Edited notes from the

Scotland Rugby League Board Meeting

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| Location:  Date:  Time: | Caledonia House  18/02/19  18:45 |
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| **Item No** | **Agenda Item** | **Actions** |
| 1.0 | **Actions and notes from previous meeting**   * The 2018/19 Latest Forecast and the 2019/20 Financial Plan have been circulated. * OC/KH have reviewed how to best book travel for the senior team. Key learning from 2018 Euros being to book fewer flights in advance due to risk of last minute changes. * We need to launch a drive to attract new sponsors | INFO  INFO  OC |
| 2.0 | **Financial Update**   * The revised Articles of Association were signed prior to the meeting by Andrew McPhail (as a member) and then by HSM in the meeting, allowing AC to now submit to Companies House * AC presented the proposed wording for the financial statement to be submitted with the 2017/18 accounts. These were approved * AC and KH have issued the updated 2018/19 forecast and the 2019/20 Plan via e mail.  |  |  | | --- | --- | |  |  | | AC  AC  INFO |
| 3.0 | **Stakeholder meeting review (1st Feb 2019)**   * All feedback from the meeting, both verbal and by e mail, has been very positive. | INFO |
| 4.0 | **Proposed Board Restructure sign off**  The proposed Board restructure as debated at the previous Board Meeting and the Stakeholder meeting, as circulated with the Board papers prior to the meeting was approved.  HSM to draw up the new Board structure diagram.  HSM to send KH list of all current Job Descriptions. KH and OC to send HSM additional JD’s and KH to circulate proposed JD’s for all new roles  Once all JD’s are approved, we will advertise for the new Board and additional volunteer roles through the IOD, SSA and sportscotland. | INFO  HSM  HSM  KH/OC |
| 5.0 | **Development Officer Recruitment**   * There have been over 70 applications for the role * AC and HSM have reduced this to a short list of 9 for potential interview using a scoring system based on the required competences for the role. * SB has suggested a final shot list of 6 to be invited for interview on Friday 22nd February. * Interview process will include a ‘task’ based on a series of questions presented to each candidate when they arrive plus standard competency based question * Interview panel is AC, HSM and SB | INFO  SB |
| 6.0 | **Safeguarding/Child Protection**   * Nothing new to report * VH is in the process of sorting out PVG’s for the new members of the U16 andU19 management teams and putting in place the ‘consultation process’ with our U16 and U19 players for the 2019 season. | VH |
| 7.0 | **Actions needed for KPMG Audit**   * HSM to issue a priority list of subjects that we need to keep working on to ensure we keep moving our governance standards forward. * Amongst these would be   A formal Communications Policy (whilst recognising that we have improved in a lot of areas eg new website, Saltire Principles, Instagram, stakeholder meetings, standard presentations) – KH to prepare for May Board Meeting  Board Appraisal/ Self assessment  Use of the risk register (and focus on wheelchair rugby league)  Completing all JD’s  We should also recognise the very good progress we have made on Financial Policy and ongoing controls  We will take period up to 20th May Board Meeting to work all on these subjects and report on progress at this Board Meeting. | HSM  KH  ALL |
| 8.0 | **Management of Wheelchair Rugby League**   * As part of the Board restructure it was agreed that wheelchair rugby league would be brought back into the main body of Scotland Rugby League. * This means that wheelchair will be managed as per our other activities whether that be with clubs or the representative team. There will no longer be a separate Wheelchair management team | INFO |
|  | * Date of next meetings – Monday 1st April, Monday 20th May – 6.45pm |  |