



Précis and action points from the Scottish Student Sport Executive Council  
 Meeting held on Thursday 15<sup>th</sup> August in Room 4-02, Edinburgh College, Milton Road Campus, 24  
 Milton Road East, EH15 2PP  
 Meeting 10:00 – 14:00

<b>Present</b>		<b>In attendance</b>		<b>Apologies</b>	
Pete Burgon (Chair)	(PB)	Stew Fowlie	(SF)	Paddy Everingham	(PE)
Neil Brown	(NB)	Totty Horn	(TH)	Cathy Gallagher	(CG)
Chris Sellar	(CS)	Sarah Birrel (sportscotland)	(SB)	Andre Reibig (SFC)	(AR)
Ciaran O'Brien	(CO)	Dani Shields (BUCS)	(DS)		
Jonny Pearson	(JP)				
Maddy Watson	(MW)				
Georgia Moran	(GM)				

[Actions](#)

**I. Welcome, intro and scene setting**

The Chair welcomed everyone to the meeting and indeed to the new academic year, thanking everyone for their attendance, especially at so early on in the year when everyone has a lot on their plate. A special welcome to GM and MW, new to this group, and to CS who has moved into the Comps Chair role.

PB touched on the ToR document which was circulated on Basecamp prior to the meeting. SF talked through what we expect of Exec for the coming year- friendly challenge is the tone we seek. NB reminded the group to align the ToR with the SSS strategy. PB added that this time next year we will be writing our new strategy for 2021-2025 so let's keep that in mind and work towards it over this year.

SF asked if everyone had received the 'Volunteer Support' email and reminded them to complete the Typeform surveys. GM asked if the Sabbs had responded and TH is to let her know for next Sabbs meeting. SF urged all to respond by the end of the month.

TH

All

**II. Homologation**

Apologies received from PE, CG and AR and we are delighted to have Dani Shields from BUCS in attendance.

The minutes from the previous meeting in May 2019 were accepted as a true reflection. The actions arising from the meeting in May were talked through, starting with the Open University (OU) question which SF and DS discussed, discovering that they are not a member of BUCS or SSS- this represents therefore an opportunity to create a different membership, perhaps an affiliate rate specifically for them, so as to engage them. DS will ensure this is on Vince Mayne's radar. PB asked that SSS and BUCS stay in touch with regards to the OU. From a Comps perspective, CS will look into the entry fee structure and the possibility of guest entries with the

Comps Committee. SF touched on the membership fee structure and the need to revisit this area this year. CO echoed that they're paying a number of affiliations- BUCS, SSS and governing bodies so it would certainly make sense to have a more joined up approach. JP reiterated that he was hopeful work could be done with the CDN with which all Colleges already affiliate- SSS membership could somehow be folded into this affiliation perhaps. With regards to Reg 15, a statement is due to be released immediately by BUCS with regards to initiations. The SSS awards will be reviewed in the next Exec meeting.

No conflicts of interest were declared.

### III. Business Updates

#### 1. Refreshed strategy aims

SF talked through the updated strategic targets and advocacy plan and asked for the group to endorse the map for 1920. CO asked if, with the introduction of the new value of sustainability, a new target was required. It was decided that certain of the targets fold this value in, the financial ones for instance, and therefore it isn't necessary to create a new task, but simply ensure this value runs our delivery approach. NB asked if we could in fact be tracking opportunities (for men and women) rather than specific participation numbers. CS said that the Comps Committee plan to scrutinise the data gleamed from our events in more detail in the coming year, being more forensic with the information we have. CS asked where the Partnership Agreements with governing bodies are and if the membership could have greater oversight over these partnerships. SF responded that there is a new Development page currently being built and this is where the agreements will sit. We had hoped for this to be done in August and we will ensure it is live before the end of September. GM asked about the plan for the National Squad Programmes and if Exec would be taking this forward and SF responded with Exec's view that this should come from Comps. CS to discuss the future of National Squads at next Comps meeting.

GR

CS

#### 2. Advocacy plan 1920

SF talked through the advocacy plan. The BASS survey is likely to come back this year. We plan to use the Varsity rugby match at Murrayfield in September as a backdrop to engage senior College staff. PB asked with whom the advocacy plan sits as in his opinion it should be separate to Exec as it feels quite operational. SF said that we could have a strategic Advocacy Group (as a sub group to Exec) to steer our advocacy work and below that a more operational Comms Group. The membership of each group would differ but may have a link person/ person to ensure alignment. NB said we would benefit from a ToR to be clear- SF agreed. SF asked how we look to recruit into the Advocacy Group and PB felt it could be those students that weren't elected onto a group at Conference but were keen to engage with the network. NB and JP happy to help. PB said it feels like this should be a task orientated group and that meetings should be online and relatively short. SF to write ToR and organise Zoom call.

SF

#### 3. Finance matters

##### a. Year end 1819

SF talked through the year end position which sees a £4K surplus. Whilst we are down on budget on a number of areas of income, the expenditure reflects this below the line. There is a £25K carry forward, currently sitting in deferred grants, which is SFC money ring-fenced for specific projects that haven't yet been carried out. Overheads are pretty much as expected. The accounts have now been closed and are with Drummond Laurie to prepare the final figures. NB asked about the merchandise figure and what fitted into this category, to which SF replied that it is made up of kit and medals. The group discussed why we have kit, whether it is to raise the profile and increase brand awareness and who it is for- National Squad athletes, volunteers, students who participate in sport or the general public. JP said that certainly in the college sector, there is a huge amount of reward associated with wearing kit- it creates a sense of belonging (although brand matters). It was concluded that the direction of kit still needs to be determined and TH and GR have a meeting with Viper 10 at the end of August. CS is to go to Comps with a question on what they feel National Squad athletes and other competition participants would like.

GR

CS

## **b. Outline budget 1920**

It has been difficult to make the budget balance for 1920- things are tight so certain areas have had to see spend reduced. We've got to ensure the membership pay and we need to secure £10,000 of sponsorship. We need to decide on the HBHM programme and what this might look like moving forward. The sports programme is one area where we can make money, though this is very much sport dependant which we are comfortable with- certain sports are more cost effective than others but we aim to deliver across the board so we take a hit in some events. CO asked where the major risk lies with increased costs and decreased forecast income. SF responded that mapping out the next strategy will certainly be more difficult to balance so we should definitely look to learn this year. The staff costs are obviously the biggest spend and increase every year, meaning the percentage of overall expenditure also increases, so it may be that we need to change things moving forward. CS asked if discussions had been had regarding a competition entry system and SF responded that we will continue to work with Azolve until Oct 2020 when our contract comes to an end, whilst it doesn't do everything we had hoped, it has vastly decreased our admin time and increased efficiency. We are in discussions with BUCS regarding Playwaze to see if this might be the best option for us post October 2020.

## **c. Equality update**

We have an excellent working group in this area, headed up by Barbara Lawson and we are pleased to have GM on Exec who sits on this equality group. The office are currently working towards the next layer of equality standard and SF has a meeting today to talk through which policy area we are interrogating for the award. SF reiterated that the point of the exercise is certainly not to gain the award, but of course to ensure we conduct ourselves in the most inclusive manner possible. TH will circulate the link to the ACAS Equality course via Basecamp.

TH

## **IV. Partner Updates**

### **1. BUCS**

BUCS Play is now live- there are a few teething issues, including system speed, that are currently being ironed out but it is up and running and comments and feedback are welcome. The new website is due to go live start of September and there will be a members' area. A new Business Services Manager is due to start at the end of August and once in post, will come up to meet TH and see how best SSS and BUCS can work together in Finance and Operational Management. Another reward and recognition survey is due to be sent out in September so DS asked for engagement from the membership. There will be a disability forum on 5<sup>th</sup> September at Loughborough University, free to all members- TH will circulate the details via Basecamp. BUCS are also looking to roll out a leadership programme and a mentoring scheme. AGM and Winter Seminar will take place on 5<sup>th</sup> December.

TH

### **2. sportscotland**

SB touched on the **sportscotland** volunteering awards which are currently live and open for nominations- the link to the awards is <https://sportscotland.org.uk/coaching/cov-awards/> In terms of a next meeting, SF is awaiting a follow up with Stewart Harris.

### **3. SFC**

In AR's absence, SF noted that we need to continue our engagement with the SFC and he hopes to meet with AR soon.

## **V. Exec workings 2019-20**

The group then discussed what Exec should be looking into in 1920. JP opened the discussion voicing his concerns about the role of the SFC moving forward due to internal changes and financial pressures. Of course, this isn't to say they would stop funding SSS, however we must be prepared in case they did. Finance seems to be an area that everyone feels is necessary to visit so as to reduce our risk- looking into questions of individual membership,

entry fees and different income streams. GM expressed that before we look at individual membership, we need to raise the profile of SSS amongst the network of wider students, and this brought back the question of branded kit, as students still have little awareness of who SSS are. SF further said we need to look at the value proposition, understanding what is in it for the individual students. The group decided that meeting 1 on 1<sup>st</sup> November will see reward and recognition/ volunteer awards alongside Finance discussed; meeting 2 on 31<sup>st</sup> January will focus solely on Finance; meeting 3 on 1<sup>st</sup> May will look into planning the 2021-2025 strategy and meeting 4 on 31<sup>st</sup> July will look at the new year 2021 and beyond. SF plans to do another tour of our members this winter, meeting with as many institutions as possible. If we wish to refresh our Constitution in any way or embed the advocacy group, for example, into the Constitution then we would need to weave this into meeting 3. SF would welcome a guest presentation slot from partners as and when required, bringing in people/ bodies such as the CDN depending on the landscape and the topical projects. JP reiterated the fact that we need to be prepared for things such as Brexit, Indy Ref 2 and another recession. DS thought it might be good for VM to attend one Exec meeting a year. Other categories that SF had in mind for the year were: pulling in data from different business areas, pieces of research we may seek to obtain. These shorter topics can of course be weaved into any meeting- the agenda isn't fixed to solely the items discussed above. PB commended the group on a productive meeting and urged everyone to continue the momentum via Basecamp and keep the conversation live.

## VI. AOCB

### 1. Dates (and venues) for diary

The dates for the 1920 meetings were decided as follows:

Friday 1<sup>st</sup> November, Strathclyde

Friday 31<sup>st</sup> January, Stirling

Friday 1<sup>st</sup> May, Oriam

Friday 31<sup>st</sup> July, Edinburgh College.

### 2. Confirm actions and close

PB closed the meeting, thanking everyone for their attendance and JP for hosting the meeting. PB wished everyone well for the year ahead.

## ACTION LIST

Summary of Action	Initials
Let GM know if Sabbs have responded to volunteer Typeform.	TH
Respond to volunteer Typeform surveys.	All
Ensure new Dev page on website live by end of September.	GR
Discuss the future of National Squads at next Comps meeting.	CS
Write ToR and organise Zoom call for new Advocacy Group.	SF
Meet with Viper 10 and determine direction of kit.	GR/ SSS Office
Ask Comps what they feel National Squad athletes and other competition participants would like in terms of kit.	CS
Circulate link to ACAS Equality course via Basecamp.	TH
Circulate disability forum details via Basecamp.	TH