RCCC Board meeting minute

16th November 2021 - online via Zoom

Adopted on: **2022.01.13**
Last reviewed on: **2022.01.13**

Attendee	Role	Attendance
Graham Lindsay	Chair	In Person
Bruce Crawford	CEO	In Person
Fraser Montgomery	Director	In Person
Janine Wilson	Director	Apologies
Keith Prentice	Director	In Person
Lillian Carnegie	Ladies Branch President	In Person
Liz Burton King	Director	In Person
Logan Gray	Director	In Person
Mairi Milne	Director	Apologies
Margaret Nicol	Director	In Person
Mike Ferguson	Vice President	In Person
Stephen Farrow	Independent Director	In Person
Susan Kesley	Director, President	In Person
Susan Nimmo	Director	Apologies
Maggie Wilson	Head of Development	In Person
Sarah Birrell	sportscotland Partnership Manager	In Person
Alison Deuchars	SSA support (minutes)	In Person

1. Welcome

Graham welcomed everyone to the meeting.
Graham also welcomed Kevin Troup and explained he was in attendance at the start of the meeting as he was unable to attend the previous meeting, which was his last one as an independent director. Graham thanked Kevin for his support and contributions during his time as a director. Kevin responded by thanking everyone for the last three years, for allowing him to give advice as an independent director. Kevin stated he will miss everyone and wished them all the best. Board members thanked Kevin for his contribution.

2. Apologies

Apologies were received from Janine and Susan N .

3. Conflicts of Interest - Register

Logan and Maggie indicated changes to their entries.

4. Minutes of previous meetings

The minutes of the meeting from 29th September 2021 were agreed subject to a minor amendment

Proposed: Margaret

Seconded: Susan K

Ⓐ Graham to contact Alison around the amendment to the minute [16/11/2021.01]

Ⓓ The minutes of the meeting from 29th SeptemAGMber 2021 were agreed subject to a minor amendment

5. Matters Arising

Bruce advised that, further to the discussion at the previous meeting around the Active People Survey, sportscotland are not in a position to fund the survey.

The Board discussed obtaining participation numbers from rinks. Mike advised rinks would be keen to facilitate this and suggested the survey is undertaken towards the end of the season. A discussion around RCCC membership returns followed

Ⓐ Participation survey to be added to the agenda for 13 January 2022 Board meeting [16/11/2021.02]

6. Review action Log

The Action Log was reviewed and updated

7. CEO Report on Strategic Outcomes

Report circulated.

Bruce advised Louise Watson has been appointed Content Creator, initially on a part-time basis, moving to full-time in December.

Sarah explained the purpose of the KPMG audit and the Board discussed the audit and progress on the recommendations.

Bruce explained the context around the way the Scottish Championships are being planned and presented this year. The Board discussed issues around the Scottish Championships and agreed a discussion about the future of the Scottish Championships is pressing as entries for next year will go out early May. Further discussion around this year's Scottish Championships being held in Dumfries followed with Maggie explaining the school engagement, Dumfries and Galloway Council and rink involvement.

Bruce advised a joint meeting of the ASC/LSC is scheduled for February and a small group is needed to look at the M&A changes put forward at the AGM. Graham, Margaret and Logan volunteered to be in the group.

Bruce reminded the board that the Board recruitment advert will go live on 14 January. The nominations committee will be involved, Graham will discuss the advertising requirement with Fraser and Susan N.

The Board moved on to discuss anti-doping regulations that all members must comply with; an education paper on anti-doping will be published at a later date.

Work on the 2023-2027 Strategic Plan will begin in the new year, the draft plan will be submitted to sportscotland in September/October 2022.

Ⓐ Sarah to email to all board members with a briefing note around audit assessment and ratings [16/11/2021.03]

Ⓐ Maggie to submit information on the Scottish Championships to the board for the 13 January 2022 Board meeting [16/11/2021.04]

Ⓐ Graham to discuss Board recruitment advertising requirement with Fraser and Susan N. [16/11/2021.05]

Ⓓ Graham, Margaret and Logan volunteered to be on the group to look at changes to the Memorandum and Articles (not ASC/LSC).

8. Operational Plan 2020-21

Report circulated.

Maggie shared the live document and outlined the exceptions report to enable focussed discussions. A highlight is the Try Curling numbers which have increased from two seasons ago.

Maggie outlined various degrees of ice rink engagement within the development plan and agreed to add a column to the report to note how to get rinks back on track and requested Board members assist with speaking to rinks and development managers if their rink is in the 'at risk' category. The Board continued with a more detailed discussion around rinks and development plans.

Maggie advised the Future Leaders programme has experienced a downturn and there will be a recruitment drive for it in the new year. The coach development programme will be assessed in the new year.

Ⓐ Maggie to add a column to the Exceptions report to note how to get rinks back on track. [16/11/2021.06]

9. Committee/Group Updates

Risk Management Policy /Risk Register

9.1. Audit Committee (AC)

Report circulated and approved.

Fraser talked the Board through the draft budget and projections, highlighting potential risks. Graham reported on the discussions that have taken place around service provider, Drummond Laurie.

Maggie advised the Terms of Reference for committees still needs some work and will be held over to the next meeting. Maggie asked Board members to submit any comments they have on the proposal and an update will be given at the next meeting.

Ⓐ Board to send comments on committee Terms of Reference to Maggie [16/11/2021.07]

Ⓐ Maggie to circulate update prior to the next meeting [16/11/2021.08]

9.1.1. Area Standing Committee

Report circulated.

ASC was covered under earlier discussion.

9.1.2. Ladies Standing Committee

No report

9.2. Umpires Committee

Report circulated

There were no questions arising from the report.

9.3. Competitions committee

No report

9.4. Coaching Committee

No report

9.5. Member Development

No Report

9.6. Commercial Group

No report

9.7. Equalities

No report

9.8. Structure Review Group

No report.

9.9. Scottish Curling Trust (SCT)

Report circulated.

Margaret outlined the SCT strategic plan. Fraser intimated he has ideas to put roward and will arrange to meet with Margaret around this.

Ⓐ **Fraser to meet with Margaret around the Scottish Curling Trust [16/11/2021.09]**

9.10. CPPAG

No report

9.11. British Curling

Report circulated.

There were no questions arising from the report.

9.12. Scottish Championship Group

No report

9.13. Memorandum & Articles revision

No report

9.14. Governance Framework Group

No report

9.15. Nominations Committee

No report

10. AOCB

10.1 International Rep appointment

The recommended candidate has been interviewed and approved by the board.

10.12 UK Anti Doping update

Bruce gave details of the programme development by way of an update to the Board. It has already been approved by British Curling and Bruce asked the RCCC to approve it. The Board undertook a brief discussion around the eLearning platform and outcomes.

10.13 Safeguarding Adults Policy update

10.14 Safeguarding Children Policy update

Bruce advised Lynsey Booth is no longer the Welfare and Safeguarding officer as she has taken up a full time position with another SGB. Lynsey's final job was to update the Scottish Curling Safeguarding policies. The Board had a discussion about the policies, education and enforcement with Bruce outlining the tools Scottish Curling uses for education in clubs. Maggie advised that coaches are required to keep their training up-to-date with relevant qualifications being renewed every 3 years. Logan asked for more time to read the policies so he could assess their relevance for curling. Fraser asked for training to expand the scope of bullying to include the peer-to-peer element. Logan advised terminology has changed and the term 'Vulnerable adults' should be amended to 'Adults at risk'.

Ⓐ **Feedback around the Safeguarding policies to be submitted [16/11/2021.10]**

Ⓐ **Bruce to amend the policy terminology from 'Vulnerable adults' to 'Adults at risk' [16/11/2021.11]**

10.15 Child Protection & Wellbeing Training

Maggie advised Scottish Curling had recently undertaken a Children 1st Health Check and in preparation for the assessment, it became clear that Board Training is not up to date. Therefore, Maggie will submit all Board members' names to sportscotland so they can be invited to an eLearning module. Once completed, certificates are to be emailed to Maggie. The health check outcome suggested Safeguarding be added as a regular agenda item at Board meetings. The health check went really well, Maggie will distribute the report to the Board when it is received.
In light of recent issues within cricket around race, Graham enquired if Scottish Curling have procedures in place to respond to anything similar within curling and was advised there is no indication there is a similar issue in curling and the board agreed it was something to be aware of.

Ⓐ **Board members to undertake training via sportscotland's eLearning tool and send Maggie their certificates gained on completion of the module [16/11/2021.12]**

Ⓐ **Safeguarding to be added as a regular agenda item at Board meetings [16/11/2021.13]**

Ⓐ **Maggie to distribute the Children 1st Health Check report to the Board [16/11/2021.14]**

10.16 KPMG Audit report

Report circulated.

The Board discussed the budget approval process and agreed to approve the budget by 12 April Board meeting.

Ⓐ **Budget to be approved by 12 April meeting [16/11/2021.14]**

AOCB

Next Board meeting: There was a brief discussion around the time for the 13 January meeting, it was agreed it will be at 5pm.

🄳 **The 13 January meeting will be at 5pm.**

Graham advised board appraisals will take place before Christmas and he will be in touch with Board members to arrange dates/times. Fraser will discuss with the other independent directors to decide who will undertake Graham's appraisal.

Ⓐ **Independent directors to agree which of them will undertake Graham's appraisal [16/11/2021.15]**

Graham drew attention to Board members nearing the end of their terms, including himself, and asked them to advise Bruce of their intentions.

Liz asked for the time of the 23 February meeting to be set. A discussion followed and it was agreed to hold it at 9am.

Ⓓ 23 February meeting will be at 9am.

Mike advised he has been asked to attend a few curling dinners and asked what messages from RCCC and Scottish Curling he should be trying to get across. Graham and Bruce agreed to put something together and send it to Mike and Susan K.

Ⓐ Graham and Bruce agreed to note RCCC/Scottish Curling messages to curlers and send to Mike and Susan K. [16/11/2021.16]

Logan asked if the Board do anything for the staff at Christmas and was advised there is a staff social secretary and a lunch has been organised that Scottish Curling pays for. Logan suggested the Board arrange a Christmas gift for staff, this was discussed and will be taken forward outwith this meeting.

Bruce advised he has received requests from Dumfries and Elgin for access to the WCF loan programme.

Ⓐ Bruce to circulate WCF Loan information to the Board [16/11/2021.17]

Graham thanked everyone for attending and closed the meeting at 7:32pm

Ⓐ *Action Summary*

Ⓐ Graham to contact Alison around the amendment to the minute [16/11/2021.01]

Ⓐ Participation survey discussion to be added to the agenda for 13 January 2022 Board meeting [16/11/2021.02]

Ⓐ Sarah to email to all board members with a briefing note around audit assessment and ratings [16/11/2021.03]

Ⓐ Maggie to submit information on the Scottish Championships to the board for the 13 January 2022 Board meeting [16/11/2021.04]

Ⓐ Graham to discuss Board recruitment advertising requirement with Fraser and Susan N. [16/11/2021.05]

Ⓐ Maggie to add a column to the Exceptions report to note how to get rinks back on track. [16/11/2021.06]

Ⓐ Board to send comments on committee Terms of Reference to Maggie [16/11/2021.07]

Ⓐ Maggie to circulate update prior to the next meeting [16/11/2021.08]

Ⓐ Fraser to meet with Margaret around the Scottish Curling Trust [16/11/2021.09]

Ⓐ Feedback around the Safeguarding policies to be submitted [16/11/2021.10]

Ⓐ Bruce to amend the policy terminology from 'Vulnerable adults' to 'Adults at risk' [16/11/2021.11]

Ⓐ Board members to undertake training via sportscotland's eLearning tool and send Maggie their certificates gained on completion of the module [16/11/2021.12]

Ⓐ Safeguarding to be added as a regular agenda item at Board meetings [16/11/2021.13]

Ⓐ Budget to be approved by 12 April meeting [16/11/2021.14]

Ⓐ Independent directors to agree which of them will undertake Graham's appraisal [16/11/2021.15]

🅐 Graham and Bruce agreed to note RCCC/Scottish Curling messages to curlers and send to Mike and Susan K. [16/11/2021.16]

🅐 Bruce to circulate WCF Loan information to the Board [16/11/2021.17]

🄳 *Decision Summary*

🄳 The minutes of the meeting from 29th September 2021 were approved subject to a minor amendment.

🄳 Graham, Margaret and Logan volunteered to be on the group to look at changes to the Memorandum and Articles (not ASC/LSC).

🄳 13 January meeting will be at 5pm.

🄳 23 February meeting will be at 9am.