



Précis and action points from the **Executive Council** meeting held on Friday 3rd April at Peffermill, Edinburgh University.

Present

Filippo Antoniazzi (FA) Chair
 Joe Gray (JG)
 Gordon Cox (GC)
 Catriona McAllister (CM)
 Jackie Davidson (JD)
 Emma Raeburn (ER)
 Mark Ritchie (MR)
 Pete Burgon (PB)

Apologies for Absence

David Beattie
 Stephen Stewart
 Stew Fowlie
 James Shields

In attendance

Jacqui Stone (JS)
 Shona Roche (SR)
 Tay Attwell (TA)
 Lorna Callan (LC)
 Ray Lloyd (RL)

WELCOME, INTRODUCTIONS AND SCENE SETTING

1. FA welcomed everybody and thanked Edinburgh for hosting the meeting.

HOMOLOGATION

2. *Conflicts of interest* – none were noted.
3. *Exec Meeting 6th February 2009* – the minutes of the last Exec meeting were reviewed and approved as an accurate record.
4. *Matters arising* – FA still to set up meeting with BUNAC. GC has emailed finance manager and will email JS regarding contingency money.
5. *Correspondence/representation: SUS(EX)m19~1* – The dates and meetings on the paper were noted.
6. JS introductory meeting with Fiona Wernham head of Coaching and Volunteering at **sportscotland** was very productive.
7. FA attended SUNEE conference, it was excellent, SUNEE now have students and departments working with hard to reach groups working together very well as a cluster.
8. The committee were asked to feed any instances of representation of SUS into JS and SF for inclusion in future papers.

ACTION

FA
GC

ALL

EXEC MATTERS

FINANCE

Period 7 financials: SUS(EX)m19~2

9. The summary presented was noted, most income is now in for the year.

Revised Financial Forecast: SUS(EX)m19~3

10. The Programme Budget does not include income from entry fees from which the vast majority of expenditure is recouped.
11. Should finish the year with a £5,000 surplus with another £5,000 ring-fenced for individual sports where SUS holds their finance in house.
12. Moving to SAGE software is planned
13. JS and FA will be working towards budgeting for next year and to sign off budget for 09/10 at next Exec meeting.

JS/FA

GOVERNANCE

Working Arrangements: SUS(EX)m19~4

14. HR oversight group met to discuss all aspects of SUS HR and how to deal with JS's maternity leave. Decided an appointment would be inappropriate rather a change in working arrangements is preferable; role enhancement for current SUS employees and employment of individuals to carry out specific projects. FA comfortable as Chair to work in this way and invited comments from the committee.
15. LC pointed out it is important not to overload staff and review how arrangements are working out on a regular basis.
16. Placement student will take fallback of administration duties from October to December but it is necessary to ensure there is enough help over the summer period.
17. Sabbaticals may be relied upon over the summer as this is a quiet period, this will be discussed at the AU Forum. Volunteers and committee members may need to step up throughout this time. FA welcomed offer of increased volunteering from Presidents.
18. It is necessary to ensure there is an individual to liaise (e.g. project sponsor to line manager) with those who come in to complete project work.
19. SUS Officers will meet to come up with a plan to cover the discreet areas of work.

JS/SF/SR

STRATEGY

5 Year Strategy: SUS(EX)m19~5

20. FA thanked JS for hard work undertaken to get strategy to where it currently sits.
21. Committee Chairs and JS met on 31st March to ensure feedback from Exec and rest of the network to be included in the strategy wherever possible. The strategy is now a much more succinct document. Style and flow have improved.
22. Round the table discussion on the strategy.
23. Agreed to change the word 'elite' to 'performance level athletes' throughout the document.
24. There is a need to put in figures as baselines; percentages may then be gathered from these.
25. There is a need to be more specific on concept of strengthening partnerships with the academic community.

26. LC pointed out in collecting data it is important to note: what is wanted, why it is wanted and how it will be used. Perhaps SUS and BUCS can work together in collecting data, if a survey is UK wide it makes it stronger and more powerful. Also having an input from SUSRAG on gathering audit data would be helpful.
27. JS called on members of the Exec committee to take time to examine the document in detail on their specific area and contact JS with any comments.
28. All that needs to be completed is minor tweaking, KPI's and the Executive summary, no radical rewrites.
29. Deadline for comment is 10th April.

ALL

Active Students: SUS(EX)m19~6

30. SF has rewritten the paper following consultation with a number of people throughout the sports network.
31. SF and FA firmly believe Active Students could dramatically increase participation especially in colleges.
32. A great deal of experience has been gained from Active Schools which will be helpful here.
33. In principle Sportscotland are enthusiastic but much work needs to be done on the practicalities of the project and a review of the timeline is necessary. LC, SF and Jacqui Lynn to meet and discuss project. LC advised to hold Active Students paper until after this meeting.
34. FA welcomed possibility of bringing partners on board.

LC/SF

ADVOCACY

BUCS Update: SUS(EX)m19~7

35. Discussion paper produced by SF on three options for moving forward:
 - **Option One:** Maintain the Status Quo
 - **Option Two:** SUS Institutions withdraw from BUCS
 - **Option Three:** Scottish Institutions access only selected parts of the BUCS programme
36. Paper sent to Presidents and Directors seeking views from institutions.
37. FA outlined background to SUS producing this discussion paper and was interested to hear BUCS response to the discussion paper.
38. BUCS have examined and discussed the paper and are keen to avoid Option Two. However whether Option Three is totally acceptable to BUCS is where discussion is needed.
39. There is an understanding from BUCS of the CPD issue – this is done in Scotland in a cost effective manner and is without doubt a point of negotiation.
40. With Option Three all Division Two and below will be delivered by SUS. Scottish Institutions to continue to compete in Tier One to ensure competition on a national stage. There is an issue regarding different rules and regulations but this is something which may be worked on.
41. The future of the £20,000 currently received by SUS on an annual basis to be clarified.
42. Maintaining the Status Quo and increasing BUCS contribution to SUS was not discussed by BUCS.
43. Paper of formal responses from Directors and Presidents is needed.

BUCS

44. Potential permeations and risks of this move need to be considered.
45. BUCS budgets are currently being drawn up, due to time frame it may not be possible to alter anything for this year, therefore it is necessary to have short term negotiations for this year and long term negotiations regarding moving forward.
46. Issue is high on the BUCS agenda
47. FA thanked TA for openness and honesty, there is now a framework from which to work.

SF

Scotland's Colleges: SUS(EX)m19~8

48. SF and JS had further meeting with James Shields, Linda McKnight and Helen Kuzyszyn from Adam Smith College looking ahead on further integration.
49. It was agreed to call the sector Scotland's Colleges rather than Further Education.
50. Three necessary steps emerged so as to move forward:
 - Working Group: A working group to drive this forward is needed. LC may be an independent voice in the group.
 - Research: Research is a priority as currently unaware of what exists in colleges, something similar to SUS audit would be appropriate to obtain baseline figures.
 - Operations: It is necessary to examine individual sports colleges wish to compete in e.g. Elmwood College already compete in Golf.
51. FA welcomed this as positive progress.

ENGINE ROOM UPDATES

Competitions: SUS(EX)m19~9

52. The summary presented was noted.
53. The Conference Cup Finals held in Edinburgh were an overall success and a good start. In the future it is important to celebrate the occasion more and be more organised. It was suggested that Conference Cup finals could be something for the Presidents to complete as a project.

Professional Development: SUS(EX)m19~10

59. The summary presented was noted.
60. Agreement has been signed with Coca Cola for the provision of product; this may be used at Conference, Active Age Festival and the Student Dance Festival. Possibilities for ongoing partnership with Coke after this initial period are being discussed.
61. Signed a deal with Inspirit for the conference and have a couple of other traders lined up to exhibit.
62. JS and CM extremely pleased with workshops and keynotes.
63. FA received good feedback from the QUEST day.

Physical Activity: SUS(EX)m19~11

64. The summary presented was noted.
65. Workshop in Glasgow was very informative. The next session to try out alternative outdoor activities will take place Monday 6th April on the beach in St. Andrews.

66. SUSPAC are producing good practice guidelines around exercising with eating disorders and also those who excessively /obsessively exercise. Need to ensure clinical guidelines are adhered to when working on this.

OTHER BUSINESS

67. Make up of committees for next year needs to be considered and ensured that we have the right committed people to take on work. The Strategy will aid in guiding people's roles and work next year. Stronger training and further outlining the terms of engagement is needed.

68. The Winning Students Steering Group met on the 4th December 2008. Hockey, swimming and women's football have been chosen to get the programme going. Steering Group concerned about lack of information and consultation and this has been raised with SFC, Stirling and the Government.

ALL

DATES FOR NEXT MEETINGS

May 15th - Dundee University - 11am

ALL

Actions List (SUS Executive meeting of 6th February 2009)

Set up meeting with BUNAC	FA
Send any Representation information to JS	ALL
Contact JS with ideas for Contingency investment	GC
Work towards budgeting for next year	JS/FA
Meet to come up with plan to cover work areas for JS Maternity Leave	JS/SF/SR
Examine Strategy in detail and contact JS with any comments	ALL
Meet and discuss Active Students	LC/SF
Clarify future of the £20,000 currently received from BUCS	BUCS
Produce info for BUCS relating to membership comments on paper	SF
Consider make-up for committees next year	ALL
Note Dates for future meeting	ALL