

Management Board Meeting

Saturday 17 March 2018

RSCDS Headquarters, 12 Coates Cres– 10:30am

	<p>Present: Helen Russell (HSR), Andrew Kellett (AK) , William Cant (WAC), Linda Gaul (LG), Trevor Clark (TC), Richard Austin (RA), Paul Plummer (PP) Malcolm Brown (MLB), Anselm Lingnau (AL) Paul Youlten (PY), Chris Milne (CM)</p> <p>By GoTo Anne McArthur (AM), Sue Ronald (SR), Theresa MacVarish Clark (TMC) Clive Warren-Smith (CWS),David MacDonald (DM)</p> <p>Notes Sandra Parish (SPa)</p>	
	Others mentioned:	
1	Apologies and Chairman's Remarks There were no apologies.	
1.1	There were no conflicts of interest raised.	
1.2	Safeguarding – on the back of the Oxfam scandal- policy needs to be up to date and we need to remind branches.	
1.3	Meeting: HSR with James Dornan MSP – RSCDS asked to submit a paper to the Scottish Government education and skill committee. The paper will set out our arguments for teaching SCD in schools.	CM
1.4	Meeting: HSR, AK and CM with Wendy Timmons- Head of Dance at Moray House is keen to collaborate on various projects.	
2	Notes of meeting 25th November 2017 (Paper 2.1) Page 2 _ should read RA not AR – Richard's initials have been transposed. Page 13 is missing today's meeting 17 th March 2018	
3	Matters arising from notes WAC – said that Dundee Branch had been in contact with John Sturrock's widow and the dance diary John used to maintain is accessible via Dundee branch's website. The board thanks Dundee branch for taking this on. Item 8 page 7 – revisit members' benefits. This was missed from today's agenda and will be on the next MB agenda. Page 13 is missing today's meeting 17 th March 2018	ALL
4	Finance	
4.1	Treasurer's report and third quarter report to the 31st Dec 2017 (Papers 4.1 & 4.2)	

	<p>WAC – summarised the results to Dec 2017. There was a surplus ahead of the budget. Traditionally there is a deficit in the last quarter. The subscriptions are down on budget, but staff have been chasing payments and there is now a significant number of subs which have arrived in the last quarter.</p> <p>Depreciation in the Fixed Asset fund - we will see the new website being depreciated over 3 years this is an accounting policy that needs to be adhered to even although the money for the website has come from the Development Fund. This will reduce the surplus overall in the accounts. TC has asked we clarify with the accountants that we need to depreciate the asset. AL confirmed that German accounting practice was to depreciate software over 3 years.</p> <p>MLB – suggested we produced accounts that are useful to the members. HSR said that we need to satisfy the Auditors and Accountants. Producing two sets of accounts will cause confusion. The last 3 pages in the Statutory accounts form an appendix which will help to explain to the members what has happened financially in the year 2017-2018.</p> <p>4.2 Update on investments (Paper 4.3)</p> <p>We sold the Personal Asset Trust holding and transferred the funds to the Standard Life Wealth (SLW). This should see a modest increase to the income. The split of our investment is now based on the stock market. The Trustees decided SLW was a suitable organisation to manage our investments as a charity.</p> <p>RA – commented that we should note that SLW have just lost their Chief investment guru and they have reformed their structure. We should keep an eye on their performance.</p> <p>The next MB meeting will approve the Statutory accounts.</p> <p>4.3 Final Budget (Papers 4.4, 4.5 & 4.6)</p> <p>CM – Narrative was sent out in advance covering the main points of the budget.</p> <p>Surplus of £16k, temporary increase in staff costs to allow staff to complete the projects, e.g. the website, that they need to deliver.</p> <p>Membership has been recalculated to include affiliated group fees which had been missing in previous budgets.</p> <p>Trusts and foundations is a new line in the budget; this is based on a reasonable estimate of what a charity of this size could obtain, although there is an element of risk.</p> <p>RA asked what strategy we have to achieve those awards. CM’s background is working with trusts. We would work with a specialist in the area to identify who and when we should apply.</p> <p>We haven’t included rental of basement space at Coates Crescent as it is not a priority at this time, due to the volume of other work ongoing, including the website.</p> <p>Winter School fees went up significantly last year so didn’t want to increase the price dramatically again this year.</p>	
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<p>4.4</p>	<p>WAC commented that the budgets for the events will be confirmed prior to them going online to make sure they are in line with the costs that will be incurred.</p> <p>Magazine – provision for lowering the cost by distributing by PDF. We will ask members if they would like to opt into receiving the magazine this way. We would like to trial this in the Autumn magazine. We need to decide how to invite members to receive the PDF version. AK - 10% seems a reasonable figure based on the distribution of the London Branch magazine. MLB commented that the SCD in pdf would be useful for translators in Japan and Russia.</p> <p>Increase in staffing costs will improve the current pressures from absence and the website development. This would be a temporary cost to get us through the first part of the year.</p> <p>PP asked who makes the final decision on whether this is spent or not. He was reminded that this was the Trustees job to approve the budgets set before them today. It is then up to the person responsible for the individual to manage these budgets along with CM and SPa</p> <p>HSR – reminded us that the exams have always been subsidised. This is significantly high this year due to the number of exams being held overseas. We try to use regional examiners as much as possible.</p> <p>Two-thirds of the overheads are spread over the running of the events and activities. This has been fairly consistent over the last few years.</p> <p>AK – asked whether we should be having a breakeven budget. Due to members thinking that we are overcharging on their subscription. It was pointed out by CM & WAC that the surplus in this budget is not generated from the members, but from new sources of income – corporate sponsorship and trusts.</p> <p>RA said that we should be looking at least a £30k surplus each year. If not we will be running harder each year to chase new members with limited resources.</p> <p>WAC stated that the budget which was set aside each year for marketing had not been fully utilised and we should be using this budget to increase our membership.</p> <p>RA said that we should be getting the message across that SS is not being subsidised by subscription.</p> <p>CWS - Health Strategy Document should be linked with the marketing budget. The research for material has now been gathered and we need to review the promotional leaflet. PY – said we should not just jump into producing a leaflet and make sure we consult the branches and use them to help us promote the strategy. This should also be available on the new website.</p> <p>The board unanimously accepted the budget for 2018/19-20. HR thanked WAC, CM and SPa for the work they have done to prepare the budget.</p> <p>Audit and trustees reports</p> <p>Convenors need to start writing their part of the Trustee’s Report. The deadline for this is 27th April 2018. CM will send out a reminder and guidance on what is required.</p>	<p>HSR, WAC, MLB, AL, AM, CM</p> <p>CM</p>
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	<p>Bear in mind potential donors from Funds and Trusts will also see this document.</p> <p>Guidance from OSCR on what should be in the Trustees Review emphasises Impact – We should write about the impact our activities/events have had on the Society and the wider community rather than just list what have we done.</p> <p>CM was asked to share the OSCR Guidance with the relevant people.</p> <p>Meeting with the Auditor will be either 3 May or 10 May</p>	
5	Management Committees	
5.1	<p>E & T Committee (Paper submitted in advance)</p> <p>SR – Small working group Unit 1 electronic transmission will it be ready for 20 Oct. Unit 1: MLB -Hopes it will be but can't guarantee. We are currently posting these all over the world. Policy should now be to scan, send and retain the original papers in the office; it's cheaper to print and claim printing costs.</p> <p>LG – asked if the Board can be assured that there are security measures in place to guarantee that these electronic forms are tamper proof. Declaration that there are security measures in place.</p> <p>TC wanted confirmation that the Core teaching qualification will not replace the basic training course. It is anticipated that the Basic Teaching Skills course will remain as a non- assessed flexible needs-based course.</p> <p>Syllabus for the existing qualifications & Unit 3 & 5 assignments are now on website but the assessments are not up yet. CM said this work is underway and he will let MLB know when this has been done.</p>	CM
5.2	<p>Membership Services (Paper submitted in advance)</p> <p>The meeting has been moved to the 29 Sept instead of 22 Sept</p> <p>AK asked about the book in 2019 and whether branches will have input into this book. It is felt that both Members and editorial board will be asked for their feedback. We also need to make sure that we have permission to use material.</p>	
5.3	<p>Youth services (verbal update)</p> <p>The meeting from the 7th April has been changed to the 22nd April as the committee are going to be at Spring Fling.</p> <p>There are expected to be 120 attendees at Spring Fling. Although local members will also be there.</p> <p>SF will be in Paris 2019, Sheffield 2020. Looking at other options worldwide, like possibly Toronto 2021 and other possibilities</p> <p>There are 10 applicants for Junior SS , Marilyn Watson and Anne McArthur will be taking the classes in 2018</p> <p>There is a family weekend in Leeds on the weekend of 27-28 October.</p> <p>The information about the Virtual festival is now on the website and leaflets have been sent out. Closing date is the 5th October 2018. With judging on the 27th October. The winners will be announced at the AGM.</p> <p>Try to disseminate by as many ways possible for the Family weekend and virtual festival. Using emails, branch mailing and Facebook etc.</p>	AM

<p>6</p> <p>6.1</p> <p>6.3</p>	<p>BP next steps-taking forward MB actions (Papers 6.1, 6.2 & 6.3)</p> <p>RA - New Licence is required as it's not been reviewed since RSCDS became an CLG certain items missing i.e. company number. Helen thanked PP and RA for their work on the licence. Few tweaks still to be made. The updated version will be given to FGAP for their comments. Section E – “data to be stored in accordance to the latest data protection. There was agreement that GDPR requires a contractual agreement between RSCDS and branches. Further discussion would determine whether this would be part of the LA or a stand-alone document.</p> <p>3.2 – Branch subscriptions should be reworded. MLB suggested that instead of being paid when convenient but to say the branch recognise that payment should be made. MLB will send the electronic form of suggested amendments.</p> <p>3.3d – branch reports to be submitted – branch accounts and reports will not be scrutinised but can be used on occasions when information is required. Branches which are charities are obliged to produce accounts, so we just need a copy. These don't need to be in English. 3G – to be left as it is. 4B -contradicts bottom of page 1. Only if it proceeds its previous branch name to be removed. Guidelines need to be reviewed. V8 will be out soon.</p> <p>Thanks to RA for his scrutiny of AA and RP, and highlighting the discrepancy around the election of Management Committees. The Board decided not to amend RP or AA, but asked that in future the Chairman should inform the AGM that under the power of Article 48 the Board will appoint to the Management Committees whoever has been elected by the branch delegates.</p> <p>No major changes are necessary to the RP or AA, therefore do not need to be ratified by the AGM.</p> <p>No AGM implications, the Chairman must make a statement at the AGM stating this is what has happened. CM will ensure that this is prepared in advance.</p>	<p>CM</p> <p>CM</p>
<p>8</p> <p>8.1</p>	<p>Policies and Procedures</p> <p>Risk management plan 5*5 current plan to be sent to MB and they need to consider safeguarding the events are spot on and talk to branches about having a policy. Alteration to RMP by Fri 13 April (subsequently put back to 27 April). We have recently communication with TAC re misappropriation of funds. Good idea to look at our financial procedures and branches' procedures. Branches to be informed how to make sure robust financial policies and procedures are in place. Report for next meeting on our own financial policy and procedures.</p>	<p>CM</p> <p>WAC and Branch guidance WG WAC</p>

<p>9</p> <p>9.1</p> <p>9.4</p> <p>9.5</p> <p>9.6</p> <p>9.7</p> <p>9.8</p> <p>9.9</p>	<p>Management Board Panels and Working Groups (Papers 9.1 & 9.2)</p> <p>Schools Subs committee: Present system for Schools’ Director in effect limits possible directors to school teachers and retired people. Unanimous support from board in principle for Jim Stott’s paper on altering the running of SS. Detail to be decided by SS sub-committee and E&T. Change in remit and change in practice. In terms of good governance Schools’ subcommittee and Schools’ Director should report directly to MB.</p> <p>Schools project working group – AM and TMC are on the working group. Staff were not aware of this piece of work being undertaken by the group. Lots of ideas not a lot of detail. Needs refining with a budget.</p> <p>CM to have a conversation with the group about strategies and priorities, and come back to the Board with a business plan. Update to be given at the next Management Board meeting on 30th June.</p> <p>Ceilidh working group- trying to put together Ceilidh in a box for her PE students. Wendy Timmons to be consulted.</p> <p>AGM conference working group – meet Thurs 22nd March. AL asked that dances from the new popular dance book should be included on programmes at the AGM 2019. The Board agreed.</p> <p>Website working group – branches to get mailing of progress. A written update should also be provided for board and committee members. Detailed conversation with developers are ongoing, with a draft version of the database is under review . 12 branches will test functionality. Between now and June work will focus on the database, CMS, reporting, shop and Education & Training. Others will be involved in providing feedback. Currently expect a test version of the site to be available during Summer School.</p> <p>The 12 branches selected for testing should be circulated to their Board contacts</p> <p>Branch guidance working groups – risk management for branches need to be available. Risk assessments guidance has been asked for. To check with ERMG to see what guidance they can give.</p> <p>Family event working group – previously discussed.</p>	<p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p>
<p>10</p>	<p>Training Away day 2018</p> <p>Challenge for remote access. Next year finding ways to work round that. Need more for committee’s members to take away. CM recommends holding it later. Further discussion required to improve format. CM and AK to report back with further thoughts on 2019</p>	<p>CM & AK</p>
<p>11</p>	<p>Management board and committee meeting schedule 2018-19</p>	

	<p>An updated schedule will be circulated ahead of next meeting in June. This can be approved and shared with new nominees so they know their commitments in advance.</p> <p>Check dates in your diary if anything conflicts or changes are needed 2nd week in Feb 2019 – Newcastle festival. 2018 MS – 29th September instead of 22nd 2018 YS- 22nd April instead of 7th</p>	
12	Appointed posts	
12.1	Treasurer – WAC has accepted post for next three years. MB are unanimously appreciative and thanked WAC. SPa is also happy that WAC is staying on.	
12.2	Archivist report – new banners were produced for Winter School – very well received.	
12.3	Magazine Editors report – first print has gone to printers. On track for delivery in April	
13	Branches	
13.1	Scroll nominations close end of March. Branch awards have no deadline	
13.2	MB members and branch contacts – as discussed previously. HSR asked that MB members urge the branches to use apply for matched funding. We need a list of which member of staff should be contacted for specific questions. CM agreed to prepare this and share with members.	ALL CM
13.3	Regional Forums – CM planning to host these to allow more structured discussion with branches, focused on any support that may be needed, or best practice that can be shared. Any early feedback from MB welcomed.	
14	Affiliated Groups 2 new groups and lost one in last quarter	
15	Board member/ trustee issues Trevor wants to roll out GroupSpaces network worldwide. Not a huge amount of traffic but feels it will be worthwhile in future. Discuss with CM and MG.	TC, CM & MG
16	Correspondence Sponsorship with Hamlyn’s – there has been feedback on what some members view to be social media product placement. MB agreed that this is how we sustain our branding and outreach. It was also agreed that we should develop a policy for potential corporate and other partners.	CM/HSR
17	Any other business	

	<p>PP – comments regarding Winter School. Any comments should be passed to Events Manager who will collate them and pass them on to the WS director Survey Monkey to have comments circulated.</p> <p>SR – asked if Regina’s request to become a branch has been processed CM confirmed that they have been sent guidance and staff will follow up soon.</p> <p>CWS – sound quality of GoTo not good need to get different system.</p> <p>Succession planning – members asked to consider who in their area might be suitable for the committees.</p> <p>Personal quality and skill sets for the positions should be available. Detailed role descriptions will be important in future.</p>	
<p>18</p>	<p>Date of Next Management Board meeting 30th June next meeting.</p> <p>Thanks to all in attendance.</p>	