



Précis and action points from the **Executive Council** meeting held on Friday 1st February in Meeting Room 2S1 of the Teaching Block, Dundee University.

Present

Jim Aitken (JCA), In the Chair
 Mike Fitchett (MF)
 Mark Ritchie (MR)
 Filippo Antoniazzi (FA)
 Anna Anderson (AA)
 Juliet Balfour (JB)
 Orla Gilmore (OG)
 Osla Allen (OA)
 Debby Sargent (DS)
 Lawrie Randak (LR)

Apologies for Absence

Dougie MacDonald (DM)
 Andy Smith (AS)
 Lucy Botham (LB)

In attendance

Stewart Fowlie (SF)
 Jacqui Stone (JS)
 Stephen Stewart (SS)

WELCOME, INTRODUCTIONS AND SCENE SETTING

- JCA welcomed everyone to the meeting and thanked AA for hosting it, and arranging lunch. SS was introduced and thanked for taking the time out to join us for the meeting.

ACTION

HOMOLOGATION

- Exec Meeting 2nd November 2007* – the minutes of the last Exec meeting were reviewed and approved as an accurate record.
- Matters Arising* – A note of thanks were offered to Laura Hayward who proved to be a credit to the organisation during her placement. She had produced a report about coaching which would be available for download shortly via the SUS website.
- Further thought would be given to other topics that could be covered by student research/dissertations. SF & JS would come up with areas for potential research and then pass to Chairs for comment.

SF/JS

EXEC MATTERS

Period 5 Financials: (SUS(EX)m13-1)

- JS presented the financial report for period 5. Income and expenditure had been as expected and all but one of the financial contributions had now been received. Thanks were noted to LR for supporting the increase of contribution from SportsScotland. Talks were ongoing with BUSA for their contribution of £10,000.
- It was questioned whether we should be concerned about the variance from expected budget spend at this point. However it was clarified that the budgeted amounts do not take account of up-front spend for items such as kit and events that is then recouped. It was more important to look at the balance figure.

The UK Dimension: (SUS(EX)m13-2)

- JCA updated on developments at a UK level. UKUS was pending the outcome of the CEO position. Work was in hand through the sub-groups to be ready for the summer official launch.
- Plans were being made to have Ed Smith come north for a meeting with SUS possibly at the next Exec on the 20th March. This would allow SUS the opportunity to discuss funding and operational matters. Exec would need to think ahead of meeting with Ed and come up with options for how SUS will fit in with UKUS model. It is proposed for there to be a meeting of the SUS Chairs and AS in the next few weeks to discuss matters.
- NASS had received a good response with numbers up from last year. The report on the findings will be published soon via the UCS website.
- The Summary Sheet from the SUS Audit is hot of the press. Statistics show increases over the last year in important areas such as club numbers, revenue budgets and memberships. Thanks were tendered to PDC for their efforts in this area.

JCA

Scottish Government: (SUS(EX)m13~3)

11. JCA/SF/JS/FA are due to meet with Kate Vincent on 8th February. The meeting would look to discuss the 'Active Students' initiative as well as picking up on any other topics that might be of relevance.
12. Exec members felt that if the news was not looking good with regards to Active Students then funding could potentially be sought through the health agenda. It was felt important to refer specifically to the way SUS is playing a part in working towards the targets of Reaching Higher.
13. Discussion followed about the SportsScotland review. The lack of detail in the proposal was evident. Headquarters will move in two phases to Glasgow and four hubs will be formed. Kate Vincent and Steve Paulding will work up the detail for the new organisation. Exec proposed that it would be beneficial if someone from the SUS network could get a position on the new board. The next steps will see an implementation group formed to take this forward.

JCA/SF/JS/FA

Fit for Purpose Audit: (SUS(EX)m13~4)

14. Exec was reminded that the 'fit for purpose' audit was due to take place on the 18/19th February. The auditors will check the governance of SUS and make recommendations for future progress. Exec are encouraged to remain ready to support if needed.
15. The HR Oversight Group have had their first meeting. This was proving to be a solid productive structure. The next meeting would take place in March.

ALL

Admin Support: (SUS(EX)m13~5)

16. It was noted that there was a finite amount that can be achieved under the current arrangements. So it was hoped to investigate further the prospect of having a third person in the office. SF had outlined the type of work where help would be useful. The general consensus was that an appointment rather than placement would be the best way forward. It was noted that there was scope within the SUS budget to put towards some administrative support. Exec agreed to pass the matter to the HR Oversight Group to work up the detail and to report back at the next meeting.

HROG

Future Direction: (SUS(EX)m13~6)

17. The SUS business plan had identified areas for possible focus but SUS officers were keen for Exec views as to what they would like to see SUS focusing on.
18. Sports Bursaries were mentioned and it was hoped SUS could give thought about how to facilitate joined up thinking with the Institutes in order to get more young athletes to a high level while they are still studying at University.
19. Further work with regards to equity would be desirable through focusing in more detail on specific areas.
20. Exec members were keen for SUS to investigate further increasing links with the FE network. It was important to know where links already exist on a local basis as this could then be built upon. SF & JS would work up a plan for opening up associate membership to FE. A meeting with DM would be set up to discuss areas of future collaboration.
21. Links with the Academic community would continue to be forged. JS attends the meetings of SUSRAG and will report back to Exec.
22. SUS officers will be working on a longer term strategy to be presented at the AGM for comment. Exec ideas to be sent to JCA for consideration.

SF/JS
SF/JS/JCA/DM

ALL

Correspondence

23. SUS Officers are often in receipt of correspondence from various parties which requires a response. Recently SUS were asked to comment on a new sports strategy for UHI. Michael Bates is doing a brilliant job in trying to build in sporting opportunities across 15 sites.
24. JS has been contacted by Sport Relief and it was agreed that SUS would support institutions getting involved in raising money.
25. JCA updated on action through the Scottish Sports Alliance where the focus recently has been on school sport.

ALL

ENGINE ROOM UPDATES

Physical Activity Committee: (SUS(EX)13~7)

26. JB gave an upbeat account of the activities of SUSPAC. The committee had recently completed a workshop with Kristi Long from SportsScotland about Equity which would lead to the development of an equity strategy for SUS. JB was continuing to make links with external groups such as Skills Active, PAHA and BASES. The next Newsletter and Flyers have been published on the website. SUSPAC were now giving thought to the Roadshow which will take place on the 3rd April at Abertay University which will focus on careers in sport and physical activity. Committee members are also thinking about succession planning and how to engage more with the student population.

Competitions Committee: (SUS(EX)13~8)

27. BUGS has seen a team effort across the sector and plans are well underway for the event which will take place in Edinburgh from the 7-11th April. Competitions Committee members have now taken responsibility for certain sports in order to encourage further Governing Body interaction. SDC vacancies have seen a move more towards management groups rather than the responsibility resting with one individual. However one size does not fit all sports and so the structure is flexible. A series of new policies designed by Comps are helping with governance and these can be downloaded from the website. Comps continue to wrestle with the British question of who operates the leagues and where SUS fits within the British framework.

Professional Development Committee: (SUS(EX)13~9)

28. OG updated on the progress from PDC. Two events had been completed since the last meeting: Christmas Seminar and Administrators Forum. Both events had been highly successful and had seen a good turnout. Plans were now well underway for the summer conference which will be held at Dundee University 10-11th June. Special Interest Groups were being set up for Operations and Elite Support staff. A sub-group was developing the student handbook and this should be ready for the website by the summer. The e-newsletter on the website will be online soon and members will be encouraged to sign up to it. JS highlighted new branding items that had been added to the SUS range which included kit and banners. Exec welcomed this.

AU Forum

29. AA gave an overview of the work of the AU Forum in AS' absence. BUGS would see a team of volunteers from across the network utilised. AS continued to take the good news from SUS to BUSA meetings. BUSA Conference was now finished and the knockouts would begin shortly. It will not be long before new Presidents will be known at most institutions.

Directors Forum

30. MF updated on the last meeting of the Directors Forum which had been held at the Christmas Seminar. Discussion focused on the Times Good University Guide; BUSA/UCS progress; Active Students; Collective Purchasing and the meeting finished with a summary of the major developments around the sector.

NEXT MEETINGS

31. The next meeting was scheduled for: Thursday 20th March – RGU

ALL

OTHER BUSINESS

32. JCA planned to speak to Neil Park about investigating charitable status. Exec welcomed this.
33. Edinburgh is bidding to host the World Hockey Championships in 2010.

JCA

With no further business, JCA closed the meeting at 1530 hrs with a vote of thanks for contributions; expressing gratitude to Dundee for their hospitality; and conveying best wishes to Stephen Stewart in his new role.



Actions List (SUS Executive meeting of 1 Feb'08)

Consider topics for further research areas	JS/SF
Fix a date for meeting with Ed Smith and SUS Chairs in advance of that	JCA
Meeting with Kate Vincent	JCA/SF/JS/FA
Support 'fit for purpose' audit	ALL
Assess options for 3 rd member of staff	HR Group
Work up detail for associate membership for FE	JS/SF
Meeting to discuss interaction with FE	JCA/JS/SF/DM
Ideas for longer term strategy to be produced ahead of AGM to JCA	ALL
Support getting involved with Sport Relief	ALL
Next Meeting 20 th March in RGU	ALL
Contact Neil Park about Charitable Status	JCA