



Précis and action points from the Scottish Student Sport Executive Council meeting held on Friday 16th February 2018 at Room CW / 406b, Strathclyde Business School, Cathedral Wing, 199 Cathedral Street, Glasgow G4 0QU
Meeting 10:00 – 15:00

Present

Pete Burgon (Chair) (PB)
Cathy Gallagher (CG)
Andre Reibig (SFC) (AR)
Jamie Taylor (JT)
Megan Richardson (MR)
Ciaran O'Brien (CO)
Neil Brown (NB)
Danielle Shields (BUCS) (DS)
Chris Purdie (CP)
Hannah Leslie (HL)
Paul McPate (PM)

In attendance

Stew Fowlie (SF)
Catharine Horn (CH)

Apologies

Sarah Birrell ([sportscotland](#))
Emma Robson
Ross Simpson
Jen Wither
Isabella Heath
Emma Robson

Actions

1. Welcome and scene setting

The Chair welcomed everyone to the meeting and thanked the University of Strathclyde for their hospitality. Thanks were also given to the committee for their engagement with Basecamp and this new form of working. The Chair then asked everyone to introduce themselves, for the benefit of new committee members.

2. Homologation

Apologies for absence were received as noted above.

The Chair asked for any foreseen conflicts of interest to be declared at the outset of the meeting – none were declared.

Actions from the previous meeting were reviewed. The minutes of the meeting on the 24th November were adopted as an accurate record of the meeting. There were no matters arising, not otherwise on the agenda.

3. Equality Focus

This item is a standard agenda item that marries to a report tabled at every executive meeting. It is fundamental in linking with our strategy and values and the report will give a flavour of what we are working on under the equality umbrella.

- **Rainbow laces**

This project is in full swing, and gathering pace, with a view to reaching a crescendo on 14th March, the official 'campaign day'. The training and education phases are almost complete and rainbow laces have been transported around the country to the various institutions. The SSS team are now working on the communication of the campaign, so as to give it maximum visibility on the day.

- **Scotland's Mental Health Charter for Physical Activity and Sport**

The Charter launched on the 2nd February at Oriam. The committee recognised that this is a great initiative but that there isn't a broad enough awareness yet. SF requested that the message be embedded across the network, through our various meetings and channels.

- **Disability Sport**

There are three upcoming engagements with our colleagues at Scottish Disability Sport that will ensure momentum is maintained around our ongoing partnership.

All

PB highlighted the importance of equality, inclusion and mental health in all aspects of our work. PB went on to ask whether we want more focus on this area, if everyone should be driving the agenda, rather than one person. SF said that planning into next year we could do something more in this area and that perhaps the Development Group is the best group for this work. PB asked if the Regional Groups talked about equality. AR said that all institutions have equality and diversity policies in place but how they're taken forward depends on the internal structure of each institution. PM and HL agreed that the Regional Groups could map out and take the equality discussion forward, to gain intelligence on how each institution is working. CG made the valid point that the responsibility lies within each institution; SSS can and should provide support and a vehicle to deliver the message but ultimately each institution will have their own agenda. CP said we can touch on equality if it is a standing item, without it being a point for a long discussion.

4. Business Update

- **COO Report**

- i. Strong organisation**

The team is in a strong position and we look forward to welcoming Megan Richardson into the SSS team at the start of March. Leah Davidson has made an excellent start and is proving to be a huge asset to the team, including as a great help with BUCS matters.

Memberships are flooding in and we are in great shape financially. We are doing more than ever as a team in terms of projects, events and engagement.

CH is working through the business structure and systems, seeking to make improvements where necessary.

CH is also working on a Data and Communications project as part of the upcoming change in data protection legislation, GDPR. NB brought to the attention of the committee the challenges and difficulties that Strathclyde have come up against whilst preparing for the new legislation; he stressed that all institutions must not underestimate how much time the preparation will take and the scale and complexity of it. He also touched on PCI DSS which is the storage and processing of cardholder data. Thankfully all card payments for SSS are made through Azolve, who are a PCI Level 1 Service Provider.

PB thanked the COO and the whole SSS team for their good work in busy times.

ii. Development

Work is continuing apace with the SGB partnerships. In five sports, we are at the final stage of signing the agreement and each SGB is now in possession of a draft partnership agreement. We hope to have all five agreements signed and returned to us by the end of March.

We are currently mapping out all our community links, of which we have found 124. Of these 124, half are formalised partnerships, meaning that we are very well connected. We have shared this finding with **sportscotland**.

The club membership trawl is currently live, a valid exercise and also a necessity to satisfy a funding target. SF asked all institutions to complete this, and hoped it isn't too onerous. We will report back with the regional and national picture once the data is available.

Something to ponder is how we roll out the Mental Health Charter for sport.

iii. Advocacy

The College Sport Award did not launch on the 2nd February as we struggled to get everyone together, but there is a new plan of action for this, leading to a launch by various media during March.

The ministerial visit and photo call for the Funding Council funds proved a success and gained coverage across various press articles, including Herald, National, Daily Mail online and even The Irvine Times.

iv. Competitions

We have so far held 107 events, with a further 7 to go ahead at the weekend- we are extremely busy, delivering events, which is our core offering. The Student Games took place on 3rd and 4th February, incorporating 5 sports. It proved difficult to get more sports together as the individual SGB calendars' are always so busy. With the new staffing structure, Jess has been able to attend a number of the events, which is excellent. National squad activity is gathering pace.

We are currently reviewing our safeguarding measures, in particular the issue surrounding under 18s. According to our research, approximately 3% of the students partaking in HE/ FE sport are under 18 so this is an important area of consideration. Work is underway and we hope to have more clarity moving forward, keeping in mind that the goal is to maintain the highest possible levels of activity, regardless of age.

Lastly, there is a sailing investigation currently underway due to an incident at a competition in February 2018. This is a good reminder of our duty of care and responsibilities surrounding events.

- **Audit and Risk Update**

The Audit and Risk minutes from the previous meeting were received and accepted by all.

- **Finance Matters**

End January Figures

SF presented the figures relating to the end of January 2018; the headlines being that we are in good shape, we are more efficient in our processes and are more informed about our financial position.

SF

A wider conversation is required regarding the money in the Special Projects fund, with proposals to be brought to the May meeting.

PM questioned the cost of SSS events against for example BUCS events or national events. Our desire is to keep costs as low as possible, while delivering a good event. There are a few sports that have traditionally cost us money, but others that make us a significant sum, so this is a good question to ponder. PM asked if costs would go up with Home Nations next year but SF assured that we would seek to keep the increase in expenditure in line with an increase in income, so the bottom line would

remain the same.

The debtors were looked into. It was noted that with the huge number of events happening this semester, our current debtors will remain high in the short term, though this is nothing to be concerned about.

Memberships continue to roll in every week, with only a few outstanding institutions still to pay.

5. Network Updates

- **Competitions**

As RS was absent from the meeting, SF presented the notes.

SF said that RS would take comfort knowing that we are addressing the eligibility/ U18 question. Post GDPR, there are a number of questions to raise and answer: what do we currently do, what needs to be in place for under 18s to travel to fixtures, may under 18s be left alone in changing rooms etc... Our refuge in that storm is to find a way for under 18s to be able to play sport. PB asked if the Competitions group could take forward the eligibility discussion, then the Executive committee can devote time to this area at the next meeting in May. DS said she would ask at BUCS as to what their stance is on eligibility and give an update at the May meeting. CO asked if we are looking at the broad question of eligibility (encompassing such questions as who can play- students studying a certain number of credits or courses of a specific nature) or simply the under 18 piece. PB concluded that we should look at the broadest question surrounding eligibility that we can, capturing all issues so as to be as clear as possible.

DS

The 'New Sport' policy is currently being worked on.

Nominations for the annual SSS awards will close on 12th March.

PB thanked RS for his continued efforts in steering the Competitions group and the group as a whole for their engagement.

- **Member Services/ Development Group**

CG presented the notes from the last meeting.

The focus for the group remains on how we can better engage. The common denominator is sharing best practice so that sessions are truly useful. It is a challenge to get engagement so it's important we all get behind this.

SSS will extrapolate salient points from BUCS Essentials in future, so as to avoid missing important updates.

Whilst the group made an unsteady start to the year, they've now recruited some excellent additions and are making excellent progress.

Member Services are using Basecamp to gather ideas for Conference and this is proving a valuable tool, giving visibility to all. The discussion then turned to the format of the Conference and having the dinner on the Friday night. The group recognised the challenges and opinions surrounding the proposed format, but understand that the decision has been made based on key insight and the opinion of the greater number of members. Concerns around cost were also voiced, however SF assured the group that costs should hopefully remain as low as possible.

PB thanked the group and CG for their work, for being innovative and always striving to move forward.

- **Regional groups**

- **Tayside and Fife**

PM presented the paper from the recent Tayside & Fife meeting. Unfortunately the scheduled Reffin' Brilliant session had to be cancelled due to low attendance. The ladders are great in theory, however the uptake from institutions has been low. Two 4v4 volleyball competitions are to be run as part of a pilot to encourage participation through this modified version of the game. The planned regional development day, with the theme of "getting inactive students active" has been rescheduled for 17th April.

- **Highlands and Islands**

SF presented the notes from the recent North meeting as ER was absent.

On 20th April, Highlands and Islands are hosting another 'Sports Day' following on from the success of last year's inaugural event. They are hoping for a few hundred students on the day, for some fun and a bit of competition.

They are also continuing the process with Blues and Colours, with further awards to be issued towards the end of this academic year.

HISA now has an elite athlete fund, recognising that they may not have full clubs for each sport, however they have some talented individuals.

The first sports steering group meeting was a huge success and a great group. SF thanked EM for her work in setting up this group. The chair extended his thanks to EM for her work.

- **West**

JT presented the notes from the recent West meeting. Following the departure of LH in December, the group is looking forward to having MR on board and have a number of projects to move forward.

The regional ladders are now up and running and working well.

The 'Transition Project' was discussed and colleges happy to trial it and then push it out to rest of the country.

The next meeting will be held on the 22nd March.

The Chair thanked the group for their continued hard work.

- **South East**

CP presented the notes from the recent East meeting.

Ben Pipes from Volleyball attended the meeting and presented a contraption, currently in the development stage, to the group- a new form of net system which could be implemented across various institutions in the sector.

The ladders are working well but emphasis is being placed on them being fun, where players can attend at their leisure and not commit to a traditional club like structure. Moreover, we don't want to give the fixture admins additional work.

The final meeting for the group will be on 4th May, however with the succession plan the group hope to continue their strong run of activity into the future.

- **Grampian**

HL presented the notes from the recent Grampian meeting. Aberdeen University are struggling with facilities and access to the Aberdeen Sports Village, alongside staff changes so the group is trying to support them as much as possible. RGU and Aberdeen get along well which is crucial.

In terms of ladders, weekly badminton is hosted at RGU and a 5-a-side tournament, both reasonably well attended. The decision to combine those for semester 2 by joining Aberdeen's intramural program is underway.

Focus for the group is the collection of data to understand how the offering may be improved.

Behaviour was also discussed, looking at what is expected of club members. The group may enlist the help of the SRU to come and talk to the rugby clubs regarding behaviour as the students may be more likely to listen to SRU.

Conversation turned to insurance once again, and what benefit insurance is to the students or if we are getting too many unnecessary insurances.

HL thanked MC for the huge impact she is having on the region, she is really engaged and helping bridge the gap with HQ.

Finally, the group have changed the structure of their meetings and this is working well so far.

PB expressed his gratitude towards all the regional groups. They are incredibly valuable and hugely appreciated.

- **Elected Students**

MR presented the notes from the most recent meeting. The group discussion evolved around topics the group had chosen in a previous session, for maximum engagement and relevance, notably LGBT where work is gathering pace ahead of the official day on 14th March; volunteering and how best to leverage the skills learnt throughout the year; recreational sport and how the ladders are working.

Six month commitment cards were reviewed and are proving a great way to check-in on progress throughout the year.

Data protection was touched upon, with preliminary discussions surrounding the GDPR changes.

The feedback from students has been great regarding having the Conference on Thursday and Friday and culminating in the dinner on the Friday night.

PB/ SF

PB thanked MR for the chairing of the group. A discussion needs to be had surrounding the next Chair as this should be a student, as MR will no longer be a sabbatical when she becomes a SSS staff member.

6. Partner Updates

- **SFC**

AR talked about the ministerial launch that took place at Edinburgh College, which really highlighted to Michael Cross the role that sport can play in enhancing student life and contributing to mental and physical health and well-being. The event was considered a great success, with positive feedback from all concerned.

AR commended the work of all the people around the table, stressing how proactive each individual is in engaging all groups, mapping out our offering, the strength of the network, where we need to move forward. We really are making headway in developing the Universities and Colleges as one intertwined group. The nature of education is changing; Universities and Colleges more so than ever are able to provide an enhanced experience through sport and physical activity that SGBs on their own are struggling to deliver

Mike Cantlay, the new Chair of the SFC, recently ran the NY marathon and is fully engaged with university and college sport. AR is really encouraged by what he has heard and even with the challenges, we are on a really good path.

PB thanked AR and asked us to revisit those areas.

- **sportscotland**

SB was unfortunately unable to make the meeting, however SF stressed that **sportscotland** remain engaged and supportive. Our investment application will go through in the next few weeks and we anticipate receiving our full in principle investment figure, in the absence of any unforeseen circumstances.

- **BUCS**

DS, the BUCS Regional Development Officer for the North, presented the BUCS update.

There are two upcoming development days and topics for discussion have been put to the members.

BUCS are well into their competitions calendar, with BUCS Nationals taking place 17th/ 18th February.

Applications are being welcomed for the members of the 'Inclusion Board'.

Work is continuing apace with the new BUCS Management System. DS will circulate the presentation giving details on the system to the Executive committee.

DS

Work is also going on behind the scenes relating to GDPR.

CG asked if BUCS had made a small change to their branding and DS confirmed that they had, just a few minor changes to the logo, but at no cost.

CG also asked that all matters coming from BUCS for English Unis be applied also to other nations, for equality.

- **Winning Students**

PB welcomed CP to the meeting and congratulated him on his new role.

CP invited the members to participate in a quiz on the topic of WS. He then talked through his presentation, which gave an overview of the program, and answered the quiz questions. CP proposed some ways in which WS and SSS could work together.

While the WS program is hugely successful, NB reminded the group that the majority of institutions also have their own elite athlete programs which are also very effective in enabling students to reach their full sporting potential and compete at the highest level, even if they are not also a part of the WS program.

SF talked about athlete welfare and how better we look after our high performance athletes.

CG thanked AR and the SFC for their investment in student sport. Thanks went to CP for his presentation and engaging quiz.

7. Exec Projects 1718

- **College Sport Award**

Unfortunately, we didn't manage to launch the College Sport Award on 2nd February as originally planned, due to the difficulty getting all the College Principals together. We are now looking into a different way to launch the Award, a 'soft' launch rather than a specific day event. The pledge board has been made up and we plan to visit the institutions individually to introduce the Award to them, once we have scheduled this into our current communications plan. SF to talk to KTJM about this. JT and PM asked what the regional groups could do in their individual regions so as to start talking about the Award. SF pondered whether a check-in on the CSA should become a standard agenda item for regional meetings. Without discussing the Award at length, as there is already a lot to cover in regional meetings, it was agreed that a short check-in would be useful to keep the momentum going. PB

reiterated the value of the CSA.

- **Governance Review**

PB talked through the updated draft Constitution, which is saved in 'Governance Review' in Basecamp, noting any changes made. PB encouraged questions and comments but none were made and the committee was happy with the amendments. The updated Constitution will be presented at the AGM in June, at which point the membership will decide to adopt it, or not. PM thanked SF and the team for being in such good shape as an organisation. The Chair thanked SF and MR for their continued efforts and work in reviewing the Constitution.

- **Individual Membership of SSS**

CO talked through the aims of this project, namely the diversification of income, but also the engagement of a broader audience. SF and CO have spent a lot of time researching the technology required for this membership to function. If there is engagement, there is certainly value to this new membership and platform. Synergies were identified with social media and current websites. SF and CO have concluded that we now need to reach out to a technology partner to get them to explore how the platform may work, to get an idea of cost and functionality. PB recognises the reservations surrounding individual membership but feels the project remains valid and the technology should be explored before we make a final decision. A draft tender document/ project brief is to be prepared prior to the May meeting of Exec.

SF/ CO

- **Research and Insight Activity**

The British Active Students Survey is now complete and the results are available. While the overall number of respondents is disappointing and lower than last year, the results are still valid and interesting, providing a good data set.

All

SF has come up with a number of research questions in areas we would welcome insight and studies into- these are available in the research document. SF encouraged the committee members to consider further questions and areas of research they wish to be considered and add them to the research document.

The Observatory for Sport in Scotland is a new sports think tank, that aims to improve community and school sport in Scotland by promoting sports research and data collection to evidence the benefits of sport activities at all levels. We are hopeful that the OSS will provide insightful data to inform and evidence our work, as well as a forum within which sports related academics may meet.

SF finished the research discussion by urging committee members to be inquisitive, continuously asking oneself what pieces of proof would aid our work and in turn improve our offering to the membership- 'be investable'

8. AOCB

There was no other business added to the original agenda.

9. Future Meetings

The next meeting will be held on Friday 18th May at Edinburgh College.

10. Closing Remarks

PB closed the meeting and once again thanked the University of Strathclyde for hosting the meeting and for the excellent catering.

Executive members were thanked for their efforts and input on the day; looking forward to the future with some exciting developments to come.

ACTION LIST

Summary of Action	Initials
Embed the message of the 'Mental Health Charter for Physical Activity and Sport' across the network, through our various meetings and channels.	All
Proposal paper surrounding the money in the Special Projects fund.	SF
DS to ask BUCS what their stance is on eligibility and give an update at the May meeting.	DS
Find a new Chair for the ES group, as MR becoming SSS staff member.	PB/ SF
Circulate the presentation on the new BUCS management system.	DS
Draft brief for development of individual membership solution.	SF/ CO
Consider further questions and areas of research to be considered and add them to the research document.	All