

The Scottish Sports Council Trust Company

SSCTC(BM) 4/2018

Company No. SC137068

Charity No. SC020175

Minutes – 8 November 2018

Minutes of the Directors' meeting of the Scottish Sports Council Trust Company (the "**Company**") held on 8 November 2018 at Inverclyde National Sports Training Centre, Largs, at 10.00 a.m.

Present

Ms Frances Wood, Director ("**the Chair**")
Ms Kelsey Blemings, Director ("**Ms Blemings**")
Ms Kirsty Garrett, Director ("**Ms Garrett**")
Ms Kay Morrison, Director ("**Ms Morrison**")
Mr David Rhoney, Director - for part of Meeting ("**Mr Rhoney**")
Mr Dilawer Singh MBE, Director ("**Mr Singh**")
Ms Pam Woodman, Director ("**Ms Woodman**")
Ms Susie Sandilands, Director ("**Ms Sandilands**")

In Attendance

Mr Stewart Harris, Chief Executive ("**Mr Harris**")
Mr Stuart Ogg, Director of Corporate Services ("**Mr Ogg**")
Mr Neville Cobb, Head of Finance and Governance ("**Mr Cobb**")
Mr Shaun Roberts, Principal, Glenmore Lodge National Centre ("**Mr Roberts**")
Mr Barry Fleeting, Head of Centre, Inverclyde & Cumbrae National Sports Centres ("**Mr Fleeting**")
Mr Ian Sherrington, Chief Instructor, Glenmore Lodge National Centre ("**Mr Sherrington**")

Secretariat

Ms Micheila West, Company Secretary ("**Ms West**")
Ms Alison M Gallacher, Legal Manager ("**Ms Gallacher**")

Apologies

Ms Jane Booth, Director ("**Ms Booth**")

1. Chair

Ms Frances Wood presided as Chair (the "**Chair**") of the meeting as per Article 18 of the Company's Articles of Association (the "**Articles**").

2. Notice, Quorum and Apologies

The Chair reported that due notice of the meeting had been given and that a quorum was present, as per Article 34 of the Articles. Apologies were received from Jane Booth. Accordingly, the Chair declared the meeting open.

3. Interests in Proposed Transactions and Arrangements with the Company

Each Director present confirmed that they had no direct or indirect declarations of interest to be considered at the meeting in accordance with the requirements of section 177 of the Companies Act 2006 (the "Act") and Article 40 of the Articles of Association. It was noted that the Directors were entitled to attend and vote at this meeting and to be counted in the quorum.

4. Chair- sportscotland update

The Chair presented the main points to the Board from the previous **sportscotland** meeting, and discussed the major points dealt with at the previous meeting in October.

5. Minutes of the Meeting held on 9 August 2018

The Board confirmed that the minutes of the meeting held on 9 August 2018 were approved subject to minor amendments noted and updated on the document.

6. Matters Arising

Actions outlined in the previous meeting were acknowledged by the Chair and it was confirmed that actions to be relayed at the current meeting had been added to the agenda or were being added to future Board Meeting agendas as noted in the Action list.

Board training: Mr Ogg agreed to circulate a document for non-executive Board members of public sector bodies.

There were no further comments from the Board.

For Discussion

7. National Centre Quarterly Reports

7.1 Trust Company Financial Overview 2017/18 Quarter 2

Mr Cobb noted that the financial results showed that the overall negative variance on the sportscotland investment had increased from £151k to £224k, driven by a negative income variance of £232k. Mr Harris and Mr Cobb had met with Mr Roberts and Mr Fleeting to review the results and discuss actions to minimise the negative variance at the year end. Mr Cobb noted that, whilst Glenmore Lodge was expecting to meet its budget at the year end, it was likely that a minimum additional investment of £100k would be needed for Inverclyde and Cumbrae.

The Board queried the National Centres journey toward financial sustainability. Mr Roberts and Mr Fleeting confirmed that the balance between income generation and delivering public sector outcomes was challenging and that they were working towards becoming more sustainable.

Ms Sandilands asked if the budgets were too ambitious. Mr Roberts confirmed that the accuracy of the budgets and forecasts should improve through the more in-depth quarterly reviews. Mr Fleeting noted that the current year budget particularly the projected income levels had been ambitious however changes were being made to expenditure to help move towards a balanced budget.

Mr Cobb noted that the comparison to the prior year actuals showed that the budgets for Cumbrae and Glenmore Lodge had not changed significantly.

7.2 Glenmore Lodge

Mr Roberts discussed the Glenmore Lodge Q2 report, highlighting that the hot summer had impacted on activity. He noted that the Head of Paddling at Glenmore had been nominated for a lifetime achievement award at the UK Coaching Awards while Scottish Canoeing had been nominated for a culture award, reflecting much of the work which had involved Glenmore Lodge staff.

Ms Morrison queried the use of casual contracts and if they attracted the right quality of staff. Mr Roberts confirmed that this was being tested but had not been introduced to match the changing landscape in outdoor sports.

7.3 Inverclyde & Cumbrae

Mr Fleeting noted an increase in income and the positive feedback and experience of instructors at Inverclyde. In relation to Cumbrae, Mr Fleeting noted that schools income is up from last year. He also noted that paddlesports income had been challenging due to a change in the governing body syllabus .

In terms of trading, he noted the 75% increase in schools and education; that governing body statistics were fairly static, which wasn't quite as expected; that clubs and communities activity was up, and internally that there was a decrease in bookings from last year when sportscotland staff had been interested in using the Centre after it had reopened.

The Board queried the level of SGB use. Mr Fleeting confirmed the team were reviewing options and additional awareness raising was being pursued, with a particular focus on clubs.

8 Cumbrae National Centre Review

Mr Fleeting and Mr Ogg presented on the review of Cumbrae National Centre including both the short term actions being taken and the longer term strategy. The quality and clarity of the paper and presentation were noted and a number of points were discussed.

Action: Following discussion the Board agreed to convene a sub-group to consider the next steps in more detail.

9 Equalities Presentation

The equalities presentation was postponed until February 2019 to allow more discussion on the Cumbrae Review.

For Information

10 sportscotland previous Board Minutes

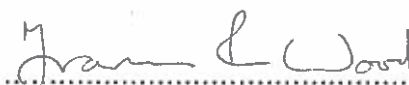
The Board Minutes from the previous sportscotland Board Meeting were noted.

11 Any Other Business

There was no other business.

12 Provisional date of next Meetings

7 February 2019
9 May 2019
15 August 2019
14 November 2019



Chairperson

ACTION LIST

Actions Carried Forward from the November 2017 Meeting			
4.	Mr Roberts / Mr Fleeting	Equalities and inclusion and Corporate Parenting to be included on the agenda for the January Board.	The Principals propose the presentation and discussion on equalities and corporate parenting is held over to February 2019.
Actions from May 2018 Meeting			
8	Ms Nocker / Ms Smith	Marketing plan update is to be provided to the Board Meeting in February 2019 meeting.	February 2019
Actions from November 2018 Meeting			
8	Chair / Mr Ogg	A sub-group of the Trust Company Board to be convened to consider the next steps in the Cumbrae Review in more detail.	December 2018

Proposed topics for future Trust Company Board Meetings

	Date	Venue	For Discussion	For Information	Paper	Presentation	Lead	Comment
1	9 Aug	Glenmore	Strategic plan – Trust Co. contribution		Yes (brief)	Yes	BF / SR	Facilitated evening discussion (8 August)
2				Data project – reporting format 2018/19	Yes (brief)	No	JC /	Reporting format in Q1 exec summary reports
3			Trust Co. Capital Plan – 5 year		Yes	No	GC	
4	8 Nov.	Cumbræ	Equality and Inclusion (plus Corp Parenting)		Yes	Yes	IS /	Head Office presentation followed by Trust Co. contribution presentation

