

## JudoScotland Board Minutes

31 January 2023

Ref. 2023/1



### Notes of the Meeting of the JudoScotland Board held on Tuesday 31 January 2023, commencing at 1830 hours.

Present: Marc Preston (Chair); Jodie Cox (JC); Susan Wright (SW), Graham Campbell (GC); David Gibson (DG); James McBeath (JMB); Gordon McCathie (GM)

Apologies: Mark Brien (MB); Sandy Hodge (SH)

In Attendance: Judith McCleary (JMc); Tony Penfold (TP); Freda McNulty (FM); Euan Burton (EB)

### Welcome, Apologies and Declarations of Interest

1. The Chair welcomed Board members and thanked them for attending the first online meeting of 2023.
2. No declarations of interest were stated by those present.

### Performance Development

3. The Chair introduced EB who proceeded to provide a verbal overview of the Performance Programme, supported by a presentation where required.
4. GC asked EB for further information on the biggest constraints on the programme to which EB confirmed that finance continues to be a primary factor, along with athlete exposure to international events.
5. The Chair thanked EB for his presentation and requested that if any board member had further questions, to contact EB direct.

### Leadership & Governance

6. JMc advised that recording of the meeting would now commence for the purposes of minute taking only and would be deleted on completion.

#### Minutes of the Previous Meeting: 2022/8

7. The minutes were approved by GC and seconded by SW.

#### Rolling Actions Register Update

8. JMc highlighted that most items on the Rolling Actions Register are scheduled for future meetings and all items were being managed and are included in current work programmes.

#### CEO Update

9. JMc confirmed that the interviews for the Area Director of Examiners are scheduled to take place on Friday 3<sup>rd</sup> February by the Nominations Committee. Both candidates have been informed and confirmed their attendance at interview.
10. The Chair updated the Board to state that there have been further developments with regard to the process where one candidate requested further information on the individuals on the Nominations Committee. When advised that this included the Chair, the candidate advised that they no longer wished to apply and withdrew their application.
11. The Chair asked the Board for their agreement that the Nominations Committee should stand as stated in the current Articles of Association and that JMc will advise the candidate of the Board decision by return. All Board members were in agreement.
12. JMc advised that five applications for the role of Independent Director had been received, including SH – who has discussed with sportscotland. JMc confirmed that two of the five candidates did not meet the required definition of Independent Director as previously agreed by the Board, however as their CV's were very strong, there would be the opportunity to have discussions with the individuals.
13. JMc confirmed that the review of Job Roles and Salary Banding is underway by the Leadership Team supported by French Duncan. JMc added that as the Leadership Team have been directly involved, any input on salaries for these levels will be led by French Duncan to ensure the transparency and integrity of the process. It is hoped that a draft document will be completed for decision at the next Board meeting on 7<sup>th</sup> March, with a view to commencing any new salaries on 1<sup>st</sup> April which will align with the new Strategic Plan.

14. The Board were advised by JMc that the second Home Nations meeting is scheduled to take place on Thursday 2<sup>nd</sup> February at the JudoScotland offices.
15. JMc added that we were in the early stages of developing a JudoScotland Sponsorship Package and encouraged any contacts from Board members that may be of interest – no contact will be made at this stage.
16. JMc concluded that nominations for the UK Honours closes mid-February and that a current list of potential nominees is being created for consideration by the Board, with 1 submission prepared for this application window.

#### **Safeguarding & Welfare Update**

17. JMc advised that there is currently one live case where the Disciplinary Hearing is scheduled for 8<sup>th</sup> February - FM will be in attendance as minute taker.
18. JMc confirmed that one further complaint has been received regarding behaviour and JS are in the process of managing this under our Complaints Procedure.
19. JC wished to highlight that she recently attended a training course where it was stressed that support is also needed for the individuals who are in safeguarding roles and ensure that they have a support network in place including support from their Board.

#### **Role Profile – Honorary Officer draft**

20. The Chair referred to the previously circulated paper and confirmed that the content was open for discussion. It was highlighted that currently there is no system or criteria in place for nominating individuals for the roles of President or Honorary Officer. The suggestion is that if these roles were set as 2 x four year terms this would then be in-line with Board roles as per the current Articles of Association.
21. The Chair asked the Board if JS should consider presenting Dr George Kerr CBE with the ambassadorial role of "President Emeritus"? GC wished to add that Dr Kerr loves the sport, GM agreed and stated that this then removes any added pressure Dr Kerr CBE may feel and remains respectful of his contribution to the sport. All Board members were in agreement.
22. JMc advised that she has met with all three existing Honorary Officers to discuss the proposed changes and is pleased to report that they all agree the need to revise procedures and have provided feedback into the document which was previously circulated.
23. The Chair wished to add that his request would be not to backdate these changes and that they would be effective from their approval date which would not cause either Honorary Officer to be negatively affected. DG asked if the assumption would be that they would serve both four year terms? The Chair replied that each case could be taken on their own merit and would be discussed by the Nominations Committee before being presented to the Board for decision.
24. The Chair asked the Board for their agreement on the proposals and that this would continue to be developed prior to returning to Board for approval and would have implications within the articles as well. All Board members agreed.

#### **Board Skills Audit**

25. The Chair thanked the Board for their contribution and taking the time to complete the matrix which has been pivotal in recruiting additional Independent Directors. He wished to express thanks to JC for her contribution to the role so far including her assistance in the Articles of Association. JC responded that the Audit also highlighted any training that Board members may wish to participate in which could add depth to the Board. The Chair agreed and added that if any Board member wished to take on additional training to please contact JMc to discuss.
26. GC wished to comment that receiving five applications for the role of Independent Director was a good achievement and a huge step forward for the organisation.

#### **Whistleblowing Policy**

27. JMc advised the Board that the previous draft of the Whistleblowing Policy was aimed primarily at staff only, however on receiving feedback from SH, it was decided to adapt the Policy to include members, volunteers, those acting on behalf of JudoScotland etc. The Chair asked if the Board was in agreement of approving the Policy to which all Board members agreed.

#### **Conflict of Interest Policy**

28. The Chair advised that this Policy combines the Policy document along with an annual Declaration Form. It was requested that this was completed and returned by Board members prior to the next Board meeting on 7<sup>th</sup> March. FM will follow up with a reminder to complete the Form. The Chair asked if the Board was in agreement of approving the Policy to which all Board members agreed.

### **Financial Update**

29. JMc advised a decision should be imminent from sportscotland regarding the 2023-24 Investment Funding which will then allow FM to complete a second draft of the 2023 Budget.
30. FM confirmed that a meeting is scheduled with Gordon Mavor of Framework Ltd to discuss the 2022 financial year end. It is anticipated that we will break even or possibly a small surplus which was in contrast to the budgeted £30k deficit. GC wished to add that this was a great result and was primarily due to the budget being based on a 70% return of membership, however the year ended with over 95%. GC confirmed that this was a huge achievement by all involved.

### **Business Delivery Update**

31. TP referred to his previously circulated Update paper and wished to add that he had recently attended two separate meetings with BJA, both of which were very positive. TP and Paul McGuinness attended a meeting with BJA and CIMSPA regarding coaching qualifications. JS is further ahead than other home nations on this project and will pilot the first blending learning of the new qualification on the next Level One course.
32. TP and Jo Imrie attended the second meeting with BJA regarding Progressive Events which was very positive and receptive to new ideas and concepts.
33. TP added that JS were recently contacted by Special Olympics GB to establish if any members may be eligible and interested in competing in the Special Olympics Games this summer. On previous occasions this was managed on a regional basis and not via the Governing Body however there have been some changes within Special Olympic GB's structure. There is a very short turnaround time on this project, and therefore the RDO's have been proactive in contacting clubs and coaches directly and TP is pleased to report that there are potentially three or four athletes and two or three coaches who are likely to apply.
34. TP made a request to the Board to promote the second cohort of the Coaching Academy as so far we only have one applicant.
35. JMc wished to comment that the recent Scottish Open event was a huge success and well done to BDT and BST for the work involved – a staff de-brief is taking place on 1<sup>st</sup> February.
36. The Chair requested that TP passed on the thanks of the Board for hosting such a successful event.
37. TP also wished to thank Paul and Ursula from Clyde Judo for their valuable knowledge and work on the day regarding live streaming of the event.

### **Business Support Update**

38. FM referred to the previously circulated Update paper, highlighting that membership has decreased slightly over the Christmas period but the numbers processed during January are very positive.
39. FM advised on the increase on social media over the Scottish Open weekend as well as the number of followers on Telegram.
40. The Chair wished to draw the Board's attention to the update on the Grading Discount issued to clubs on an annual basis. It was stated that the previous Policy was complicated and did not succeed in its objective which was to increase the number of gradings per person over the course of one year. The new process is much simpler and transparent.
41. DG asked if the new system was open to abuse regarding the numbers of members put through each grading and should it therefore be reviewed? JMc confirmed that data will be analysed across this year and a review would take place on completion of the first year.

### **Talent Development Update**

42. The Chair referred to the previously submitted Update Paper and confirmed that Gary Edwards would be in attendance at a future meeting to provide a full verbal update.

### **AOCB**

43. The Chair requested that any Board member who has any suggestions in developing future income streams to please contact either himself or JMc as this will contribute to the growth of the organisation.
44. The Chair closed the meeting and thanked everyone for attending.

### **Dates for 2023 Meetings**

45. 7<sup>th</sup> March, 2<sup>nd</sup> May, 27<sup>th</sup> June, 15<sup>th</sup> August, 26<sup>th</sup> September and 28<sup>th</sup> November.