScotland Board Minutes:

22 March 2016

Ref. 2016/2



**Notes of the Meeting of the JudoScotland Board held at the Edinburgh International Climbing Arena (EICA), South Platt Hill, Ratho, Newbridge, Edinburgh, on 22 March 2016, commencing at 1830 hours.**

Present: Ronnie Saez (Chair); Graham Campbell (GC); James McBeath (JMB); Marc Preston (MP).

Apologies: Sarah Clark (SC); Peter Gardiner (PG); Robert Sneddon (RS).

In Attendance: Douglas Bryce (DB); Ewen Cameron (sportsotland).

### Welcome and Apologies

1 The Chair welcomed those present and noted the apologies received from Sarah Clark, Peter Gardiner and Robert Sneddon. The Chair then noted that with the 3 apologies received, the meeting was not quorate. On this basis, the Chair proposed that the meeting proceeded and – should any substantial decisions require to be made – that agreement be sought from those not in attendance at a later date.

### Declarations of Interest

2 There were no declarations made by those Board members present.

### Leadership and Governance

#### Minutes of the Previous Meeting

3 These were proposed by GC and seconded by MP.

#### Matters Arising

4 The Chair believed that there were no substantial items on the 'rolling actions' register that were not covered by agenda items.

#### Correspondence for the Board

5 The CEO reminded the Board of the previously circulated new Club membership application from "MXP Judo Club". In particular, the CEO referred the Board to the footnotes submitted by the Club alongside its Constitution. The Chair believed that as the Club had applied to become a member of JudoScotland, that: individual players must also be members to take advantage of the benefits of membership of the company and; that coaching sessions should be conducted by a fully qualified BJA coach. The Club application was approved, subject to the CEO writing out to the Club with the above observations.

#### CEO Update

6 The CEO referred to the previously circulated update paper (2016/2/1). The CEO wished to highlight to the Board some additional information/updates:

7 The CEO wished to place on record his thanks and that of the organisation to members of the Business Support Team who – over the last few weeks – on a regular basis arrived in the office early (0715+ hours) and taken work home in order to ensure that JS maintained its timescales for membership applications and processing of Club gradings. This additional, short-term workload had been created due to the departure of a member of staff earlier in the year.

8 Further to the information contained within point 5 of the CEO Update, the Board was asked to note the 'de-recognition' by sportsotland of Scottish Weightlifting from 1 April 2016.

9 The CEO also updated the Board with regard to the recent announcement concerning Mr Mel Young as the incoming sportsotland Chair (from June 2016). EW offered that this appointment offered some continuity to the leadership of sportsotland, although EW believed that the approach adopted by Mr Young would be different to his predecessor.

10 Feedback had now been received from Gill Roberts (Chartered Accountant) and the tender document would be updated accordingly. The tender would be published once JS had met with the current accountants.

11 The CEO highlighted the challenges encountered by the Business Delivery Team to ascertain both an available date and an available venue, following the request by BJA to alter the date(s) of the 2016 British Master's and Minor's Tournament. The CEO was keen that JS did not cancel any planned events for JS members to accommodate the requested date change.

12 Realistically the only date/venue combination available to JS was 8/9 October at the revamped Kelvin Hall, Glasgow. There were significant concerns that this may result in JS requesting some volunteers and staff to work over 5 consecutive weekends. JMB believed that this may not be a significant issue – although the potential for people being away during the October holidays may be.

13 The CEO referred the Board to the terror attacks reported in Belgium earlier that day. The CEO updated the Board with regard to the checks that had taken place with regard to athletes and coaches currently abroad, their travel arrangements and communication to coaches, individuals and parents/guardians.

#### **Corporate Governance Working Group**

14 GC circulated draft minutes of the recent meeting of the Corporate Governance Working Group (CGWG). Recognising that there would be a full financial report relating to the first 3 months of operation for 2016, GC did want to highlight the current high level of debtors. A significant portion of the current debt was aligned to sportscotland/sportscotland institute of sport payments still to be received.

15 However, GC also recognised that there were some outstanding sums – some of them significant – relating to former athletes and current Board members and Honorary Officers. The CGWG would be looking at a debt recovery plan and presenting this to the Board.

16 GC also introduced the draft JS annual accounts for 2015. This currently showed an operational deficit of £476 against a turnover of £938K. The CEO expanded further by highlighting the trading deficit for the year being £161, with the remainder of the deficit (£315) being taxation on interest received from bank deposits. There were some questions around presentation of information towards the back of the accounts, which would be picked up with the accountants in the near future. This was due to the change in nominal coding structure in 2015 (against 2014). GC also highlighted the current level of reserves of the company, which continued to give some assurance.

17 Finally, GC referred back to the report/update provided by the CEO earlier in the meeting and highlighted the intention to tender for accountancy services.

#### **Sub-Board Working Groups (implementation)**

18 The CEO referred to the paucity of applications received for the Working Group membership and to the discussion paper (2016/2/2) within the Board meeting resources. The meeting discussed the potential of a Working Group (WG) comprising merely the responsible Director and professional staff member(s). It was agreed to defer the topic back to the CGWG who would consider the options and propose action(s) to the next Board meeting.

#### **Independent Director Recruitment**

19 The Chair updated the meeting with regard to the recent recruitment process for an Independent Director (Marketing). One application had been received from a current performance player. The interview panel had agreed to interview the candidate, but this had to be rescheduled from the original date of earlier that day.

#### **Risk Register**

20 GC introduced an updated Risk Register that had been considered by the CGWG. GC directed the Board to the sections containing: Political; Economic; Legal; Environment; Infrastructure; Business Processes; and Human Resources. The updates had been highlighted in red. GC reminded the Board that the Leadership Team reviewed the register on a regular basis, with updates provided to the CGWG. These proposals were then brought before the Board twice annually. The Board approved the updates.

#### **British Judo Association (Update)**

21 The Chair referred to the long-awaited report from the cancelled 2015 European Championships in Glasgow and confirmed that this is currently sitting with both BJA and UK Sport. One of the actions arising out of this report was HR-related and BJA are currently implementing this. The Chair believed that much of the current draft report continued to contain significant conjecture, with an alarming paucity of input or focus on actions taken by and/or not taken by the European Judo Union (EJU). The Chair noted that he was currently awaiting feedback from a recent UK Sport Board meeting.

### **Business Delivery**

#### **Member & Grading Review**

22 The CEO recognised the current situation of the Board (not being quorate), but was still comfortable in presenting some background membership and grading figures, if Board members wished. These had been presented in draft previously to the CGWG. GC recognised the complicated nature of some of the information contained and believed that any presentation of the figures should be to the full Board so that questions could be asked/answered collectively. On this basis, GC proposed to roll over this item to the next Board meeting.

23 The Chair alluded to recently received information where it was believed that individual Clubs were now operating outside of the JS Grading system and awarding Mon grades. He believed that there were some significant issues at stake. MP believed that there were now 2 Clubs operating in this way within Scotland.

### **Performance Development**

#### **National Squad**

24 The CEO tabled an updated paper from the National High Performance Coach (NHPC) and highlighted the only alteration to the original paper was the selection criteria (point 12). The Board noted the paper.

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

25 The next Board meeting was scheduled to take place on 3 May 2016.