

JudoScotland Board Minutes

2 May 2023

Ref. 2023/4



Notes of the Meeting of the JudoScotland Board held on Tuesday 2 May 2023, commencing at 1830 hours.

Present: Marc Preston (Chair); Mark Brien (MB); Graham Campbell (GC); Jodie Cox (JC); David Gibson (DG); Lynne Glen (LG); Sandy Hodge (SH); James McBeath(JMC); Gordon McCathie (GM)

Apologies: Susan Wright (SW); Tony Penfold

In Attendance: Judith McCleary (JMc); Gary Edwards (GE) Freda McInulty (FM); Sarah Birrell (SB).

Welcome, Apologies and Declarations of Interest

1. The Chair welcomed Board members to the meeting and noted apologies.
2. All Board members were made aware the meeting would be recorded for minute taking purposes only.
3. The Chair and JMC wished to declare an interest in the approval of the new clubs.
4. The Chair also wished to remind Board members of the confidential nature of all discussions contained within Board meetings.
5. The Chair welcomed GE to the meeting to present an update on the Talent Development Programme and an overview of his role.
6. Board members thanked GE for his presentation which was found to be very informative.

1910 hours GE left the meeting

Leadership & Governance

Minutes of the Meeting on 7th March: 2023/2

7. The minutes were approved by MB and seconded by DG

Minutes of the Meeting on 28th March: 2023/3

8. SH wished to highlight an amendment to these minutes:
Point 8 – SH requested clarity on the Reserves Policy, to which GC confirmed this was approximately three months. SH commented that should JS continue to be in a positive position at the end of the year, that consideration was given to supporting staff with the ongoing cost of living crisis.
9. The Chair acknowledged the amendment and asked that these be approved pending this change.
10. On this basis, the Minutes were approved by DG and seconded by MB.

Rolling Actions Register Update

11. JMc highlighted that many items on the Rolling Actions Register have now been updated to green and others are in progress. However progressing the Policy Tracker as recommended by KPMG will be made a priority with JMc/JC/FM working on this project.

CEO Update

12. JMc referred to the previously circulated report and wished to highlight that the Job Levelling and Salary Banding exercise had now been completed, however the amount of time this project has taken was underestimated.
13. JMc confirmed that Colin Aitken, Safeguarding and Wellbeing Executive has taken the decision to step down from his role in the summer and therefore we are currently reviewing the job description ahead of advertising the role which is now a full time post. JMc referred to Point 11 in the update paper and highlighted that on this case alone we have received over 150 pieces of communication.
14. JMc also wished to make a special note to Lisa Allan who has recently been nominated for the position of General Secretary of the International Judo Federation.

15. The Chair commented on Point 18, regarding the next KPMG Audit scheduled for January – March 2024 and welcomed the opportunity for this to be reviewed given the progress JS has made since the previous Audit.
16. MB requested further information on the low uptake within the Cadet section of the Commonwealth Judo Championships to which JMc added that possibly due to the costs involved as this was not a JS funded event.

Director tenure lengths – update from Harper MacLeod

17. The Chair confirmed the Directors who are up for re-election at the 2023 AGM – JMc and SW.
18. The Chair then provided background regarding DG who was previously co-opted onto the JS Board as a Director on 2 separate occasions, however both were for a short period of time (5 months/12 months). Due to the changes to the Articles of Association in 2022, we asked for clarity regarding DG's term from Harper MacLeod. They have confirmed that in their opinion the election of DG in 2022 should be considered his first term. The Chair asked the Board for their agreement which was received in full.
19. With regard to GC's role on the Board, his three year tenure was due to end in 2024, however with the updates to the AofA in 2022, the tenure for GC would end at the next AGM – which would be 2023, however would be eligible to stand for one more term. The Chair asked for the Board's agreement that GC stands at the 2023 AGM for one more term, however he will only serve for one year which will allow succession planning for his departure. The Board were in agreement that this was the most practical solution for the organisation.

Articles of Association – review update

20. JMc commented that the review of the Articles in 2022 focussed on the critical points from the KPMG Audit and that this year was on a much smaller scale.
21. Point 1.1 - this was to provide clarity on the definition of Independent Director as this became apparent during the recruitment of Independent Directors earlier this year.
22. Points 2.1.1/2.1.1.2/2.1.3 JS currently do not have tenure lengths in place for any Honorary Role, this update would allow them to fall in line with updates to the Director/Chair tenures. This allows for an open recruitment process where the Nominations Committee would take their recommendations to the Board for approval.
23. 3.1 JMc added that this provision had been included to align the Articles.
24. Points 3.2.1 /3.2.2 GC wished to add that given the skill set necessary for the Chair and Treasurer roles, this update was good governance and widens the net of candidates beyond the JS membership. SH agreed and added that an open and transparent recruitment process could only be positive. GM also wished to add that a specific recruitment period could allow for a handover period with the current Chair. SB stated that "Open" should be added to the phrase "recruitment process".
25. 3.6.3 MB highlighted that the timing of the Chair application was not included to which JMc agreed and would make the necessary adjustment.
26. 5.2 JMc commented that this had been included to allow flexibility.
27. JMc wished to add that the 2023 AGM is one month earlier than 2022 and therefore this document would be updated and brought back to the Board for decision.
28. The Chair asked that all Board members take time to consider the recommendations and should there be any feedback please respond to JMc by 12th May.

Financials: 2022 year end accounts

29. GC wished to advise the Board that according to the Draft Accounts, JS had a deficit of £5.5k at the end of 2022. He acknowledged that there were some small amendments to be made to the comments, however he was asking for agreement from the Board to sign the Accounts on their behalf.
30. SH wished to acknowledge that the small deficit was a success to the team, ending the financial year with such a strong set of accounts.
31. The Board were in agreement that pending the small changes, GC and the Chair should sign the Accounts once completed.

Financials: 1st Quarter Accounts

32. FM confirmed that JS are in a strong position at the end of the first quarter which will enable us to progress through the next two months comfortably until the first Investment payment is received from sportscotland at the end of May.

Financial: cashflow – Investment options

33. GC highlighted that the JS reserves are held within a standard Deposit Account which results in very little interest. His recommendation would be to move a small portion of reserves to a no risk short term account which would result in a much greater income from interest.
34. The Board were in agreement that this was a sensible approach as there was no risk involved. GC and CGWG will progress.

Business Delivery Update

35. The Chair highlighted that in the absence of TP, FM and JMc would assist with questions where necessary.
36. JC referred to the high number of clubs who were still Awaiting Renewal of their annual Club Affiliation and was it a concern. FM advised of the process and replied that it was challenging as the system used to collect the data was on the BJA website and did not align to Scottish clubs. This causes frequent frustration for clubs, members and JS staff. FM highlighted that the JS system can accommodate the administration of the process, however the ongoing situation needs addressing at BJA level. GC would raise where possible at BJA Board and FM/TP/JMc will work to gather the relevant information to progress with BJA.
37. DG wished to refer to Point 24.2 and asked why JS still paid a Dan Grady Levy to BJA as this was contributing to the events running at a loss. However, JMc advised that she had met with Colin McIver and the process needs further investigation as this was part of an original home nations agreement.
38. MB wished to congratulate JMC on his recent promotion to IJF A Referee to which the Board were in agreement.
39. The Chair referred to the Events Calendar and highlighted that work was already in place to develop the 2024 programme and to launch this much earlier than in previous years.
40. With regard to Safeguarding, JC asked if JS tracked training for those in Child Welfare positions. FM commented that although this was not currently in practice, we are aware and looking into how this can be administered.
41. DG requested if there had been any progress made on the Club Welfare Officer no longer being the club coach or related to the club coach. The Chair added that this was a challenge, particularly in small community clubs. DG wished to comment that it should be included in JudoMark.
42. SH commented that the "Safer Falls for the Elderly" could be a valuable resource and would align with the sportscotland target age group – sitting alongside walking football/netball.
43. SH asked for clarity of attendance by Directors at JS events to which JMc added that this also fits in with how to split roles within the Board. JC agreed and added that this is something she would find valuable.

Business Support Update

44. FM referred to the previously circulated Update paper, highlighting that the current number of registered members had reached 8060 which was now less than 100 members away from pre-covid levels.
45. FM also referred to the advertised positions of Digital Communications Officer which has already received 11 applications and 2 have been received for Disability Development Officer.
46. The following clubs were approved by the JS Board – all coaching credentials and venue addresses have been verified:
- (a) Destination Judo @ Bannockburn
 - (b) Jidel Judo 93 – Addiewell
 - (c) Aboyne Judo Club – Banchory
 - (d) Garioch Judo Midmill
 - (e) Garioch Judo Westhill
 - (f) Osaka Kwai – Alexandria
 - (g) Brian Long School of Judo Milngavie

- (h) Brian Long School of Judo Palace
- (i) Brian Long School of Judo Eastwood High
- (j) Brian Long School of judo Eastwood Park
- (k) Brian Long School of Judo High School of Glasgow
- (l) Brian Long School of Judo Mosshead Primary

Performance Development Update

47. The Chair referred to the previously submitted Update Paper and asked for any questions to be directed to Euan Burton.

AOCB

48. The Chair wished to arrange a formal Board Induction with Independent Directors and would arrange a suitable time to include meeting JS staff.
49. JMc advised the Board that she would be in contact to arrange a Nominations Committee responsible for considering entries to Hall of Fame and Lifetime Achievements as there was currently no criteria for either of these awards.
50. The Chair closed the meeting and thanked everyone for attending.

Dates for 2023 Meetings

51. 27th June, 15th August, 26th September and 28th November.