

## JudoScotland Board Minutes

23 August 2022

Ref. 2022/5



### Notes of the Meeting of the JudoScotland Board held on Tuesday 23 August 2022, commencing at 1830 hours.

Present: Marc Preston (Chair); Mark Brien (MB); Sarah Clark (SC); Jodie Cox (JC); Susan Wright (SW).

Apologies: Euan Burton (SIS)(EB); Graham Campbell (GC); Gary Edwards (GE); James McBeath (JMCB); Gordon McCathie (GMC)

In Attendance: Sandy Hodge (sportscotland) (SH); Judith McCleary (JM); Freda McNulty (FM); Tony Penfold (TP)

### Welcome, Apologies and Declarations of Interest

1. The Chair welcomed Board members and thanked them for attending this meeting. He wished to additionally acknowledge that this was the first meeting for JC in her role as Independent Director, having been previously approved by all board members.
2. No declarations of interest were stated by those present.

### Leadership & Governance

#### Minutes of the Previous Meeting: 2022/4

3. The minutes were approved by MB and seconded by SW.

#### Independent Director Recruitment Update

4. The Chair confirmed that JS launched an advertising campaign for the recruitment of Independent Directors and received a very good response in the identified areas. Due to a potential conflict of interest, the Chair removed himself from the recruitment process and was replaced by GC on the shortlisting panel along with SC and JM. JC was successfully selected and accepted the position of Independent Director to fulfil the highlighted legal expertise required.
5. JC commented that she was delighted to be part of the JS Board and proceeded to provide the board with career highlights and an overview of her skills.
6. The Chair wished to add that JC had already been working with GC and JM with regards to the Articles of Association updates.
7. The Chair advised the board that the panel had made the decision not to proceed with the other candidate whose expertise was in the field of PR and marketing. Although their portfolio was very good, there were concerns over their independence as many references during the interview were specific to a particular club and their associated coaches.
8. It was the view of the Chair that we should place any further recruitments campaigns on hold until after the AGM in October and use the outcome of the Board Skills Audit to define the skills required by the Board.

#### Rolling Actions Register Update

9. JM advised the board that since the last meeting, many points had been updated included the Staff Appraisals which was now well underway with all staff as well as a Team Development Day which has been scheduled for 22<sup>nd</sup> September with Beth MacLeod.
10. JM added that a Strategy Survey was now live and in conjunction with this a staff Strategy Planning Day was scheduled for 7<sup>th</sup> September.

#### CEO Update

11. JM advised that it has been recognised that the staff salary review which was due to be conducted this year is a much larger piece of work than first anticipated and the requirement for this to be carried out by an independent party was key.
12. JM added that we had already received 260 responses to the Strategy Survey as well as 7 individuals signed up to the online session.
13. The Chair will work with JM and the Leadership Team to collate all information received and will submit a draft plan to board prior to the addition of required budget.
14. On a final note, JM wished to thank and acknowledge the work of all involved in Birmingham 2022 Commonwealth Games including SW and added that positive feedback had been received back from all concerned. In addition to this, very good feedback had also been received from JS staff.

### **Welfare & Safeguarding Update**

15. The Chair advised that a complaint had been received regarding a new club setting up within a venue already secured on a temporary basis. On previous occasions BJA had stated that this was acceptable as long as there was mutual consent from all parties. JM confirmed that a new point had now been included in the recommended changes to the Articles of Association, to accommodate the above.
16. JM wished to add that included in the above complaint was a question regarding coaching credentials and JS acting appropriately. As the SGB, JS does have a duty of care as the licence provider (on behalf of BJA), however the employer has overall responsibility for coach capability and suitability. JM confirmed that we have contacted the Insurers and the SGB CEO group for advice.
17. SC confirmed that she felt JS didn't have adequate information to support a decision at this time. MB agreed and added that it was a unique situation. SW highlighted that as the Governing Body we are pursuing due diligence in asking the question of our insurers.
18. JM confirmed that the Board would be informed once the appropriate information was received.

### **Strategy Planning 2023-2027; timeline**

19. Refer to CEO Update.

### **Board Skills Audit – summary**

20. The Chair thanked everyone for their responses and confirmed that overall the results reflected a lack of skills in the following areas:-
  - (a) E D & I
  - (b) PR & Marketing
  - (c) Safeguarding
  - (d) Legal – which has now been resolved.
21. SH commented that now that the audit has been completed it also is a starting point for board and staff to upskill using the sportscotland L & D Programme. FM to forward links to the programme after Board meeting.

### **Financial: accounts to 30<sup>th</sup> June 2022**

22. FM referred to the previously circulated Profit & Loss highlighting that the anomaly in the Events budget was due to the cancellation of the 2022 Scottish Open. No comments were received.

### **Financial Procedures Manual – proposed changes**

23. JM advised on the principal changes to the current Financial Procedures Manual adding that operationally it was a challenge and in particular performance expenditure. The new proposals reflect the roles of staff members in relation to their sign off responsibility. An additional clause has been added to request that any Expenses incurred should be submitted within a three-month period. The monthly Gifts & Hospitality Form will be reduced from a monthly submission to an annual basis.
24. SC asked if the new balances were adequate for the performance related roles to which JM responded by stating that it may need to be reviewed again at a later date. All Board members approved all changes.

### **Care System proposal – budget approval**

25. JM updated the Board on the current balance within the former National Judo Academy (NJA) bank accounts – totalling £16,900. The proposal for NJA is to wrap up the company and transfer the balance to a JS restricted account – currently seeking advice from Gordon Mavor. The total costs of a new CARE system including the facility to stream will be approximately £15k. FM added that there was also additional funds within deferred income that could be utilised in this instance.
26. SC asked if the current proposals included the latest versions of all equipment to enable to future proof the organisation.
27. The Chair asked the Board to approve expenditure up to £16k – all board members in agreement.

### **Articles of Association – proposed changes**

28. JM updated the Board on the minor updates since the previous meeting. JM outlined the proposal for notifying the membership would be to include in the AGM Calling Notice along with an FAQ information sheet as well as hosting an online session. The Chair asked the Board if the above was acceptable and all members were in agreement

### **Business Delivery**

29. TP referred to the previously circulated update paper adding that in relation to the sportscotland Coaching & Volunteering awards, JS has submitted 4 nominations. TP added that the JS awards would be finalised this week.
30. TP added that event entries were very slow in being received including Fighting Fit and All Stars Championships.

### **Business Support**

31. FM advised the Board that both Membership Relations Administrators had commenced in post during July and August.
32. FM requested approval for new club applications that have been received – all clubs were approved.

### **Performance**

33. The Chair referred to the circulated paper and asked that any questions be forwarded direct to EB.

### **Talent Development**

34. The Chair referred to the circulated paper and asked that any questions be forwarded direct to GE.

### **AOCB**

35. The Chair asked the Board to consider the nomination of a JS Lifetime Membership to Ronnie Saez and Tam Brown in recognition of their services to the organisation.
36. JC abstained from voting as she has no prior knowledge of either individual. All Board members approved the Lifetime membership awards, to be progressed by MP and JM.

### **Closed Meeting**

37. JM communicated to the Board that a Service Level Agreement that had been in place between BJA and JS has been terminated by JS with effect from 31<sup>st</sup> Dec 2022 due to financial and resource implications for JS.

### **Date of Next Meetings**

38. 25<sup>th</sup> October; 6<sup>th</sup> December
39. The Chair closed the meeting and thanked everyone for attending.