

Minutes of Meeting of Board of Trustees Held on June 11th 2025 Kirkintilloch Town Hall

Present:

Alan Wright	(AW)	Independent Director (Vice Chair)
Alix Mathieson	(AM)	Partner Director (by teams)
Craig Bell	(CB)	Trade Union Director
Greig Russell	(GR)	Independent Director
Ian Gallagher	(IG)	Partner Director (by teams)
Jim Gibbons	(JG)	Partner Director (Chair) (by teams)
Karin Jackson	(KJ)	General Manager
Lu McNair	(LM)	Independent Director
Maeve Kilcoyne	(MK)	Company Secretary
Stewart MacDonald	(SMD)	Partner Director (by teams)
Vaughan Moody	(VM)	Partner Director

Apologies:

Jimmy Watson	(JW)	Independent Director
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In Attendance:

Fiona Thom	(FT)	Active Schools and Community Sport Manager
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Item	Subject	Action
1.	Welcome	
2.	Apologies As above.	
3.	Declaration of Director's interests None.	
4.	Minutes of Meeting of 2 nd April 2025 and Matters Arising JG proposed and GR seconded.	
5.	Active Schools and Community Sport Update There has been a change of service bringing active schools (AS) and sports development (SD)/(CS) together to improve the service. Structurally we are set up as an Active Schools and Community Sport Manager with two team leaders, one for active schools and one for community sport. In community sport there is a bigger change in staffing structure. The Initial priorities have been about team structures and processes. E.g. team meetings and additional processes around finance. The main priority is to improve collaboration with leisure centre staff. We are also working with HSCP and education to get better links for whole service.	

Item	Subject	Action
	<p>Annual plans for both teams are now in place helping focus on our priorities. AS already had an action plan in place and CS is now in a similar format. The structure needs to be right before working on delivery of service.</p> <p>Areas of success include:</p> <ul style="list-style-type: none"> • Management of staff • Course pro – now allowing online book and pay service for customers – began at Easter, staff will now begin roll out for spaces in term time classes • Family wellbeing fund to get children involved in sport (was previously inclusive dance) • Summer activities <p>Areas for improvement include:</p> <ul style="list-style-type: none"> • Communication • Consultation and feedback • Staff training • Club development • Annual report which is a huge piece of work over summer • Work in nurseries • Coaches refresher training • Use of data <p>GR asked how things are going with new PVG. GR advised 1st July it becomes a legal requirement.</p> <p>AW requested an update in the August meeting with the new PVG requirements.</p> <p>AW asked if there is anything in the original business case that we wouldn't be able to deliver on. FT said that the service hasn't changed. AW said often we put a paper together and outline potential benefits. AW asked if the two team leaders could be emailed and thanked.</p> <p>AW thanked FT as did other directors.</p>	<p>KJ</p> <p>FT</p>
6.	<p>Operational Performance Report – period ending 31st March 2025</p> <p>KJ highlighted the success of a quiet time pilot which is now being rolled out across the libraries.</p> <p>Good news includes several rewards around architecture for the Allander and Libraries for the SAD lamps project where they were loaned out to customers over the winter period.</p> <p>Charlies big adventure had overall usage dropping since the previous year but is still breaking even. There are 3.5 FTE and £106k in income which is expected to increase in 25/26.</p> <p>The absence stats are finally in and have decreased from same period last year. Unfortunately there are still some long term absences which are being monitored and managed closely in line with policy.</p>	

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	<p>CB asked about 2.3.4 regarding community sport coaching staff consultation. CB asked why 61% require training. KJ replied that this was a request for additional training to upskill coaches in more than one sport.</p> <p>IG asked about the every child a library member programme. He clarified that what are the updates regarding the programme implementation or is what we have better? KJ said that the programme requires a lot of administration and is very time consuming, we do however ensure every child has the opportunity to become a member. This is generally promoted during school visits and we currently offer the opportunity to all schools. KJ said we would continue to monitor and should resources become available to implement the programme we will do so. IG said THAT although we don't have the 'every child a member programme', it is good we have a system in place that is rigorous and offers the opportunity for every child to sign up.</p> <p>GR highlighted staffing recruitment in 2.5.4 and complemented the different approach to recruit regarding the Leisuredrome open day where part time recruitment was more successful.</p>	
7.	<p>Independent Director Vacancy</p> <p>KJ informed the Board that the preferred candidate is Nicola Dawson who is a resident of Milngavie. This preference has been brought to the board for approval for due diligence and to make sure the Board agrees on the appointment. She is passionate about sport and leisure, is a former lifeguard at the Leisuredrome, a former coach in tennis and does a lot of running and fitness events. She has thirteen years of Police Scotland experience and audit work and was also a member of the Children's Panel for seven years. KJ added that she is a very good communicator and aware of current market and trends.</p> <p>There is no indication of conflict of interests.</p> <p>AW said there were five applications of which three interviewed and she clearly stood out from the others. JG added that she was a very impressive candidate.</p> <p>The Board approved the appointment.</p>	
8.	<p>2024/25 Audit</p> <p>MK informed the Board that the audit planning meeting was on the 22nd May. Audit fieldwork is scheduled for week beginning Monday 21st July. The shared platform for information sharing has been opened and data gathering information will begin soon.</p>	
9.	<p>AOCB</p> <p>AW asked if the Action Log can be part of the agenda.</p> <p>AW added that we can close the Active Schools, Community Sport update.</p>	<p>KJ/MK</p> <p>KJ/MK</p>

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	<p>KJ said that the archivist is on standby to present at the August board.</p> <p>Project wish list has been created in a shared managers folder to highlight prioritised projects which we do not currently have funding for but would like to take forward</p> <p>AW said that SMD had asked about salary sacrifice and pensions. KJ attended a Strathclyde pension update and was informed the pension deduction is made before other deductions. KJ added that this action can be closed.</p> <p>JG said there was a glowing letter received about the gym team at KLC. KJ said that she had thanked the customer for his email referring to how the staff had gone above and beyond. KJ added that the other thing we can do is mention this within our staff newsletter.</p> <p>GR said there was a presentation at Community Leisure UK (CLUK) about sportscotland's national estate review. Early indication was that there were a number of buildings at category B in East Ayrshire. He added do we need a more strategical document to work with along with the Council? GR said that in East Ayrshire that this supported through the Council Cabinet. GR added that four community venues got investment because of this.</p> <p>KJ said that it would be useful to see what document GR has used, however any review of estates would be done with the Council as they own the assets. KJ added that Iain Campbell from Kirkintilloch Leisure was heavily involved in the sportscotland submission for EDLCT. KJ said that she has regular meetings with Executive Officer for Assets & Facilities to discuss ongoing issues along with capital spend. AW said we need to be clear on estates, capital asks and substantive asks. CB added closures can be highly emotive.</p> <p>LM added that we need to put in what the population data tells us what is happening in the next 10 years for decisions going forward.</p> <p>JG thanked everyone for their attendance and thanked AW for chairing as he was attending via Microsoft teams.</p>	<p>KJ</p> <p>KJ</p> <p>KJ</p>
10.	<p>Date of next meeting</p> <p>Date of next meeting is Wednesday 6th August 2025 and venue is still to be confirmed. AW thanked everyone.</p>	

