

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 22 APRIL 2024
BY MICROSOFT TEAMS

Present

Board Members

John Nicholson, Co-opted Chair (JN)
Gary Grieve, Director of Coaching and Development (GG)
Moira Taylor, Co-opted Director of Equality (MT)
Jules May, Director of Digital (JM)

Non-Board Members

Lindsay-Anne Kendal, Company Secretary (LAK)
Lyndsay Noon, Chief Executive Officer (LN)
Jacqui Dunlop, Safeguarding and Operations Manager (JD)

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Craig Lindsay, Finance Director, Ainsley Ward, Co-Opted Director and Sarah Birrell, sportscotland Partnership Manager.

2. CONFLICT OF INTEREST

There was one conflict of interest noted.

3. MINUTES OF MEETING OF 11 MARCH 2024

Following one change, it was proposed by JM and seconded by MT that the minutes of the meeting of 11 March 2024 were a true record.

4. MATTERS ARISING FROM MINUTES OF 11 MARCH 2024

JN asked if anyone had an action from the previous minutes if they could circulate the information ahead of the meeting.

It was noted that all actions had been completed with the exception of:

4.1 AGM Planning and EGM Considerations – it was agreed that this would be added to the June Agenda. (*Action LN*)

4.2 sportscotland Tracker – LN noted that the updated sportscotland tracker had just been received and would circulate it to the Board. (*Action LN*)

4.3 Liaise on Brand Guidelines – it was agreed that this action would be carried forward to the June meeting. (*Action JM/MT/LN*)

4.4 Liaise with TO Group on dates for competitions - LN reported that Fiona Hirst is in post and LN will provide an outline at the next Board meeting on how the sub-groups will work

together. (*Action LN*)

- 4.5 Board and Company Structure – JN noted that this was discussed at the Strategy Sub-Group meeting and will be ongoing as the Strategy evolves.
- 4.6 Risk Register – GG and LN have met to discuss and review the Risk Register and a follow up meeting is to take place. LN noted she will discuss with the staff for their input and will update at the June Board meeting. (*Action LN*)
- 4.7 Multi-Sports Fields Arrow Recommendations Policy – JM reported that if Clubs or Scottish Archery wish to hold World or UK Record status shoots, they have to allow carbon arrows. This is because ArcheryGB follow World Archery rules. There are currently only two fields in Scotland that can permit that. JM noted that one of the strategy pillars is competition and the strategy group will do some work on this.
- 4.8 Consider Complaint – an update was provided on complaints.
- 4.9 Resolve any JLO Email issues – LN confirmed she is liaising with the JLO, but he has not reported any issues.

5. CEO FLASH REPORT

LN circulated the CEO Flash report, the summary was noted as:

- KMPG Development audit concluded – achieved satisfactory with comments
- Alan Martin, Head of Pathways, has now left Scottish Archery. A review of the staff structure and remits has been under way and advert will go live soon.
- Working group for conduct policies and processes-3rd meeting has taken place.
- Third meeting held with Strategic plan working group – developing key pillars for the strategy.
- New Events Co-ordinator in place for interim period of 3 months after which open recruitment will take place.
- One application for Director of Safeguarding – Interviews will take place next week.
- Equality, Diversity and Inclusion self-reflection tool completed for the new framework – Moving to Inclusion. Initial meeting planned on 29th April with Sportscotland to begin SA journey on the new framework.
- Selection Policy review is complete. Rikki Bingham is supporting with developing a short term plan which will be implemented by the new member of staff (and newly convened athlete progression subgroup) once recruited.
- Open Mic evening with Chair and CEO delivered. We will run another session in a month (18 sign ups). U21 Open Mic session also planned for 25th April.

- Membership structure/fee working group convened and initial meeting has taken place.
- CEO working an additional 1 day per week as of beginning April to cover priority areas until recruitment has concluded for new post.

JN requested that dates be allocated to the actions on the report, and LN noted that she would include proposed dates. *(Action LN)*

6. FINANCE UPDATE

Financial Reports, including the budget were circulated in advance. The Board unanimously approved the budget on the basis of what was submitted by the Finance Director.

JN requested that a Variance Report is produced for the profit and loss report agreed to circulate a note on the finance update commentary.. *(Action JN/LN/CL)*

7. REVISED GRIEVANCE PROCEDURES UPDATE

JM reported that he had been working on a revised Complaints and Grievance Policy. It was agreed that the draft would be circulated to the Board with comments back to JM within four weeks. *(Action All)*

MT sought clarification on the work which is ongoing with the Consultant and LN confirmed that the consultant has been involved. The Whistleblowing Policy needs to also be approved and consideration will be given on how it fits within the Complaints and Grievance Policy and JN, JM and LN agreed to liaise with the aim of the Whistleblowing Policy being approved at the next Board meeting. *(Action JN/JM/LN)*

8. SELECTION REVIEW REPORT

LN reported that the final report had been received and she had met with Rikki Bingham to discuss short term actions. The long term actions will sit with the new member of staff.

MT noted that she found it interesting that the consultants hadn't spoken to anyone who was successful in the selection process and so the report felt slightly skewed. LN noted that this was acknowledged in the report and the remit was only to speak to those who were unsuccessful. This will be noted in any communication which issued with the report.

JM noted that the bigger picture was that there had been a failure in communication at the beginning which had been compounded.

It was agreed that LN would circulate the communication which was going out with the report to the Board by 1 May where it would be noted that the report took account of only one group of members. LN agreed to liaise with sportscotland's media team and will confirm to them the timeline that Scottish Archery are working to with the aim of the report being issued by 7 May. *(Action LN)*

9. STRATEGY DEVELOPMENT UPDATE

JN reported that the Strategy Sub-Group had held a couple of meetings. It was agreed that LN's draft note would be circulated to the Board by the end of the week, with the aim of

feeding back to the Group whether the general direction of travel was right by 3 May. (*Action LN/All*)

The aim will then engage with the membership and come back to the June meeting with a document which has membership interaction.

JN noted it was quite different from the previous strategy and was more focussed on archery. LN reported previous engagement with volunteers has been good with 14 new volunteers recruited into sub-groups, but this is a foundation and work needs to be done to continue and build. GG noted that a balance needs to be found to continue the great work of the previous strategies into the new strategy.

It was agreed that the draft strategy would be circulated by the end of the week with the Board to give broad comments by 3 May, which will then allow member engagement with a more detailed Strategy presented to the June meeting. (*Action LN/JN*)

10. STAFFING UPDATE

LN reported that the advert for the vacancy will go live next week, with LN currently doing an extra day to cover Alan Martin's departure. Other staff members are picking up priority work and it is hoped that the new person can be in post in 12-16 weeks.

11. RISK REGISTER

It was agreed that this would be discussed at the June Board meeting.

12. COMPLAINT UPDATE

LN provided an update.

13. SAFEGUARDING UPDATE

JD provided the undernoted update:

- a) **Case Management** – JD provided an update on a case, noting that AGB had reached its conclusion..
- b) **PVG's processed through DS rather than VS** – Scottish Archery have moved from processing PVGs through Volunteer Scotland, directly with Disclosure Scotland. The paperwork has all been completed, and we are set up now with Disclosure Scotland.
- c) **Processing of PVGs** - this is changing with the new system having to be implemented by 1 May. There has been an enormous amount of work ongoing with this, involving sportscotland, Children 1st and Harper Macleod. The lead offers SGBs have been working collaboratively which has been of enormous benefit.
- d) **PVGs will be Mandatory from April 2025** – new legislation comes into effect from April 2025. Currently you can legally be doing a regulated role and not be PVG checked, however it was illegal for Clubs to have someone doing a regulated role who was barred or being considered for barring, from working with children and the only way to tell this is by

doing a PVG check. The new law closes that loophole and all people who are doing a regulated role must be PVG checked.

- e) **Disclosure Scotland/Scottish Government Consultation on PVGs** – as part of the new legislation which comes into place in April 2025, Disclosure Scotland/the Government are currently carrying out a consultation (Disclosure Scotland fees: discounting, waivers and accredited bodies consultation) One of the considerations is that there will now be a fee for volunteers to apply for PVG membership and fees to update the PVG which will be required every 5 years. This will impact on those who want to volunteer. This will have an impact on the wider sporting community and will also increase risk if clubs do not get their volunteers PVG checked due to cost. Scottish Archery will respond to the Consultation and will encourage clubs to do likewise to explain that this would be hugely detrimental to the safety of our young people and adds an extra barrier to our sport and volunteer workforce.
- f) **Safeguarding Director** – Scottish Archery is interviewing tomorrow for a new Safeguarding Director.

14 DECISIONS TAKEN OUTWITH FORMAL BOARD MEETINGS

The Chair asked that all decisions should be taken by the board and that if required a quorate ad-hoc board could be assembled very quickly. There should therefore be no decisions taken outwith board meetings. It is possible that board members may bring a discussion to the board that requires ratification, but a quorate board meeting must be properly assembled to approve any decisions.

LN agreed to get the undernoted policies circulated to the Board for approval at the June board meeting. (*Action LN*)

Anti-Fraud
Anti-Corruption
Anti-Bribery

LN agreed to share the process for matters to be ratified at Board meetings (*Action LN*)

15. Date of Future Meetings

Monday 3 June 2024
Monday, 26 August 2024
Monday, 14 October 2024
Saturday, 23 November 2024 – AGM

ACTION LOG

Action No	Who	Action	When
1.1	LN	Add AGM Planning to June Agenda and EGM Considerations – wait till next month. Carried forward.	Next Meeting
1.2	LN	Circulate sportscotland tracker to Board	ASAP

1.3	JM/MT/LN	Liaise on Brand guidelines	Next Meeting
1.4	LN	Discuss Risk Register with Staff and update Board	Next Meeting
1.5	LN	Provide proposed dates on Flash Report	Next Meeting
1.6	JN/LN/CL	Liaise on producing Variance Report	Next Meeting
1.7	All	Review revised Complaints and Grievance Policy	20 April 2024
1.8	JN/JM/LN	Liaise on Whistleblowing Policy with aim of being approved at June Board	Next Meeting
1.9	LN/All	LN to circulate strategy with Directors to review	3 May 2024
1.10	LN	Liaise with sportscotland comms team and issue selection report, circulate the cover email to the Board.	7 May
1.11	LN	LN to share process for ratification of Board matters	Next Meeting