

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 16 APRIL 2018
BY GOTOMEETING

Present

Board Members

Vincent Bryson, Chair
Victoria Barby, Director of Communications
Pip Tucknott, Director of Performance
Judith McCleary, Independent Director
Steph Clason, Finance Director
Bob Provan, Co-opted Board Member
Kevin Pringle, Independent Co-Opted Board Member

Non Board Members

Alan Martin Pathways Manager
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Director of Coaching, Moira Taylor, Chief Operating Officer, Michael Mather and sportscotland Partnership Manger, Jennifer Griffin.

2. CONFLICT OF INTEREST

There were no specific conflicts of interest noted on the Agenda. Vincent Bryson, Kevin Pringle and Judith McCleary noted that they were employed by Scottish Sports Governing Bodies.

3. APPROVAL OF MINUTES OF 5 MARCH 2018

It was unanimously agreed that the minutes of the meeting of 5 March 2018 were a true record.

4. MATTERS ARISING FROM MINUTES OF 5 MARCH 2018

- a) Safeguarding – Vincent Bryson noted that following the last Board meeting Jamie Frail had submitted his report to ArcheryGB. There has so far been no response from ArcheryGB.

Vincent Bryson noted that there had been ongoing issues with the current procedures for Safeguarding and processing PVGs and this is a risk to the organisation. The Chief Operating Officer has been asked to accelerate the production of a Job Description for a paid position, in conjunction with other sports governing bodies. Dialogue has also been started with ArcheryGB regarding funding for a post.

- b) Equality Champion – Bob Provan confirmed that he had received information from Michael Mather on Equality and had signed up for the training courses.

- c) sportscotland Update - Jennifer Griffin had advised that Scottish Archery will be having a mid-point review in September.
- d) Financial Review – Vincent Bryson confirmed that Michael Mather, Steph Bryson and himself had carried out a financial review.

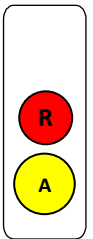
5. PROVISION OF JUDGES

Bob Provan submitted a paper on the provision of judges (copy on file). It was noted that there is a shortage of judges in Scotland and there can be substantial costs to tournament organiser for judges travel and occasional accommodation. Judges and tournament organisers had been canvassed for their options. Various options were discussed, and it was agreed that for Scottish Record Status Shoots one Regional Judge would officiate assisted by Field Captains, depending on the number of bosses, where an organiser is able to provide them. Pip Tucknott noted that by going for this option then it may encourage more local and club shoots to be run. Kevin Pringle suggested that this could be an opportunity to use the shortage of official to encourage the development of officials.

It was agreed that the above would be trialled for a period of time to try and encourage the development and quality of the judging workforce and Alan Martin and Bob Provan agreed to liaise on the details. (*Action Bob Provan/Alan Martin*)

6. COO FLASH REPORT

Michael Mather had submitted the Flash Report, the summary against the strategic outcomes were noted as:

<ul style="list-style-type: none"> • Membership – 2037 – Still working on getting Newton Mearns Scouts fully signed up – continuing issues with AGB club registration. Should also see an increase in membership at start of April as ½ year discount comes in. • (Clubs – 114) – based on data from Sport 80 [• Coaching – L2 Coach Course completed – 9 coaches successful in achieving L2 • Performance – Nathan McQueen still on Podium Potential, Brad Stewart selected for GB team. Matthew Wong in GB junior • Area performance squad – East looking at business plan around funding for team events and training. • Board to complete self-assessment Governance Framework check • Board to complete development audit outputs • Board to complete Governance framework action points 	
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- a) Membership - There was a discussion on what sportscotland classified a member. Alan Martin noted that currently the core membership is what is on Sport80, the Pathway Section are participants who Scottish Archery are trying to convert to member and this includes groups such as soft archery participants, schools, uniform groups. There are currently 2,000 individuals participating in Soft Archery Groups but are not currently members of Scottish Archery. There is another Group of participants who are attending outdoor centres, come and try sessions and this group numbers roughly 5,000.

It was noted that it is challenging to define what sportscotland would class as a member as it would be someone who you engage with regularly in the context of a member, if you have their details and engage through other membership benefits. Clarity needs to be sought on those who are participating regularly.

Alan Martin provided a graphic which showed the actions to grow capacity and increase membership. This included working with clubs to grow membership, identify areas for pilot "holding" clubs to be formed; find out how many involved with soft archery in schools/scouts and record minimal data; case study a club that proactively reduces or removes waiting lists.

Longer term actions will include assistance given to clubs to come and try events; link clubs to pathway activity; get focus clubs to identify their core/pathway/reach; identify areas for new/holding clubs to minimise waiting lists; communication campaign around waiting lists; run annual school and scout event to there is a benefit to these groups engaging with Scottish Archery.

It was noted that there is a large scout group who are waiting to affiliate to Scottish Archery, but the issue is at the ArcheryGB end. Alan Martin will be visiting Archery GB in May and it is hoped that there can be a solution before then.

- b) Archery GB - Vincent Bryson reported that he and Michael Mather had met with Archery GB on 7 March and tabled the business cases for Safeguarding and Coaching again and there is hoped to be a decision on these when their finance lead returns from holiday. A verbal guarantee had also been received regarding the issues with the Membership system and the affiliation blocks. Vincent Bryson noted that Scottish Archery could still take the decision to build its own CRM system, but this would need further discussion, if there was not success from the mitigation action being put in place.

Michael Mather and Vincent Bryson had also attended a regional secretaries meeting at ArcheryGB on April 4th which had been useful. ArcheryGB are confident that Archery could be included in the Commonwealth Games in Birmingham in 2022 and Neil Armitage is leading this project with World Archery's consent. ArcheryGB have also employed a consultant to assist with the process.

It was noted that if Archery was to be included in the Commonwealth Games in Birmingham in 2022 then a business case for performance funding would have to be pulled together and Vincent Bryson noted that he has now included this as a risk on the risk register. Pip Tucknott asked when any final decision would be made, and it was noted that they had hoped by the year end. It was agreed that Scottish Archery would keep involved with the dialogue and Bob Provan also suggested that a dialogue is also started with Commonwealth Games Scotland.

- c) Performance Archers - Alan Martin agreed to check the involvement of the performance para-archers. (*Action Alan Martin*)

7. STAF AA JUNIORS

Victoria Barby noted that there is a Scottish Target and Field Archery Association who are not aligned to any world governing body. She noted that they seemed to attract a lot of juniors and it was not clear whether there were safeguarding or child protection

procedures in place. It was agreed that Alan Martin and Laura Baxter would see if there was any cross-over in affiliated clubs. *(Action Alan Martin/Laura Baxter)*

Vincent Bryson agreed that he and Michael Mather would try and meet with STAFFA to see if there could be a mutually beneficial arrangement. *(Action Vincent Bryson/Michael Mather)*

Pip Tucknott noted that he had tried to establish links with Scottish Field Archery, but this had not been successful, and it was agreed that Vincent Bryson would discuss this with Pip Tucknott. *(Action Vincent Bryson/Pip Tucknott)*

8. FINANCE

Steph Clason reported that she had circulated reports and also specific budgets for Directors. It was agreed that Alan Martin would produce a performance budget which showed spend against budget and also forecast spend. *(Action Alan Martin)*

Work had been done on the finances required to retain the COO position which may result in a change to the Reserve Policy. Vincent Bryson agreed to produce a Board paper on this and circulate to the Board. *(Action Vincent Bryson)*

It was agreed that as the work on the COO position is carried out a sub-group may be required to be formed to ensure that the financial position is as transparent as possible. It was agreed that Kevin Pringle and Steph Clason would be involved in the sub-group along with Vincent Bryson.

Steph Clason reported that she will be contacting FourM regarding a six-month summary for the accounts due to the change in the year end. *(Action Steph Clason)*

9. RISK REGISTER

Vincent Bryson noted that he maintains the Risk Register and agreed to provide the link to the new Directors. *(Action Vincent Bryson)*

10. EQUALITY

Bob Provan noted that the Equality Policy should have been reviewed some months ago. Alan Martin agreed to provide a Word Version to Bob Provan. *(Action Alan Martin)*

The current Equality Policy states that each time the policy is amended the Membership need to be consulted. Bob Provan and Alan Martin agreed to liaise on a draft updated Equality Report ahead of the next Board meeting. *(Action Bob Provan/Alan Martin)*

11. AOCB

- a) Field Championships – it was noted that there were a lot of pass through from the bosses and there may be a request for some back-stopping. It was noted that this may be a wider issue around tournament organisers who are hosting championships.
- b) Electronic Payment – the issue of electronic payment for tournaments had been raised by a member. It was noted that the it would be up to the Clubs to organise an on-line

system and there are various providers such as Eventbrite and PayPal which can facilitate this. It was agreed that an information sheet would be produced and put on the website.
(Action Alan Martin)

- c) Moray Archers – Alan Martin noted he is working with Moray Archers regarding their facility and he will circulate further details shortly. (Action Alan Martin)

- c) Archery Leadership Academy – a Briefing paper had been prepared on the Archery Leadership Academy and it was agreed that this would circulate around the Board for feedback. (Action All)

Date of Future Meetings

Monday, 25 JUNE FACE TO FACE WEST

Monday, 27 AUGUST – GO TO MEETING

Monday 15 OCTOBER - FACE TO FACE – EAST

Monday, 19 NOVEMBER – GO TO MEETING

Saturday, 24 NOVEMBER AGM

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 25 JUNE 2018
AT HAMPDEN FOOTBALL STADIUM, GLAGOW

Present

Board Members

Vincent Bryson, Chair
Moiria Taylor, Director of Coaching
Bob Provan, Board Member without Portfolio
Kevin Pringle, Independent Director
Judith McCleary, Independent Director
Victoria Barby, Director of Communications - via Phone

Non Board Members

Jennifer Griffin, Partnership Manager, **sportscotland**
Alan Martin, Pathways Manager
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Steph Clason (Finance Director), Pip Tucknott (Performance Director) and Michael Mather (Chief Operating Officer)

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Vincent Bryson, Kevin Pringle and Judith McCleary noted that they were employed by other governing bodies.

3. APPROVAL OF MINUTES OF 16 APRIL 2018

It was agreed that the minutes of the meeting of 16 April 2018 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 16 APRIL 2018 BUT NOT ON THE AGENDA

- a) Provision of Judges – Bob Provan noted that the situation is now worse due to illness. It was noted that it takes 18 months to qualify as a judge and it was explained that having a field captain would mean that the record status of events would be affected so no records could be claimed. It was suggested that Scotland could have its own Judges system however, this would again affect the ability to claim records. It was agreed that there was not a quick fix to this, but that a recruitment drive should be started. It was agreed that for the next Board meeting that Alan Martin and Bob Provan would produce a paper on the Judging Pathway. (*Action Alan Martin/Bob Provan*)
- b) Para-Archers – Alan Martin confirmed that Nathan McQueen is still involved, and is still working to confirm the status of the other Para-Archer. (*Action Alan Martin*)

- c) SFAA/STAFFA– Vincent Bryson confirmed he will reach out to STAFFA/SFAA. (*Action Vincent Bryson*)
- d) Risk Register – Vincent Bryson agreed to provide a link to the Risk Register for the new Directors. Vincent Bryson noted that he would be adding loss of key staff as a risk. (*Action Vincent Bryson*)
- e) Finances – Karen Henderson has started work to prepare six months accounts. Thanks were expressed to Karen Henderson and FourM Accountants.
- f) Equality – Bob Provan noted that a draft Equality Policy has been produced and it was agreed that this would be circulated to the Board members ahead of wider circulation to the members for a two-week consultation. It was agreed that it should also be shared with partners organisations for consultation and it was agreed that Bob Provan would send a copy to Scottish Disability Sport. (*Action Bob Provan*)

Vincent Bryson agreed to send a copy to Louise Tideswell at Plan4Sport. (*Action Vincent Bryson*)

- g) Moray Archers – Alan Martin confirmed that he had provided feedback to the Club.
- h) Archer Leadership Academy - this had been circulated around the Board for comments. It was noted that an Award of £24,000 spread over three years had been received for the Director of Archery programme and Laura Baxter and Judith McCleary would meeting to discuss this. It was proposed the name be changed to avoid confusion with Board Directors.

5. COO REPORT

Alan Martin submitted the COO Report. The summary against the strategic outcomes were noted as:

- Membership – 2295 – Soft Archery numbers continue to increase.
- New Clubs – Soft Archery clubs plus Piperdam, Ancrum, Team Lanarkshire
- Coaching – 1 L2 course run, 2nd one cancelled –
- Accessible Clubs – Team Lanarkshire can be added
- GDPR – Privacy notice updated for 25th May – 1 DSR received – due 26/6
- Equality – Workshops attended
- Wellbeing – Meeting on 16 July
- Board to complete self assessment Governance Framework check
- Board to complete development audit outputs
- Board to complete Governance framework action points

A

Amber

(still got some work to meet targets)

Points which arose:

- a) ArcheryGB - Discussions are ongoing with ArcheryGB regarding the application for their Hardship Fund by a Scottish Archery Club. In the interim it has been agreed that Scottish Archery will cover their costs, as it was felt by Scottish Archery to be an equality issue.

- b) GDPR - It was noted that there has been a Subject Access Request which will be met within the required timescales, with appropriate data transfer software being used. Moira Taylor and Vincent Bryson agreed to liaise on the Coaching Newsletter. (*Action Moira Taylor/Vincent Bryson*)
- c) Soft Archery - The Soft Archery Championships were held with over 70 children taking part.
- d) Funding - Laura Baxter has been successful in her application for funding for the Director of Archery Programme. Alan Martin confirmed that other sources of funding have been applied for including Year of the Young People (Volunteer Academy); Robertson Trust/sportscotland (funding will be applied for in a joint bid with the Care Inspectorate); Young Start Fund.
- e) Parliamentary Reception – Directors and Staff attended the Parliament reception and a come and try of soft archery was demonstrated. This was very positively received by all that took part.
- f) Seminar – it is hoped to run a two-day Seminar with Allistair McCaw, the world-renowned Sports Performance Consultant, Mindset Coach and Team Culture Builder. This will be run jointly between four other governing bodies (Archery, Fencing, Badminton and Hockey).
- g) Risk Register - Child Protection has been escalated on the Risk Register and the Administrator has taken over responsibility for this role. Sportscotland's investment is at risk if Scottish Archery does not meet the new Safeguarding Standards and the meeting for this has now been rescheduled for July. Victoria Barby agreed to update the website with the new information. (*Action Victoria Barby*)

Vincent Bryson noted that ArcheryGB had committed a sum as a contribution to Safeguarding in Scotland, with a pro rata payment paid for the year to date.

- h) UK Coaching Course – Moira Taylor, Alan Martin will be attending the UK Coaching Conference, along with a Scottish Archery Coach who was taking the sportscotland subsidised place.
- i) Pride Glasgow – Scottish Archery will be delivering soft archery sessions at Pride Glasgow.

6. FINANCE

Steph Clason had circulated the budgets and finance report. Victoria Barby confirmed that the Communications Budget was still on track, with the main expenditure occurring at the start of the year, and confirmed that the website will remain with Basestation.

Moira Taylor will discuss with Laura Baxter the implications of the received grant on the Coaching budget. It was noted that the L2 coaching course didn't run due to lack of numbers, but a Level 1 course is due to start in Montrose, with others planned for the West and East. Moira Taylor confirmed that a Scottish Archery subsidy will also be provided to those attending, on top of the sportscotland UKCC funding which archers can also apply for.

Moira Taylor confirmed that there will be a Coaching Conference in September and budget has been allocated for this. For the Level 1 course she will also be doubling up on tutors in order for them to gain experience and this extra cost will be met from the Coaching budget.

Vincent Bryson explained that he will be looking to change the presentation of the finance reports and Kevin Pringle will also be involved in this. It was noted that due to their being an 18-month accounting period that budgets will be extended by 50% to end March 2019.

Alan Martin confirmed that most of the Performance expenditure will be used later in the year due to the competition schedule.

7. STAFFING AND HR

There was a confidential discussion on Staffing and HR, with staff members not present.

8. COACHING

Moira Taylor confirmed that she will be involved with the Director of Archery Project and that she will discuss this further with Alan Martin.

Seven volunteers have been trained to deliver soft archery training.

9. EQUALITY

Bob Provan noted that he had attended the Equality Review Meeting. To achieve Preliminary Level the Board are required to have formal training and there has to be a survey of the membership of which there has to be a 25% return. Judith McCleary and Bob Provan agreed to discuss the membership survey as Scottish Curling had recently undergone the same process. *(Action Judith McCleary/Bob Provan)*

10. SPORTSCOTLAND UPDATE

Jennifer Griffin report that the midpoint review will take place at 2.30 pm on 26 September in Stirling.

Jennifer Griffin noted that the demonstration of soft archery at the Parliamentary Reception had been very highly thought of within sportscotland and those present had been very complimentary. The internal reputation of Scottish Archery within sportscotland is good.

11. MEMBERS' FORUM

East Kilbride Archery Club had suggested that Scottish Archery considers introducing an intermediate category for Year 2 and 3 archers as is done by Teeside Indoor League. It was agreed that this would be forwarded to the Tournaments Committee for consideration.

12. AOCB

- a) Facebook – Victoria Barby suggested that the Facebook page be changed to a closed group, as Facebook had changed how newsfeeds are operated. Vincent Bryson and Victoria Barby agreed to discuss the implications. *(Action Vincent Bryson/Victoria Barby)*

- b) Backstops – there had been a request from Argyll Archers for backstops and it was agreed that Alan Martin and Phyllis Pettett would discuss this further. (*Action Alan Martin/Phyllis Pettett*)
- c) Sponsorship – Alan Martin has circulated a proposal for Sponsorship of £2,000 by the Royal Company of Archers who have set up a Charitable arm. The Board agreed to the Sponsorship proposal.

Future Meetings:

Monday, 27 August – GoTo Meeting

Monday, 15 October – Face to Face – East

Monday, 19 November – GoToMeeting

Saturday, 24 November – AGM – Perth

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 15 OCTOBER 2018
CALEDONIA HOUSE, EDINBURGH

Present

Board Members

Vincent Bryson, Chair
Moirra Taylor, Director of Coaching
Pip Tucknott, Director of Performance
Kevin Pringle, Independent Director
Judith McCleary, Independent Director
Victoria Barby, Director of Communications

Non Board Members

Jennifer Griffin, Partnership Manager, **sportscotland**
Michael Mather, Chief Operating Officer
Alan Martin, Pathways Manager – Items 1-4
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Steph Clason (Finance Director) and Bob Provan (Board Member without Portfolio).

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Vincent Bryson, Kevin Pringle and Judith McCleary noted that they were employed by other governing bodies. Alan Martin reported that he had taken up a Board position with Scottish Women's Football.

3. PATHWAYS MANAGER UPDATE

Pip Tucknott reported that the Squad weekend had gone well and that the relationships with Stirling University would need bedded in. Feedback from the Archers and Coaches was good. Alan Martin confirmed that the partnership with Stirling University was key and that they are not charging for the use of the facilities, although the next Squad will be held at Strathclyde University due to a graduation. Alan Martin confirmed that feedback forms had been completed and this will allow data to be collected for analysis. There are currently 14 squad members, of which 7 are juniors and 5 coaches. Future dates are 25 November; 16 December; 13 January to which Directors were invited.

Alan Martin confirmed that he is working on the Athlete Contract as some of the wording needs to be slightly amended. (*Action Alan Martin*)

The Performance pages of the website require to be updated and Alan Martin will start work on this. He also confirmed that there will be a full launch of the new Performance Squad on the website and social media. (*Action Alan Martin*)

There were questions about Commonwealth Games and athletes need to understand the

criteria for GB and Commonwealth Games representation should archery be included in the Games in 2022. Vincent Bryson noted that both he and the COO have been liaising with Archery GB on supporting any bid to get archery into the Birmingham games. Guidance on what events archers should be attending will be provided once we have received clarity on inclusion into the Games. Judith McCleary noted that in Curling they provide a parent/athlete handbook which has proved useful. Vincent Bryson agreed to speak to ArcheryGB regarding selection criteria when he meets with them in October. *(Action Vincent Bryson)*

Vincent Bryson reported that he and Alan Martin will be meeting with ArcheryGB on 29/30 October and any Director would be welcome to attend. Pip Tucknott indicated that he would be interested in attending.

There was a discussion on an Athlete Management System, with Kevin Pringle noting that they have one in Basketball, but it mainly used for sleep, nutrition etc but would liaise with Alan Martin on this. *(Action Kevin Pringle/Alan Martin)*

Alan Martin also suggested that a partnership with Stirling University on this may be worth looking into and other options such as Wakelet; sharepoint, One Eye; Coaches Eye were also discussed. Alan Martin agreed to look into these products. *(Action Alan Martin)*

3. APPROVAL OF MINUTES OF 27 AUGUST 2018

After one change it was agreed that the minutes of the meeting of 27 August 2018 were a true record.

4. MATTERS ARISING FROM THE MINUTES OF 27 AUGUST 2018 BUT NOT ON THE AGENDA

- a) Equality Questionnaire – Judith McCleary and Bob Provan agreed to discuss the membership survey as Scottish Curling had recently undergone the same process. *(Action Judith McCleary/Bob Provan)*
- b) Facebook – Victoria Barby noted that there was a closed Facebook Group; Judith McCleary noted caution about such groups and staff and Directors should be careful not to comment; Pip Tucknott suggested that a specific closed group would be a good vehicle for the Areas to use for engagement with Archers and Victoria Barby agreed to consider the best way of facilitating this. *(Action Victoria Barby)*
- c) Policies – Vincent Bryson confirmed that that the undernoted revised policies had been approved by the Board:
 - Financial Management Policy
 - Financial Reserves Policy
 - Delegated Authority Policy
 - Social Media Policy
 - Equality Policy
 - Anti-Bullying Policy
- d) PVG/Safeguarding- Michael Mather confirmed that the Child Protection and associated policies and procedures would be reviewed as an integral part of our overall Action Plan for achieving compliance with the Standards For Child Wellbeing and Protection In Sport.

- e) Selection Panel – Pip Tucknott confirmed that Mike Alexander from the Northern Area has agreed to be on the Selection Panel and the selection panel now has representatives from all three Areas.
- f) Junior Trophies – Alan Martin confirmed that he is liaising with Phyllis Pettett on the Junior Trophies. (*Action Alan Martin*)
- g) Safeguarding Job Description – Judith McCleary confirmed that she had provided the job description, however it was noted that there had been no nominations for the Director with responsibility for Safeguarding post.

5. CHAIR'S REPORT

- a) KPMG Audit – Vincent Bryson confirmed that the KPMG Audit took place on 10 October with all documents being provided in advance to KPMG. A Skills Matrix for the Board is required, and Michael Mather will be working on this. Michael Mather confirmed that KPMG seemed to be happy with the meeting and he would expect Scottish Archery to retain their Satisfactory with Comments rating.
- b) STAFAA – Vincent Bryson reported that he, Pip Tucknott, and Laura Baxter had met with representatives from STAFAA who were keen to engage in dialogue with Scottish Archery and understand the benefits of affiliation with Scottish Archery which Vincent Bryson noted as a positive move. It was noted that it was not a merger and the representatives from STAFAA were speaking to their clubs about this. Pip Tucknott noted that it is hoped that the Field and 3D pathways can be developed as a consequence of this positive engagement.

6. FINANCE

Alan Martin updated the Board on what was left in each of their budgets until the year end in March. It was noted that there may be an underspend in Performance due to there being no venue fees for the squads due to the partnership with Stirling University; there is a potential overspend in the staffing budget. It was agreed that Directors would indicate to Vincent Bryson whether they felt they would over or underspend the remainder of the budget. (*Action All*)

7. COMMONWEALTH GAMES AND COMMONWEALTH CHAMPIONSHIPS FOR EUROPE

Victoria Barby reported that there had been a meeting with English Archery regarding a bid for Archery to be included in Birmingham 2022. They aim to submit three bids – recurve only; recurve and para; recurve, para and compound; they have requested quotes from other home nations to be included with the bid to show that they are behind the bid and Victoria Barby has provided these.

Victoria Barby also noted that she is part of the working group on the Commonwealth Championships for Europe (previous Euronations) with the aim being to demonstrate that archery should be included in the Commonwealth Games. The aim will be to reduce the competition to every two years due to the costs involved and ensuring that it fits into the Commonwealth Games and Olympic cycles. England ran it last year, but it is hoped to run it 2019 to ensure that it fits into the cycle and a country may be needed to run it. Pip Tucknott noted that the format of the competition may change to reduce costs and have a better

pathway into the Commonwealth Game so there may be smaller teams. Sottish Archery has provided a note of support and Pip Tucknott agreed to put together a paper on the format and if Scotland could host the competition next year, for the Board to consider. (*Action Pip Tucknott*)

Kevin Pringle noted that Commonwealth Games Scotland have a £5K event fund which may be worth investigation and Michael Mather and Vincent Bryson agreed to follow this up. (*Action Michael Mather/Vincent Bryson*)

8. SUPPORTING A SCOTLAND LEG OF THE NATIONAL TOUR

Ged Laing had submitted a bid for Scotland to host a leg of the national tour, but this has been rejected. Michael Mather is contacting ArcheryGB to find out on what basis the bid was rejected, and it was agreed that Alan Martin would raise with ArcheryGB when he visits them in October. (*Action Alan Martin*)

9. APPROVAL OF POLICIES

Michael Mather circulated an updated Disciplinary Policy, and this was duly approved.

10. SAFEGUARDING UPDATE

Michael Mather had submitted a paper to the Board providing an update on Safeguarding and PVG issues.

11. COO Flash Report

Michael Mather distributed the COO Flash Report. Summary against Strategic Targets was noted as:

- Membership – 3008 – Target met.
- New Clubs – Target met
- Coaching – Performance coaching course March, L2 Feb
- Accessible Clubs – 11 clubs either working or on the radar to complete
- GDPR – Target met – no follow up to SAR
- Equality – Initial meetings held with Plan4Sport & attendance at CEO & Board Members Training (Michael Mather & Bob Provan) Working on survey
- Standards for Child Wellbeing – Initial score of 62% on self assessment against Standards- Action points being worked on with Anti-Bullying Framework and Policy now in place.
- Development Audit – COO and Pathways Manager hosted meeting with KPMG on 10/10. A few policies and documents to be provided to auditor, but 95% completion of requirements
- Board to complete self-assessment Governance Framework check
- Board to complete development audit outputs
- Board to complete Governance framework action points

12. RISK REGISTER

Vincent Bryson highlighted the concerns on the Risk Register regarding Safeguarding.

13. PERFORMANCE UPDATE

Pip Tucknott noted that he is having discussions regarding the 3D pathway. The Selection for the Indoor Championships will be done shortly with the selection committee adjudicating if there are any ties.

14. COACHING

Moira Taylor provided the undernoted update:

- a) Coaches Mailing List – reports from AGB CRM system are coming through although not on a regular basis. We have in the region of 105 coaches although there are some issues around PVGs which means that Coaches do not appear on the AGB list.
- b) Coach Educators – we currently in Scotland have 8 Coach Educators and 4 Course assessors.
- b) Coach Training – the L1 course in the North has 12 candidates and the assessment will take place on 9 December; the L1 course in the West also has 12 candidates and the assessment will take place on 25 November. A L1 course will start in the East on 1 December with assessment on 9 March. There are currently eight candidates for this course.

A new Level 2 course has been arranged starting in February 2019 and costs for the course need to be done and then the course advertised. A recent communication to Coaches asked for anyone interested in L2 to get in touch – only three people have come forward to date. Hopefully once the course is advertised this will increase the numbers.

- c) Coaching Committee – this meets via GoToMeeting approximately every six weeks. A newsletter was produced in September (and quarterly thereafter) to all Coaches.
- d) Coach Renewals – Many coaches are withdrawn from the AGB Coaches list as they fail to renew their licence. This is an issue that Moira Taylor would like the coaching committee to address.
- e) Soft Archery – We have undertaken 3 training days for soft archery for local authorities, active schools and young leaders totalling 66 people. One more is scheduled for November.
- f) Scottish Coaches Network Conference – the Conference took place at Inverclyde on 22/23 September with 29 coaches attending and feedback has been very positive. 71% of respondents said they would like the conference held annually.
- g) Performance and Coaching Group – we have held two meetings of the Performance and coaching Group.

15. ANNUAL GENERAL MEETING

Vincent Bryson noted that the AGM will take place on 24 November in Perth. Information had gone out to the membership on the AGM and nominations for Directors had been advertised. Unfortunately, there had been no nominations for the Director with responsibility for Safeguarding.

16. MEMBERS FORUM

Various topics had been received via the Facebook page and Alan Martin agreed to answer these. (*Action Alan Martin*)

There were two queries regarding membership fees and these will be looked at in relation to the AGM. (*Action Michael Mather*)

A query had been received regarding Scottish Records and this will be dealt with separately. (*Action Michael Mather*)

17. AOCB

- a) Sportscotland Review – Vincent Bryson noted that the review had been well received and there had been positive feedback from sportscotland who had been impressed with the turnaround in the organisation over the past few years.
- b) Annual Report – Directors were reminded to submit their contribution to the Annual Report. (*Action All*)

Date of Next Meeting:

19 November – GoToMeeting

24 November – AGM

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 27 AUGUST 2018
BY GOTOMEETING

Present

Board Members

Vincent Bryson, Chair
Moirra Taylor, Director of Coaching
Pip Tucknott, Director of Performance
Kevin Pringle, Independent Director
Judith McCleary, Independent Director
Victoria Barby, Director of Communications

Non Board Members

Jennifer Griffin, Partnership Manager, **sportscotland**
Alan Martin, Pathways Manager
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Steph Clason (Finance Director), Bob Provan (Board Member without Portfolio) and Michael Mather (Chief Operating Officer)

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Vincent Bryson, Kevin Pringle and Judith McCleary noted that they were employed by other governing bodies.

3. APPROVAL OF MINUTES OF 25 JUNE 2018

It was agreed that the minutes of the meeting of 25 June 2018 were a true record.

4. MATTERS ARISING FROM THE MINUTES OF 25 JUNE 2018 BUT NOT ON THE AGENDA

- a) Para-Archers – Alan Martin reported that ArcheryGB currently don't have a para-Olympic programme as they are waiting to see what funding there is. The para-athletes are still involved in archery and are training in Scotland and there is also a junior para-archer coming through.
- b) SFAA/STAFFA– Vincent Bryson noted that he is working on arranging meetings with both SFAA/STAFFA. (*Action Vincent Bryson*)
- c) Risk Register – Vincent Bryson agreed to provide a link to the Risk Register for the new Directors. Vincent Bryson noted that he would be adding loss of key staff as a risk. (*Action Vincent Bryson*)

- d) Finance – Vincent Bryson reported that Karen Henderson is working on a Summary for the six months. He confirmed that the accounts had been submitted to Companies House in time for the 30 June deadline.
- e) Equality Policy – Bob Provan had circulated the draft Equality Policy to Scottish Disability Sport and it had also been circulated to Plan4Sport although no response had been received.
- f) Leadership Academy – it was noted that the bid for the Leadership Academy funding was not successful and Alan Martin had circulated the letter regarding this. Vincent Bryson agreed to liaise with Judith McCleary, Michael Mather and Laura Baxter on the funding.
- g) GDPR – Vincent Bryson confirmed that Scottish Archery had met the timescales and agreed to liaise with Moira Taylor regarding GDPR. (*Action Vincent Bryson/Moira Taylor*)
- h) Safeguarding – ArcheryGB have provided funding for Safeguarding and Jacqui Dunlop has now taken on this role.
- i) Coaching Conference – Moira Taylor attended the Coaching Conference. She noted that Laura Baxter had attended the Pride Glasgow Event. It was noted that good feedback had been received from the Glasgow Pride Event.
- j) Equality Questionnaire – Judith McCleary and Bob Provan agreed to discuss the membership survey as Scottish Curling had recently undergone the same process. (*Action Judith McCleary/Bob Provan*)
- k) Facebook – Victoria Barby suggested that the Facebook page be changed to a closed group, as Facebook had changed how newsfeeds are operated. Vincent Bryson and Victoria Barby agreed to discuss the implications. (*Action Vincent Bryson/Victoria Barby*)
- l) Backstops – Phyllis Pettett has bought some backstops, and these have gone to Argyll for testing and appear to be fine.

4. CHAIR'S UPDATE

Vincent Bryson noted that a lot of his activity since the last meeting had been operational. There had also been engagement with Jennifer Griffin on the Strategic reviews. Kevin Pringle asked if there was enough support for the Strategic Review and it was agreed that Judith McCleary and Kevin Pringle would provide support on the metric information as independent directors to give a sense check. Vincent Bryson noted that he had also had support from sportscotland. Work is also being undertaken on Performance and it was agreed that Kevin Pringle would also support Alan Martin and Pip Tucknott on this.

The sportscotland Panel meeting takes place on 26 September and Michael Mather and Vincent Bryson will represent Scottish Archery. It was agreed that there would be a short Board update meeting on Friday, 28 September at 6.30 pm.

5. JUDGES PROPOSALS

Bob Provan and Alan Martin had circulated a report. Work will be carried out with the Judging Liaison officer to establish how many events can be realistically held at UKRS and WA

level using our existing judges. Events will be identified for team selection, and when this is done a Scottish National Series will look to be formed using existing events on the calendar. Longer term work will be carried out to look at the judges qualification. It was agreed that a National series would be useful as it is not good when shoots are downgraded from a record status, although the number of events in the series would probably be about 3 outdoors. It was agreed that Bob Provan and Alan Martin would flesh out the report and Vincent Bryson would raise judging when he met with Archery GB in October.

It was agreed that Laura Baxter should also attend the ArcheryGB meeting as she was yet to meet their Development Staff. Alan Martin agreed to liaise with Laura Baxter on attending the meeting. *(Action Alan Martin)*

6. CUSTOMER COMMUNICATION MAPPING

Victoria Barby circulated a copy of the Scottish Archery Customer Experience Map which looked at the different stages of communication with various members and non-members of Scottish Archery. A rating is given for communication in different areas, and there are areas which Scottish Archery are doing well but it was agreed work needs to be done to ensure this keeps progressing. Kevin Pringle asked if the document had been sense checked with anyone in the Archery Community, and Victoria Barby noted that it was currently just her views. Vincent Bryson noted that it was an excellent document and very concise. It was agreed that Victoria Barby would meet with the Staff team to discuss the next steps. *(Action Michael Mather/Victoria Barby)*

7. RATIFICATION OF SCOTTISH ARCHERY POLICIES

The undernoted policies were circulated for approval:

Financial Management Policy
 Financial Reserves Policy
 Delegated Authority Policy
 Social Media Policy
 Equality Policy
 Anti-Bullying Policy

It was agreed that Directors should confirm with Vincent Bryson that they approved the policies or provide comments by Monday, 3 September 2018.

8. FINANCES

In Steph Clason's absence Alan Martin had provided a budget update, including a projection of budgets for the next six and twelve months. It was noted that the Governance Budget was almost spent, but there may be some re-coding into operational areas and this will be discussed by the Chair, Michael Mather and Alan Martin. Alan Martin noted that he is liaising with Douglas Blyth regarding the Judges budget. It was noted that areas such as Coaching and Performance will have a bigger spend at the end of the year due to the Coaching Conference and the National Squads.

It was agreed that Directors would consider their remaining budget and inform Vincent Bryson if they have any large amounts of expenditure. *(Action All)*

9. COO FLASH REPORT

Alan Martin circulated the COO's Flash Report. The summary against strategic outcomes was noted as:

- Membership – 2941 – Still a few soft archery members to add.
- New Clubs – Target met
- Coaching – Performance coaching course potentially Jan/Feb
- Accessible Clubs – 11 clubs either working or on the radar to complete
- GDPR – Target met
- Equality – Workshops attended
- Safeguarding Standards – Action points being worked on
- Board to complete self-assessment Governance Framework check
- Board to complete development audit outputs
- Board to Governance framework action points

Vincent Bryson noted that he will be circulating correspondence about Board appraisals and Kevin Pringle agreed to share an on-line survey that does both Chair and Board Appraisals. *(Action Kevin Pringle/Vincent Bryson)*

One area of concern was noted as the Hardship Fund and Scottish Archery will continue to liaise with ArcheryGB on their stance on this.

10. SAFEGUARDING UPDATE

It was noted that Jacqui Dunlop has taken on responsibility for Safeguarding. She noted that Scottish Archery have met with Children 1st regarding the Safeguarding Standards and Scottish Archery is 62% compliant. An action plan has been produced and approved by Children 1st and this includes items such as producing an Anti-Bullying Policy, Jacqui Dunlop updating her training, providing packs for parents and juniors with information such as codes of conduct etc.

A large amount of PVGs are being processed and working within the current guidelines which Scottish Archery have previously been issued to Clubs all Coaches with will be PVG'd under Scottish Archery whilst all other regulated roles will be PVG'd under the Club using the secondary organisation route. Jacqui Dunlop and Michael Mather will liaise on this on his return from holiday as the current guidelines are due for an update. *(Action Jacqui Dunlop/Michael Mather)*

There was a discussion around Safeguarding and Victoria Barby agreed to produce a standard media response. *(Action Victoria Barby)*

11. PERFORMANCE UPDATE

Alan Martin circulated slides which outlined the Performance Programme. Pip Tucknott noted that things are moving slowly but they are moving in the right direction. Work is being carried out with ArcheryGB regarding accessing coaches for next year. Venues are also being considered for Squads. Bosses are currently being stored at Kilmarnock Outdoor Arena, however it is noted that the temperature of the facility made it unsuitable for Squad training. Alan Martin agreed to keep the Board updated with the proposed venue. *(Action Alan Martin)*

Victoria Barby noted that it was important that squad dates did not clash with other competitions. Pip Tucknott noted that these had been checked but there may be clashes with smaller events due to the number of these now on the calendar.

Moira Taylor noted that she will meeting with the Performance Team and noted the importance of the development opportunity for coaches.

Vincent Bryson noted that there had been issues with the kit and this is being worked on.

Pip Tucknott is working on the selection committee is being worked on with a representative from the North still to be appointed. (*Action Pip Tucknott*)

Pip Tucknott confirmed that there will be selection criteria published so that athletes can submit their applications, and this should be available by January.

12. MEMBERS' FORUM

- a) Masters Competitions – a request had been received regarding the promotion of Masters competitions and the incorporation of a Masters Championships into the Scottish Championships. It was agreed that there would be the promotion of Masters competitions.
- b) Junior Trophies – David Seez had submitted a query regarding the provision of Trophies for the Junior Championships. It was noted that the original trophies were missing and had been replaced with sub-standard trophies which had, in some cases, had the wrong inscriptions on them. It was agreed that an audit of the trophies would be carried out and Alan Martin would liaise with the Tournament Organisers Committee regarding this. (*Action Alan Martin*)

13. COACHING UPDATE

Moira Taylor provided the undernoted update:

Coach Training Courses

Level 1 Courses: 1 course completed in Kilmarnock – 12 successful candidates (Director of Coaching acted as a Mentor for 2 candidates). 1 course scheduled in North Area starting on 16 September – 12 candidates. 1 course scheduled in West Area starting on 1 September with 12 candidates. 1 course scheduled in East Area starting on 1 December – still accepting candidates. Financial input has been offered to each area from Coaching budget.

- Level 2 course scheduled to begin in Armadale in February – not yet advertised.
- Coach Education programme in operation to ensure all new Course Tutors are supported by another Tutor to gain experience quickly. Support Tutor will be funded through the Coaching budget. This programme has been notified to AGB who support the programme fully.
- Assessors: we have a further 2 Assessors in Scotland which will ease the pressure of bringing other assessors from England.

Coaching Conference

Conference is taking place in Inverclyde on 22 & 23 September – currently between 25 & 30 applicants. Good programme of Speakers has been scheduled.

Coaching Committee:

Meetings held approx. every 6 weeks by Go to Meeting. Newsletter to Coaching network distributed approx. every 6-8 weeks – next one due September.

Soft Archery:

- 7 Coaches have undergone training to deliver sessions in schools to teachers etc.
- Director Coaching has delivered 1 session in August & 2 Coaches are delivering in August & September with support from Director Coaching.
- Feedback from teachers etc is very encouraging as they see the potential for children using soft archery.

SA Performance & Coaching Group:

This group consisting of Directors of Performance and Coaching Pathways Manager and CDO has been set up.

Meetings etc:

- President of Disability Sport Fife to investigate progressing archery in Fife
- Director Coaching attended the two day UK Coaching conference in Edinburgh. Sportscotland offered two subsidised places to each NGB and 1 was taken up by Scottish Archery & funded through Coaching budget.
- Ongoing issues with PVG & Coach licences which are being worked on.

14. DIRECTORS REPORTS

It was agreed that the Directors Reporting would be looked at as part of the Chair's appraisal, as the reporting of targets was now done through the COO's Flash Report.

15. AOCB

- a) AGM – it was noted that bob Provan and Kevin Pringle are required to be ratified at the AGM. The Director for Coaching, Finance and Independent Director are due for election. It was noted that there is also a requirement for a Board member to have responsibility for Safeguarding and Vincent Bryson agreed to speak to Judith McCleary regarding a Job Description for this role. (*Action Vincent Bryson*)
- b) Sportscotland Awards – Jennifer Griffin noted that the sportscotland Officiating and Volunteer awards are now open with the closing date being Friday, 7 September. Victoria Barby agreed to publicise through the Scottish Archery media channels. (*Action Victoria Barby*)

Date of Future Meetings:

Monday 15 OCTOBER - FACE TO FACE – EAST
Monday, 19 NOVEMBER – GO TO MEETING
Saturday, 24 NOVEMBER AGM



Scottish Archery
Board Meeting
Held On
Monday 5th March 2018
AT CALEDONIA HOUSE, EDINBURGH
Meeting Notes

Present

Board Members

Vincent Bryson, Chair
Moiria Taylor, Director of Coaching
Victoria Barby, Director of Communications
Pip Tucknott, Director of Performance
Steph Clason, Director of Finance
Bob Provan, Co-Opted Board Member
Kevin Pringle, Co-Opted Independent Board Member

Non Board Members

Michael Mather, Chief Operating Officer
Jennifer Griffin, **sportscotland** Partnership Manager

1. WELCOME AND APOLOGIES

Apologies had been submitted by:

- Judith McCleary, Independent Director
- Jacqui Dunlop, Administrator

The Chair welcomed everyone to the 1st Board Meeting of 2018. He noted a special welcome to two new Board members who had been co-opted to the Board subsequent to the 2017 AGM in November: Bob Provan from Links Archers and Kevin Pringle who has joined the Board as an Independent Board Members. The Chair asked that Bob and Kevin be provided with dates and locations for Board Meetings for the rest of the year. (*Action: Michael Mather / Jacqui Dunlop*).

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

No conflicts of interest were recorded for any items on the Agenda for this Board Meeting.

3. APPROVAL OF MINUTES OF BOARD MEETING OF 18TH DECEMBER 2017

It was unanimously agreed that the minutes of the meeting of the 18th December 2017 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 18TH DECEMBER BUT NOT ON AGENDA

- a. Company Secretary: It was confirmed that Michael Mather is now undertaking the role of Company Secretary. Confirmed that Companies House has been advised on this and Michael Mather confirmed that all changes of Director, etc from the AGM have been advised to Companies House.

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- b. JLO Budget: It was confirmed that the JLO Budget reporting to the Board will now be undertaken by Alan Martin, Pathways Manager. (The JLO retains day to day management of this budget)
- c. Child Protection/Safeguarding: This particular case has been escalated within Archery GB's Case Management Panel who have requested an update by mid March. (*Action: Michael Mather*)
- d. Board Structure: With the changes to the Board from the AGM plus the two co-opted Board Members the organisation structure chart requires another update (*Action: Michael Mather*)
- e. Budgets: It was agreed that there should be a 6 month review of all budgets against spend as at the end of March. It was also noted that with the end of Scottish Archery's financial year having now moved to the end of March 2019 there will be a further financial review at the end of September 2018 with this being available for the 2018 AGM in November.
- f. Archery GB – Support for Judges: Michael Mather noted that a response had been received from Archery GB advising that there is currently no financial support provided for Judges attending events overseas.
- g. Child Protection/Safeguarding Post: Michael Mather advised that there had been a tele-conference with Archery GB on this – no definitive conclusion achieved, but the CEO of Archery GB is meeting with the Scottish Archery Chair and COO later this week to further discuss this and other Business Cases submitted to Archery GB.
- h. Equality Champions: It was agreed that Bob Provan would take on the role of Equality Champion along with Victoria Barby on the Board. (*Michael Mather to provide Bob Provan with relevant Equality information*).
- i. Newsletter: Victoria Barby advised that it appears that only 56 members opened the most recent monthly Newsletter. Noted that this is a very disappointing level of engagement on this communication. She will try other options to encourage greater engagement with this communication channel.
- j. Disability Officer: Action completed.

5. 3D COMPETITION / FIELD ARCHERY

Discussions are ongoing on this matter. It was noted that there have also been some very broad discussions with members of the Scottish Field Archery Association.

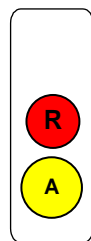
6. SOFT ARCHERY

It was confirmed that a date in June has now been set for a 'Soft Archery Championships' on Tuesday 5th June at a venue in Barrhead near Glasgow. Further information on this will be circulated as it becomes available. It is anticipated that participants from up to 4 Local Authorities will participate and we hope to have up to 30 targets for the event.

7. FLASH REPORT

Summary against Strategic Outcomes

- Membership – 1944 – Hope to have at least 300 members in place from Newton Mearns Scout Group within next month. Should also see an increase in membership at start of April as ½ year discount comes in
- (Clubs – 114) – based on data from Sport 80 [we have some concerns about robustness of data]
- Coaching – L2 started in September 2017 with Assessment in March 2018
- Performance – Nathan McQueen still on Podium Potential, Brad Stewart selected for GB team. Matthew Wong in GB junior
- Area performance squad – East looking at business plan around funding for team events and training.
- Board to complete self assessment Governance Framework check
- Board to complete development audit outputs
- Board to complete Governance framework action points



Michael Mather noted key points on the Flash Report in relation to the challenges that are being encountered in relation to membership numbers. There is concern that some clubs are having difficulties in using the Sport 80 System effectively. This has been raised with Archery GB.

There are two projects being worked on just now that are absorbing a significant amount of the staff team time – GDPR and the introduction of the new 'Standards for **Child** e-Wellbeing and Protection in Sport', both of which have to be implemented within the next 3 months.

8. SPORTSCOTLAND UPDATE

Jennifer Griffin provided an update on the Scottish Archery application for funding for the forthcoming financial year (1st April 2018 – 31st March 2019). ***Due to the confidential nature of this update information will only be published once sportscotland have confirmed.***

It was confirmed that Scottish Archery will be having a 'mid point review' with **sportscotland** in October to report on progress in the 1st 50% of the 4 year cycle.

Jennifer Griffin reinforced the positive nature of the current relationship between Scottish Archery and **sportscotland**. Vincent Bryson noted thanks to Jennifer Griffin for her ongoing support and guidance.



9. SAFEGUARDING

There was some discussion on the importance of Safeguarding for Scottish Archery and, taking cognisance of the recommendations published in the 'Standards for Child Wellbeing and Protection in Sport', it was recognised that Scottish Archery may have to professionalise this area. It was agreed that as there is still a vacancy on the Scottish Archery Board that consideration should be given to recruiting a further Board Member who would have specific Safeguarding responsibility. (*Action: Michael Mather and Vincent Bryson*).

10. AGM AND SUCCESSION PLANNING

It was noted that for both Vincent Bryson and Steph Clason, their 1st 3 year term as Directors concludes at the 2018 although there is the opportunity for both to be re-elected to the Board for a further 3 year term should they wish to do so.

Similarly, Victoria Barby will have served 2 x 3 year terms as a Director by the 2019 AGM and must step off the Board at that time.

Consideration will therefore have to be given on how best to plan succession planning for these and other Board roles over the coming few months.

11. FINANCIAL REVIEW

It was agreed that Vincent Bryson and Steph Clason would undertake a broad financial review over the next couple of months (*Action: Vincent Bryson and Steph Clason*)

12. CHIEF OPERATING OFFICER ROLE

(Michael Mather left the meeting for the period of discussion on this topic). the Board discussed future staffing from April 2019

13. AOCB

- a. Scottish Rankings: There was some discussion around the new Rankings Document published by Archery GB. It was generally agreed that Scottish Archery should align with this as much as is practical. John Nott of Archery GB is coming to Scotland on the 11th March to present on the new Archery GB Competitions Pathway and it is believed that there will be a discussion on Rankings at this event.
- b. PVG / Safeguarding: Moira Taylor, Director of Coaching, advised that Coach Renewals are now being handled by the Coaching Committee – details of this can be found on the Scottish Archery website. Following what is regarded as 'best practice' coaches will also be required to attend a Child Protection Refresher Course at least every three years – although this will not be aligned to their Coaching Renewals. This will be incorporated into our revised PVG / Safeguarding Policies once Scottish Archery have completed the required Self Assessment exercise relating to the new Standards for Safeguarding and Protection of Children in Sport. (*Action: Michael Mather*)

Date of next Board Meeting: Monday 16th April (By Go To Meeting).



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