

## **Bowls Scotland Board Meeting**

**Wednesday 18<sup>th</sup> December 2024, 5.30pm**

### **In person**

#### **Present:**

Michael Cavanagh (MC) (Meeting Chair), Gavin Smith (GS), Henry Robertson (HR), Nic Wilson (NW), Gary Grant (GG).

#### **In Attendance:**

Kareena Cuthbert- High Performance Manager (KC), Brogan Sinclair- Business Operations Manager (BS).

1. **Apologies:** Chris Holloway (CH), Lindsay MacKenzie (LM).
2. **Chairs Opening Remarks:** Thanks to those present, and to KC and BS for stepping in to support the business in the interim CEO period.
3. **Declarations of Interest:** No declarations of interest.
4. **Approval of Previous Minutes:** 11th September, 23rd October, 29th October 2024. NW highlighted the outstanding action regarding UKAD training for Board. BS to follow up. GG asked about email accounts for directors. The Board agreed that an account for the Chair is sufficient, and security is sufficient for wider directors to continue using their personal email accounts. KC to action an account for the Chair.  
The minutes were approved by the Board.
5. **Proposals:**
  - 5.1. **British Isles Collaboration agreement:**  
KC provided an overview of the agreement. The board discussed terms including severance, finance, duration, voting rights and members.  
Adoption of the agreement was approved by the Board.
  - 5.2. **Board meeting dates 2025**  
The directors agreed Mondays 5.30pm, with 5 full meetings, plus one AGM business meeting in October. Dates to be set by the business and invites circulated for the following months:  
**February / April / June** (In person / away day) / **September / October** (AGM business) / (November 26<sup>th</sup> AGM provisional date) / **December**  
NW asked if possible that board papers are circulated 7 days prior.
  - 5.3. **Business plan 24/25 Q1 update:**  
GS highlighted that the number of objectives in the Business Plan had increased from the plan approved at the start of the year, and the RAG rating of some items wrongly suggested work was not on track for the planned timeline. BS and KC to review this.

## 6. Information/Discussion

### 6.1. Operations update

Taken as read. No questions.

### 6.2. Finance report Q1

BS and HR provided a summary of the finance report, which included a new variance report. Feedback from the Board was that the variance report commentary could be shorter and more targeted to be more efficient. The additional spreadsheet workings will be kept for those who would like to see additional detail. BS and EN to add a sportscotland funding tracker to future reports.

### 6.3. CEO and Chair inductions

Chair: GG has organised a 1-1 meeting with each board director and been added to the sportscotland Chair network. GG, BS and KC attending the CEO and Chairs forum in January.  
CEO: NW highlighted that the induction pack must include safeguarding and EDI. BS and KC leading on the induction planning with sportscotland partnership manager support.

### 6.4. Board training

KC highlighted that an annual review of Board training is due. MC offered to redeliver the leadership and team profile mapping for the Board and SLT.

### 6.5. Modernisation project

BS to produce project proposal and timeline for Board February meeting.

### 6.6. Engagement with other bodies

GS noted that we recognise we are not the only body in the sport delivering competitions, so Bowls Scotland will continue to engage with other groups around the calendar, such as SC&C who were engaged in September. MC noted that from a sportscotland perspective, there is only ever one recognised governing body in each sport, so there is no possibility of another body assuming responsibilities of Bowls Scotland.

NW asked where responsibility lies for discipline, safeguarding and governance in an arrangement where another body delivers a Bowls Scotland event such as the Hamilton Trophy.

GG asked what support was needed around the Commonwealth games and potential closer engagement with the SIBA. MC noted that the Commonwealth Games organisers go to the world federations for sports to appoint the local governing body, so in this case World Bowls have been approached and Bowls Scotland appointed. KC shared that although the SIBA will not be directly involved, she has already started to establish a relationship with the SIBA to support the Glasgow 2026 preparations.

## 7. AOCB

None

The meeting closed at 19:30

