

MINUTES OF THE MEETING OF THE SCOTTISH HOCKEY BOARD ON 3 FEBRUARY 2020

Glasgow National Hockey Centre

18.30 Start

ATTENDANCE

DIRECTORS	IN ATTENDANCE
Robin McLaren - Chair Angie Keith (VC) Barbara Morgan (VC) Paul Geoghegan (VC) Justine Westwood Stephen Martin (VC) Karin McKenny Lynsey Wilson (VC)	David Sweetman John MacKenzie (President) Lee Waterman (SportsScotland) Lloyd Sammeroff (Minute Taker) Andy Tennant (Part of Meeting)

Item		Action
1.1	Apologies and Introductions Apologies were given from: Sophie Ashcroft, Stewart Gilmour, Jamie Carnegie and Peter Gillespie	
1.2	Declarations of interest None but Lloyd is to resend the form to all Directors to amend if their situation changes.	All
2	Minutes of the meeting 11th November. The minutes from the previous meeting were approved as a true reflection of the meeting. However, DS is to inform the Board as to what types of sensitive information are normally redacted from standard minutes before they are published on the website. These minutes will be used as an example for the Board.	DS
3.1	Action Points from Previous Meeting Ethics Manual – The complaints process has been re-written and go to board next week in draft format for review after that. Final deadline for the final draft of end of March 2020 with implementation at the end of June 2020. Core – AK provided an update on Core. There is a change of Project Manager at Blue2, which is delaying progress. However, competitions appointments have been developed and she is working with Scott Madden on Club Accreditation. Further discussion will be had during the away day. Audit Committee – No movement has been made but this is a priority item for the away day and the Chair is looking for volunteers to assist with actioning this asap.	DS

	<p>Commercial Group – This will also be discussed at the away day.</p> <p>Charity Arm – a brief needs to be prepared on why a charity arm should be established and what the benefits are in order to progress. This will also need to be discussed at the away day as there are many implications and costs associated with running a charity if the Board decide to do so.</p> <p>KPIs – This will be reviewed later in the meeting.</p> <p>Safeguard and Welfare – Children 1st at the last meeting advised that it is desirable that the Board should have a Safeguard & Welfare lead. Roles and Responsibilities of Board members will be reviewed during the away day to appoint someone from the Board to fill this role.</p> <p>Risk Register – This will be looked at during the away day where the Board will review, manage and mitigate the risks.</p> <p>Pitch 1 @ GNHC – this has now been through 2 deep cleans and is draining better and we have received no complaints since. However, if anyone is aware of any issues then please let DS and Jamie Frail know.</p>	
3.2	<p>End Of Year Accounts The end of year accounts were presented.</p>	
3.3	<p>KPI Tracker JW has volunteered to assist with changing the format as to how these are reported, especially the dates of updaters. However, the subjects and metrics of the KPIs will be reviewed during the away day depending on the direction of the Strategic plan.</p>	JW
4.1	<p>Performance Update AT presented his Report to the board</p>	
4.2	<p>Performance Reflections SM gave a report on his reflections so far:</p>	
5.1	<p>Board Assessment Process DS presented his paper and appendix on the proposed assessment process. It was fully agreed that the Chair and Board should be assessed on an annual basis and look at best practice. However, the template that DS presented (derived from the health sector) should be simplified slightly as some questions are repetitive and some of the wording needs changed. DS is to review and amend to 15 questions initially.</p>	
5.2	<p>SHU Events DS apologised for not circulating Scott Baird’s report on the SHU Events accounts. This will be distributed on 4th February 2020.</p>	

5.3	<p>CEO Background Reports DS submitted his paper. Jamie Frail will shortly be going on shared paternity leave and Scott Madden will be covering his absence.</p>	
6	<p>Management Report JM presented his report.</p>	
7	<p>Sportscotland update LW presented her report</p>	
8.1	<p>Executive Calendar Next meeting is 30 March 2020, but the away day is this Sunday. The Board need to review if the meetings should be more regular or if smaller groups should meet outwith the regular meetings. There will be a discussion at the Away Day,</p>	
8.2	<p>Away Day Planning The Chair will shortly send out the agenda for the day, but it will be in line with: Introductions Strategy and KPI review Risk Register Responsibilities and Roles of Individual Board Members Project Planning Governance Arrangements Future Chair</p> <p>Board members were encouraged to submit their 'homework' for the Away Day by Wednesday 5th February 2020.</p> <p>The meeting will start at 9am and will finish at 13:30 to enable Board members to watch both Men and Women's finals at the indoor gala day.</p>	
10	<p>AOCB None</p> <p>Meeting Closed – 20:30</p>	