

## JudoScotland Board Minutes

4 February 2025

Ref. 2025/1



### Notes of the Meeting of the JudoScotland Board held on Tuesday 4 February 2025, commencing at 1830 hours.

Present: Mark Brien (MB); Anthony Daye (AD); Lynne Glen (LG); Sandy Hodge (SH); Gordon McCathie (GM); Jason Moore (JM); Marc Preston (Chair);

Apologies: Jodie Cox (JC); Susan Wright (SW)

In Attendance: Sarah Birrell (SB); Euan Burton (EB); Gary Edwards (GE); Judith McCleary (JMc); Freda McNulty (FM); Tony Penfold (TP);

### Welcome, Apologies and Declarations of Interest

1. The Chair welcomed everyone to the meeting and noted apologies received from JC and SW.
2. The Chair declared a conflict of interest in the approval of a new club venue on the agenda.
3. The previous Board minutes were approved by DG and seconded by SH.
4. The Chair advised that the meeting would be recorded for minute taking purposes only.
5. Actions from November meeting have been completed with the exception of the following:-
  - (a) JM to circulate possible dates for a hybrid AGM, to be held in Patey Suite. The Chair highlighted that this could include a celebration of achievements.
  - (b) Transgender Policy will be advanced and return to the Board for approval at the March meeting
  - (c) The transfer funds to Scottish Judo Trust is proving challenging in getting bank account set up but will be progressed with our new Relationship Manager.

### Staff – Insight to Role

6. The Chair welcomed EB and GE to the meeting to provide a short presentation and an overview on their roles and responsibilities, an insight into the performance pathway including the planned programme of events scheduled in early 2025.
7. The Board wished to convey their appreciation for the commitment and volume of work undertaken and in particular during challenging circumstances over the last twelve months. The Chair thanked both staff members for their contribution to the meeting.
8. EB and GE left the meeting.

### Leadership & Governance

#### Rolling Actions Register Update

9. JMc confirmed that most items were in progress or are included in the Agenda.
10. SH asked for clarity on the progress with the Risk Register as this was the one item that was overdue. JMc responded that this had been discussed at the recent Audit & Risk Working Group and meetings were scheduled to progress this area of work led by JM and AD.
11. LG asked if consideration for concessions would be included in the membership category review and is this something that could be included in Scottish Judo Trust. JM confirmed that this would be taken forward to future discussions.
12. SB asked for confirmation that the Board Appraisal process was underway. GM confirmed that the questionnaires had now been updated and would be circulated over the next few weeks.

#### Veterans Lead Role

13. JMc stated that the Veterans Lead Role had now been reviewed and role responsibilities agreed. This was to bring it in-line with other JudoScotland policies including recruitment process and tenure length.
14. JMc suggested that DG be considered for the role with effect from 1<sup>st</sup> February 2025.
15. The Chair wished to commend DG on the work already achieved in this role and asked the Board to approve DG in the role of Veterans Lead.
16. SH commented that the Veterans Lead was a large remit and could be challenging to ask so much of a volunteer.

17. DG added that after the initial transition period, as more tasks were undertaken by JS, the overall commitment would be reduced.
18. LG asked if an honorarium could be considered, however JMc added that this had been removed for other roles within the organisation. The Chair then added that should the position for the role change, it can return to the board for consideration.
19. The Board unanimously agreed that DG commence the Veterans Lead role with effect from 1<sup>st</sup> February 2025. The Chair congratulated DG on his role.

#### **Operational Plan 2024-25**

20. The Chair commented that the Operational Plan update document was for information purposes only adding that it was a clear and easy document to review.

#### **CEO Report including Safeguarding & Welfare**

21. JMc highlighted that changes are expected to the current PVG process to take effect from 1<sup>st</sup> April and would include the requirement for board members to have a valid PVG, and may therefore require further changes to the Articles of Association but this would be managed through the Audit & Risk Working Group.
22. JMc stated that work was ongoing to inform the membership of the Three Step Safe programme and are in the final stages of launching our Coach Register.
23. JMc highlighted that a number of concerns regarding referees and officials conduct had been raised and that we are working with British Judo to raise and identify appropriate actions.
24. JMc raised that she had been invited to join a working group by BJA across the home nations to discuss areas of collaborative work and initial conversations have been very positive.
25. SH asked if the impact of an increased resource in safeguarding had been recognised across the sport. JMc responded that overall the impact has been positive and that Luke Struthers is being approached at JS events and is able to record and resolve incidents at an early juncture.
26. TP added that there is still significant work involved regarding club welfare officers and ensuring that we continue to support clubs to meet the BJA requirements.
27. JMc confirmed that along with TP and FM, we had a meeting earlier today with Stellar Omada regarding our digital transformation. A further meeting with all staff will be scheduled over the next few months where we can then build our digital roadmap.
28. SH asked for clarity in the shift in focus from Governance to Development on the Annual Return. SB confirmed that there was a period of change across sportscotland.

#### **Policies – Annual Leave**

29. The Chair asked for Board approval on the Annual Leave Policy. LG added that although she was happy to approve, she did have experience of a more streamlined approach and would discuss offline with JM and FM. The Board approved the policy.

#### **Policies – Coach Register**

30. JMc advised that this sits alongside the British Judo Coach Register and in preparation of launching the JudoScotland Coach Register, the following policy has been drafted. DG requested confirmation that the Register would only reflect valid coaches. FM confirmed that the Register is a live feed from the database so as soon as any credentials become invalid, the coach would automatically be removed from the Register. Coach Register Policy was approved in full by Board.

#### **Financial Update to end December 2024**

31. AD confirmed that the 2025 Budget had been adjusted to incorporate the details agreed at the December board meeting to then reflect a deficit for 2025. AD raised the challenges faced in opening new bank accounts and that this was an ongoing issue as highlighted earlier.

#### **Business Proposals using reserves**

32. JMc referred to the December board meeting and the use of reserves for short term projects in relation to achieving our long term outcomes and 2026 Commonwealth Games legacy. The Chair requested that the Board consider approval in principal of Business Proposal.

33. SH commented that there was a risk to the organisation if JS didn't utilise the reserves to help fund the proposals in order to reach the agreed outcomes and to capitalise on the 2026 Commonwealth Games. The Chair agreed with SH and the Board approved the proposals in principal and requested that a full paper be returned to the board for approval at the March meeting.

#### **Facilities Update**

34. The Chair referred to meetings that he and JM have undertaken at various facility operators in order to have a world class facility. It was highlighted that in order to be prepared for any funding that may become available in this area, it was advised to have a feasibility study underway.
35. The Chair added that it would be advisable to bring in additional resource and expertise, however any discussions that have already taken place are in the very early stages. JMc agreed adding that in order for staff to concentrate on long term outcomes, external expertise was the best option.
36. SH asked where the Chair felt this project should fall within the main priorities, to which the Chair added that while it shouldn't detract from the immediate workload, it was necessary for this to be investigated further. DG agreed and commented that it was prudent to commence this work now and have it built in to our business plans.

#### **Board Portfolios**

37. The Chair provided an overview of earlier discussions and recommended that an online session specifically to move this project forward be put into diaries ahead of the next Board meeting in March.
38. SH thanked the Board for all feedback and provided an overview and had included in the shared Board file. The next stage will involve mapping directors to their relevant business area, finalise roles and agree an implementation period. SH asked for guidance on how to proceed.
39. DG suggested that SH continue progressing and finalising the roles as these can be reviewed on an ongoing basis during the first few months of implementation. The Chair agreed and asked if an implementation date of 1<sup>st</sup> April was a realistic date to work towards. The Board was in agreement and JMc will follow up with suggested dates for the online session.
40. The Chair thanked SH for progressing this project on behalf of the Board.

### **Business Support**

#### **Business Support Update Paper**

41. FM referred to the previously circulated update paper and highlighted the collaborative work with the home nations around membership discount and that JS had been asked if we were in a position to increase our family discount to bring in-line with BJA. FM confirmed that this was not possible for this financial year as budgets had already been agreed, however it will be necessary for this to be returned to the Board for further discussions ahead of 2026 budget preparations.
42. FM added that we have requested clarification on several questions regarding member insurance that may impact our pricing structure going forward and would update the Board once received.
43. TP commented that this can be included in our membership category review and will return to the Board with recommendations.
44. FM also advised that further consideration should be given to the Grading Incentive as this has totalled £10k with only a third of our clubs receiving the benefit.
45. FM confirmed that we had received one application for the Apprentice position in partnership with sportscotland and Enable Works and would continue to progress.
46. SH asked if there was any training or guidance available on the Moving to Inclusion Framework. FM confirmed that she would investigate what was available to Board members.
47. JMc asked the Board to approve the following clubs:-  
(a) Destination Judo @ Deans
48. The Chair asked the Board to approve the following clubs:-  
(b) Garioch Judo – Huntly  
(c) Sportif Polmont  
(d) Loretta Doyle Judo Club (A club)
49. DG highlighted errors in the application forms, to which FM confirmed the details and advised that we were working with the clubs in respect of the Club Welfare Officers and the new BJA guidance.
50. Pending the above changes, the Board approved all clubs.

### **Business Delivery**

### Business Delivery Update Paper

51. TP referred to the previously circulated update paper and highlighted the change in PVG legislation and the additional workload on clubs and staff. However the continuation of free PVG's for volunteers has been welcomed.
52. TP included that the commencement of the affiliation period helps us to reinforce the three step safe programme including participating in the Nationally Recognised Grading system.
53. TP acknowledged the approval of the Veterans Lead role earlier in the meeting and confirmed that only one volunteer role remains to be reviewed – Referee Lead – this area will now be reviewed and brought inline with other volunteer roles.
54. TP added that the Judo Girls Rise initiatives has now gone beyond the application and investment process and there are now additional clubs running additional JGR sessions.
55. MB wished to comment on the Scottish Open highlighted Eddie Cassidy and his induction into the Hall of Fame and passed on congratulations to the Chair and John Watt on achieving their 7<sup>th</sup> Dan.

## Performance

### Performance Update Paper

56. The Chair referred to the previously circulated update paper and confirmed it was to be taken as read.

### UKAD

57. JM confirmed that JS has a UKAD assurance framework that needs to be met including athlete education requirements, links to website and social media. JMc confirmed that JM attended a UKAD Educator workshop and we are in the process of developing an online parent workshop.

## Talent Development

### Talent Development Update Paper

58. The Chair referred to the previously circulated update paper and confirmed it was to be taken as read.

## Next Meeting Dates

59. The Chair wished to pass on the congratulations of the Board to Loretta Doyle on her IJF award of 9<sup>th</sup> Dan by IJF.
60. The Chair confirmed the next meeting dates as follows – 25<sup>th</sup> March, 27<sup>th</sup> May, 19<sup>th</sup> August, 28<sup>th</sup> October and 9<sup>th</sup> December.
61. The Chair thanked the Board for their time and closed the meeting.

Meeting Date	Action	Responsible
4 <sup>th</sup> February 2025	Transgender Policy review and update to Board for approval	FM
4 <sup>th</sup> February 2025	Circulate AGM Date in consultation with Events Calendar	JMc
4 <sup>th</sup> February 2025	Scottish Judo Trust – Bank Account Set Up	JMc/FM
4 <sup>th</sup> February 2025	Business Proposals – Final Draft	JMc
4 <sup>th</sup> February 2025	Circulate Board Portfolios online session dates	JMc
4 <sup>th</sup> February 2025	Forward New Club Applications to BJA and update Just Go	FM