**EXECUTIVE COMMITTEE MEETING**

**7.00pm 10 May 2022**

Duffus Park Bowling Club, Cupar

**MINUTES**

**Attendance Present:**

Martin Turnbull – Chair

Hilary Lumsden – Secretary/Treasurer

Rona McCraw – Hon President

Elspeth Wallace – Fife AC

Sharon Hedley – Step Rock ASC

Robert Winter – DPBC

Tegan Kazeze – Active Schools Coordinator

Grant Stevenson – FSLT

Jamie Moffatt – Sports Development Officer

1. **Welcome and** **Apologies**

Martin welcomed the attendees. Apologies came from Marianne Scott.

**2. Minutes from last meeting**

The minutes of the last meeting on 8th March 2022 were approved; being proposed by Robert Winter and seconded by Elspeth Wallace.

1. **Matters Arising**

The Secretary awaiting contact from Ben Kinnear re meeting to discuss Duffus skatepark project.

No further updates from Army Reserves, R McCraw confirmed this will not be taken forward currently.

No further information on AM Soccer’s access document for FSLT (G Stevenson).

Robert W asked about the work being done by councillors on opening hours as there is still no change. The Secretary confirmed this is covered in the Secretary’s report.

The question over whether to move to Club Sport or stay as Sports Council in name was discussed again and it was agreed that we would stay as sports council for now – as agreed at the meeting of the 3 Fife sports councils (see below).

T Kazeze confirmed Madras and Bell Baxter have been affiliated to Scottish Schools Athletics. It was agreed we will look at how to improve communication about school competitions.

Response from Madison Garland (Active Schools coordinator, Madras College) on 9/3/22 after this was raised at the previous ECM:  
I have spoken with the PE department today here at Madras and we have affiliated to Scottish Schools Athletics in order to take part in the outdoor events.

As I mentioned last night both Bell Baxter and Madras had taken the same standpoint in following current guidance and guidance at the time of affiliation. At the time of affiliation we were not allowed to transport pupils in a Minibus to events, we also were restricted as a Local Authority in taking part in any competitive school sport indoor or outdoor. Therefore, the decision was made that we would not affiliate at that time as we could not have presented any pupils forward for the events given our restrictions. We have seen the easing of restrictions in January around outdoor competitive sport, however, minibus travel was still presenting itself as an issue alongside staffing shortages school-wide, with the added restriction that indoor competitive school sport could not take place. Therefore, once again both schools made the decision to not affiliate.

Now that restrictions have lifted around minibus use and there are less staff shortages and events will now be outdoor in May, we have made the decision to affiliate. I know that Hayley is taking this to her PE department today and I would suspect that Bell Baxter may well affiliate given a change in guidance.

As a service Active Schools are working extremely hard to provide pupils the best opportunities that we can inside our current restrictions. These restrictions have come from Senior Management within Fife Council and are outwith our control. We look forward to once again taking part fully in all aspects of competitive school sport in the next academic year (if restrictions have changed).

**4. Secretary/Treasurer Report**

EFSC Membership renewal request for 2022-23 was sent to members on 23 March 2022, to date 64 of 77 clubs have responded and of this 58 have paid. The 13 to respond will be contacted again this month.

The Awards went very well on 30 March 2022, it was great to see over 130 members and guests arriving after wondering if covid would still be a challenge. After a delicious buffet from Sunshine Kitchen, Philip and Khayri did a super job of sharing the inspiring stories of our nominees. Martin’s welcome speech focused minds to sport in our area, the Provost introduced Owen Miller and Derek Rae’s video about their Paralympic successes, Jamie gave a strong message on community sport and Margaret sent us home with such a warm thank you. The feedback afterwards was superb and Rick Booth very kindly donated his time and photographs, which East Fife Press have used and which we also ran on Facebook with summaries about all nominees.

The Chair and I have arranged to meet with Rev Giles Dove from St Leonards School on 23 May, Giles attended the Awards Ceremony after contacting EFSC about plans for the sports facilities at St Leonards to be upgraded and how the school is actively looking to engage with the community about how they do this and include plans for community use. I also met with Fergus Knight on Zoom, Assistant Director of Saints Sport at St Andrews University, to discuss how we can build a relationship with the University. He will speak to the Director of SS Steven Stewart (previous independent director and chair of FSLT) about this.

There was a meeting of the three Sports Councils on 5 April 2022, to discuss the recurring grant, the new proposed special grant and the Awards. The grant was received just after this meeting, but EFSC had not received email confirmation of this year’s award, though Dunfermline and West SC had. Meg and Jamie to confirm why EFSC didn’t receive this. The new special grant proposed by EFSC was discussed and the criteria circulated to the other sports councils (see agenda point 10). D&WSC held a virtual awards this year but will return to normal next year; K&CSC was not able to as they are currently trying to recruit a secretary, but plan Awards for July 2021 – Dec 22 next year. The swim project (see below) was also discussed as there has been interest from swimming clubs in Kirkcaldy and Dunfermline.

I met with Meg Buchanan to go through the Sports Council monitoring 2021/22 and SLA for 2022/23, we have received one year’s funding as last year (which followed on from the previous year’s SLA due to covid). This year we have a new SLA that aligns to the sports strategy and Plan for Fife. We await the next meeting of Fife Council’s Physical Activity & Sport Strategy Leadership Group. Meg and I also discussed surveying members on the increasing demand to complete training so as to look at whether this is a barrier to volunteering.

EF Area Committee Councillors are pursuing the issue of FSLT opening hours in East Fife, some have included it in their election materials. Cllr Kennedy and our Chair both wrote to Emma Walker after the Awards about how unfortunate it had been not to have a representative there for the presentation and speech, Emma replied asking that we clarify the relationship between FSLT and EFSC, which will be discussed at the next meeting at Duffus Park Bowling Club on 31 May 2022 between the Councillors, Fife Council, FSLT and EFSC. The new councillors will be contacted about this meeting and the Chair suggested that we ask each party put forward 2 agenda points for the meeting.

Cupar Now contacted EFSC about partnering to organise a community survey on the FSLT opening hours issue - if EFSC created the survey Cupar Now could circulate with its extensive base of followers. Cupar Now contacted Emma Walker to propose, but Emma declined stating that FSLT could not commit to an external agency delivering a public consultation on its behalf. This will be discussed at the meeting on 31 May.

The swim project (BBHS/Active Schools/FSLT/Cupar & District Swimming Club/EFSC) celebrated the first group of pupils completing the lifeguarding qualification (NPLQ) during the Easter holidays, there was also excellent feedback from the organiser and another of the participants, which was sent to the school. The group met on 5 May 2022 to plan work for 2022/23.

A CWPS course ran on 2 May 2022 with 9 members taking place, there is a reduced demand for this course so I we should review whether we combine the planned further 2 courses this year. The Scam Awareness session with Fife Council Trading Standards and NatWest was held on 3 May 2022, only 4 members took part although initial interest was good, they would be keen to run another one later in year if we can generate more interest. The First Aid courses are confirmed on 11 and 18 May and both courses were filled very quickly, thanks to Meg Buchanan and Elmwood College for organising these to run locally.

The affiliation for Scottish Club Sport has been completed and the next Member Check-In will be held on 16 June 2022, the theme is Recruiting and engaging young leaders. The SCS Conference date is 3 Sept 2022 to be held at Stirling Court Hotel, the theme is Capacity Building in Community and Club Sport. All members welcome.

The EFSC SWOT analysis is being completed, the Chair and I will meet again in June and then this will be circulated for comments before the July meeting.

**Income and Expenditure**

The Secretary confirmed a bank statement balance of £37,076.65, dated 12 Apr 2022. Balance in account on 10 May 2022 is £34,892.88. Transactions include income from awards sponsor, affiliations and FC Recurring Grant; and expenditure on the awards, second half of grant funding to Pittenweem TC (awarded May 2021), majority of swim project grant, affiliation refund (paid twice), CWPS course and wages.

**5. Correspondence**

AKA Day is a charity initiative promoting health and wellbeing in memory of Robert Rowan, the initiative is a fundraiser for the charity Cardiac Risk in the Young, they have asked for support in promoting the initiative. Also directed them to Scottish Clubsport and Fife’s other sports councils.

**6. Sports Development & Hub Officers Report**

**Sports Development – Jamie Moffatt**

There have been meetings with CAMHS to formalise a process, discussions around this will feed into the new development grant plan. Golf tasters have been offered to P5-7 pupils in the East Neuk, Elie Sports Centre ran a Easter holiday club offering golf and Stew Folie from Lundin Links Golf Club has set up a new junior section. Pittenweem Tennis Clubn held a well-attended community meeting and social event to look at the club’s sustainability and it has surveyed members about its priorities. The May Walking Challenge is themed to the 150th Open Golf event (<https://active.fife.scot/activities/campaigns/fife-walking-challenge-150th-open>). Fruechie Bowling Club have been helping to train the local primary school teachers to deliver bowls sessions at the club.

**Hubs - Ross Taylor**

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newsletter, where our monthly features are around Mental health and the

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May 2022 edition of the Fife Community Sports Hub newsletter <https://sway.office.com/fwhY3vMUxGfzq5sY?ref=Link>

Monthly features are around Mental health and the ways sport can tackle the stigma of, or support people who suffer from mental health issues. Each monthly edition will share local stories from across our CSH Network, ranging from exciting projects and activities, to success and best-practise examples. We will provide you with Sportscotland and Active Fife updates, the latest training and funding opportunities in Fife, and profile some of the amazing people in our hub network through our stories. We hope you enjoy our newsletter, and encourage you to share it with your family, friends, colleagues, clubs and groups - let's show them why sport is so important in our communities - now more than ever! Visit our website for all the latest information from Active Fife - https://active.fife.scot/

**7. Active Schools Officer Report**

**Report from Tegan Kazeze**

Guidance update at start of term. Remaining restrictions removed. External clubs and coaches are able to access schools. Return to indoor and outdoor competition. Contact and non contact sports. Society wide precautions still in place, eg handwashing, no shared water bottles. Schools may continue to have certain mitigations in place depending on their individual circumstances. As an example Falkland Cricket Club have restarted the 6 week taster block for 6 Bell Baxter cluster schools. Looking forward to developing more partnerships and being able to execute projects that have been discussed this year.

Successes – Be Active funded NEF Strong is nearing completion, evaluations will be complete to reflect on this. NEF Sports Stars have been recruited, attended initial training, and are undertaking a role in their cluster to promote Sport & PA. Fife Virtual Dance Competition saw representation from across NEF schools with successes Madras, Lawhead, Tayport.

Summer – This term will see recruitment for the Young Leadership Pathway roles in all high schools. We are planning a series of training opportunities for newly recruited YA/YL in the summer holidays. Funding has been made available to support summer programmes focusing on targeted work. BB & Madras are offering 4 day sport programmes utilising this. We will be approaching clubs to support with this, developing pathways into club provision.

Staffing - Stuart Robertson has moved on from his Active Schools role, having started as a PE teacher at Bell Baxter. Following a successful recruitment process, Ross Grant, has started in the Active Schools Co-ordinator role at Waid Academy. The Secretary requested a contact for Ross.

The Chair asked if the Strong project could be run again with a focus on girls – Tegan K to enquire.

**8. FSLT**

Three of the six pupils who took the NPLQ training in the Easter holidays through the school project have been successfully recruited by FSLT. Feedback from the public taking part in the course about the pupils was excellent. The SSTQ training starts in a couple of weeks and=d the second NPLQ in July is now full (also half project pupils and half public). Cupar SC has a fun day planned on 5 June – the big inflatable takeover will happen in the hall and pool. The new gym is being created as a circuit gym (no weights due to flooring) – to open next week. Work on gym instructor floating hours to enable them to attend Cupar. Working with Active Schools to deliver summer camps for Bell Baxter HS at Cupar SC and Madras C at Waterstone Crook (not St Andrews to avoid The Open). St Andrews – work with University offering facilities to the coastal rowing club, as well as the surf project, which will allow the University to plan events. The General Purpose room is being upgraded (flooring, lighting and décor). Jennifer Wilson is discussing swimming lessons and access for additional support needs pupils (Cannongate and Kilmaron), this is a great contact as it is a complex process between FSLT, Fife Council and the schools. Waterstone Crook is planning an open day on 2 July, with clubs delivering and a football tournament.

Robert W asked ho use of the new gym in Cupar will be monitored to balance use and asked if more publicity abou the new gym and how to book and use it could be available – staff are able to see both gym spaces on cctv, this is one gym space in two spaces.

The Chair asked that now there is communication between the CEOs of the University and the Trust, could the University be asked about community access to Saints facilities during times of the year when the students are away. Grant S commented this is the type of work happening with the 4DX project where communication and resources are shared.

**9. Young Person’s Panel**

The Secretary has not managed to meet with A Hedley. Anna is in London studying and this may make it difficult for her contribute easily. It was agreed the sub-committee will meet to discuss this as the current age limit may prevent us from being able to find a young person with enough time.

**10. Community Development Grant**

The work during lockdowns and how clubs now reach out to wider community will be supported by this funding with referrals coming from the CAMHS agreement and Active Schools targeted work. The wording and criteria for the grant were circulated prior to the meeting, with full agreement from the committee; being proposed by Rona McCraw and seconded by Martin Turnbull.

**11. Events 2022-23 / Awards 2023**

The Secretary proposed to combine the CWPS courses set for Aug and Nov as there has been a notable drop in participants. Jamie M commented Active Fife are finding the same. The Quiz is set for November and we will plan the Awards for March 2023. The revised criteria for the Awards nominations for 2023 were circulated prior to the meeting, everyone was happy with this. Sharon H offered to look at the application form itself to break up the description and help prompt those making nominations to avoid bias towards nominations made by those with more experience of writing these. The sub-committee will look at this prior to the launch in November.

Jamie M to confirm dates for the Awards for all three sports councils.

**12. Website Upgrade**

Greig Hopcroft quote between £2-3000 for a site map/plan, depending on customizartion, of the website, which will allow the Secretary to manage its functionality more quickly and smoothly, including having more control over design and pictures. This will also improve the email which can be clunky. With full agreement from the committee; being proposed by Rona McCraw and seconded by Robin Winter and Elspeth Wallace.

Sharon H stated it will be a benefit to link our website to other platforms and improve social media presence.

**13. AOCB**

It was agreed to move the date of the AGM to 21 Sept as the Chair is not available on the original date.

The Chair thanked everyone for attending.

Blended meetings, should we set up Zoom at in-person meetings, it was agreed to stick to one or the other unless someone asks for this in good time in advance of the in-person meeting.

**12. Date of Next Meeting**

19 July In Person

**Dates for 2022**

4 Oct IP or Zoom (tbc)

6 Dec Zoom

AGM 21 September

Quiz 11 November