

Meeting of the Board – 16 May 2025, 7- 8am

Virtual Meeting Via Teams

Minutes (Approved)

## In Attendance:

Directors - William Watson (Chair), Mark Boyd (General Director – Item 8 onwards), Jason Simpson (General Director), Euan Baxter (Performance Director), Rob Arbuthnot (Marketing and Communications Director), Sally Harris (General Director) and Andy Hadden (General Director – Item 12 onwards).

Observers - Paul Stark (CEO) and Barry Cook (**sportscotland**)

**Apologies:** India Hodgson-Ferry (Finance Director)

#	Minutes, Decisions and Actions	Action Owner	Due Date
1	<b>Welcome and Apologies</b> The Chair welcomed the Directors to the meeting, noting apologies from India Hodgson-Ferry (Finance Director).		
2	<b>Conflicts of Interest</b> No further conflict of interests were declared.		
3	<b>Minutes from Previous Meeting</b> <b>DECISION:</b> The minutes from the meeting of 7 March 2025 were approved as a true and accurate record.		
4	<b>Action Log Update</b> The CEO provided an update on the actions within the Action Log to the Board's satisfaction.		
5	<b>CEO Report</b> The CEO provided an update to the Board on the key items within the CEO report, highlighting the positive progress that had been made in a number of areas since the previous meeting.  The CEO noted that the application to Event Scotland to support the delivery of the GB Cup had been unsuccessful, but that there was a commitment from GB Surfing and Surfing England to jointly look at commercial funders to ensure the delivery of a high-quality event.  The CEO also noted the successful recruitment process in respect of an Independent Chair of the Adaptive and Para Committee, Social Media Managers and four Discipline Leads, all being voluntary positions.  <b>DECISION:</b> The Board approved the appointment of Dave Rhoney as the Chair of the Adaptive and Para Committee.		

6	<b>Management Accounts</b>  The CEO noted that the Management Accounts had not yet been considered by the Finance Committee and would be circulated to the Board in due course.  <b>ACTION:</b> The Management Accounts to be provided to the Board following the meeting of 16 May 2025.	CEO	25 July 2025
7	<b>Risk Register</b>  The CEO noted that the Risk Appetite exercise had been issued to the Board and a revised Risk Appetite assessment will be included within the Risk Register for the next meeting.  <b>ACTION:</b> The Risk Register to be updated following receipt of all Risk Appetite responses from Directors.	CEO	25 July 2025
<b>Additional Items</b>			
8	<b>2025/26 Operational Plan and KPIs</b>  The CEO noted that the draft 2025/26 Operational Plan builds on the previous operational plan and aligns with the 2024-26 strategy. The draft 2025/26 Plan contains 56 areas of focus, an increase on the 40 areas of focus progressed over 2024/25.  <b>DECISION:</b> The Board approved the 2025/26 Operational Plan and KPIs for implementation by the Executive.  <b>ACTION:</b> The CEO to liaise with <b>sportscotland</b> to confirm the organisational targets for 2025/26, for inclusion into the 2025/26 Investment Agreement.	CEO	25 July 2025
9	<b>2025/26 Events Overview</b>  The CEO noted that a visual summary of the event schedule (as contained in Item 5) would be circulated to the Board in due course.  <b>ACTION:</b> The 2025/26 Events overview to be circulated to the Board, once finalised.	CEO	25 July 2025
10	<b>Commonwealth Demonstration Event</b>  The Board noted that the proposal, as put forward by the Executive, would achieve the organisation's aspiration to put Scottish surfing on a world stage.  <b>DECISION:</b> The Board approved the proposal to deliver a Commonwealth Demonstration Event for surfing, and for the CEO to liaise with partners and stakeholders to determine the feasibility of the proposal.  <b>ACTION:</b> The CEO to liaise with partners and stakeholders to determine the feasibility of the Commonwealth Demonstration Event proposal.	CEO	25 July 2025
11	<b>Scottish Surfing Commercial Proposition</b>  The CEO noted that he was delighted to provide the Board with Scottish Surfing's first commercial proposition, for engagement with potential commercial partners.		

	The Board commented favourably on the proposition and wished the CEO every success in attracting additional commercial partners and sponsors.		
12	<p><b>Reserves and Investment Proposal</b></p> <p>Following discussion and agreement with the Financial Director, a proposition was put forward to the Board to reduce the organisational reserves from 6 months' worth of operating costs to 3 months as this was a more standard measure across Scottish sport. <b>sportscotland</b> noted that they would be content with this proposal.</p> <p>In addition, the proposal included a recommendation to invest the reserves into higher-interest accounts to provide increased income to Scottish Surfing.</p> <p>The Board noted that they were content with this proposal, but that due attention should be given to ensure that the funds were not invested into any high-interest accounts generating income from means that were unbecoming of the organisation's charitable status.</p> <p><b>DECISION:</b> The Board approved the proposed change to the reserves policy from six months of operating costs to three months, for inclusion into a revised Financial Controls Policy.</p> <p><b>DECISION:</b> The Board approved the recommendation for the investment of up to £40k of reserves, at the best available rate and balancing interest and accessibility, by the Financial Director, with due diligence being undertaken in the first instance to ensure that any such investments align with the organisation's principles and charitable status.</p>		
13	<p><b>SUP Performance Proposal</b></p> <p>The CEO introduced the report, noting that it had been previously considered at the Performance Committee. The CEO outlined the opportunity for the development of a performance programme for SUP, but highlighted that entries for the Scottish Nationals were below the number received in the previous year.</p> <p>The Board engaged in a detailed discussion of the advantages and disadvantages of the programme, but concluded that the SUP pathway required additional focus on development, which could be provided through the upcoming discipline development plan.</p> <p><b>DECISION:</b> Although broadly supportive of the proposal, the Board did not approve the use of organisational reserves to support the development of a SUP performance pathway.</p> <p><b>ACTION:</b> The CEO and SOM to work with the SUP Discipline Lead to produce a development plan for SUP, and to continue to engage with partners including <b>sportscotland</b> and the University of the West of Scotland in order to bring back a revised proposal in due course.</p>	CEO/ SOM	31 March 2026
14	<p><b>Insurance Arrangements</b></p> <p>The Board noted the increased cover, and associated costs, provided through the revised insurance arrangements and noted the CEO's ongoing actions in respect of ensuring the best possible cover for the best possible price.</p>		

15	<b>Governance</b>  <b>DECISION:</b> Subject to the removal of the 'Team Scotland' wording within the title of the Junior Selection Policy, the Board approved the following: <ul style="list-style-type: none"> <li>• Junior Selection Policy 2025</li> <li>• Senior Selection Policy 2025</li> <li>• Adaptive and Para Committee Terms of Reference</li> <li>• Adaptive and Para Committee Chair Role Description and Person Specification</li> </ul>		
16	<b>Adaptive and Para Committee – Decision and Action Log</b>  The Board noted the report.		
17	<b>Performance Committee – Decision and Action Log</b>  The Board noted the report.		
<b>AOCB</b>			
18	<b>AOCB</b>  No additional items were raised.		
19	<b>Next Meeting</b>  25 July 2025, 7 - 8am		