

# Board Meeting Agenda

DATE	TIME
Thursday 13 March 2025	09:30 to 12:15 – Strategy Session 13:00 to 16:00 – Board Meeting
VENUE	The Falkirk Wheel – The WheelRoom & Trossach Room

MEMBERS	Maureen Campbell	MC	Chair
	Carolyn Sawers	CS	Vice Chair
	Rob McGregor	RMcG	Board Member
	Robin Strang	RS	Board Member
	Michelle Wailes	MW	Board Member
	Neil McDonald	NMcD	Board Member
ATTENDEES	John Paterson	JP	Chief Executive Officer
	Richard Millar	RM	Chief Operating Officer
	Sarah Jane Hannah	SJH	Finance & Business Services Director
	Amelia Morgan	AM	People, Safety & Governance Director
	Nicola Christie	NC	Head of Governance & Legal (Secretary)
	Vikki Fleming	VF	Executive Personal Assistant (Minutes)
	Andy Robinson	AR	Canals Policy & Sponsorship Manager, Transport Scotland (Item 2 onwards)
APOLOGIES			

Item	Topic	Responsibility	Purpose & Status	Time
1.	<b>Strategy Session</b> <ul style="list-style-type: none"> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> </ul>	All	Discussion Closed	09:30
	<b>LUNCH</b>			<b>12.15</b>
2.	<b>Welcome, Apologies and Declaration of Interests</b>	Chair	*Open	13:00
3.	<b>People Report (verbal update)</b>	Director of People, Safety & Governance	Noting, Closed	13:05
4.	<b>Approval of Board Meeting Minutes</b> 07 November 2024	All	Approval, *Open	13:15
5.	<b>Matters Arising and Review of Previous Actions</b>	Chair	Monitoring, *Open	13:20
6.	<b>Audit &amp; Risk Committee Chair Report</b>	ARC Chair	Approval, *Open	13:30
(i)	20 February 2025 - Draft ARC Minutes			
(ii)	Internal Audit Charter			

(iii)	Internal Audit Plan 2025/26			
(iv)	Insurance 2025/26			
(v)	ARC Terms of Reference			
7.	<b>Scottish Canals Annual Report and Accounts (ARA) 2023/24</b>	Director of Finance & Business Services	Approval, *Open	13:45
(i)	Draft ARA 2023/24			
(ii)	Scottish Canals 2023/24 External Audit Report			
(iii)	Management Letter of Representation			
(iv)	ARA 2023/24 Recommendation for Board Approval			
	<b>BREAK</b>			<b>14.05</b>
8.	<b>Business Plan 2024/25 Q3 Performance Report</b>	Chief Executive Officer	Noting, *Open	14:15
(i)	CEO Overview			
(ii)	Q3 Key Performance Indicators including: Q3 Health & Safety Dashboard Q3 Corporate Communications & Marketing Report			
(iii)	Q3 Corporate Risk Report			
(iv)	<b>Q3 2024/25 Finance Report</b>	Director of Finance & Business Services		
(v)	<b>Q3 2024/25 Capital Investment Programme Report</b>	Chief Operating Officer		
(vi)	<b>Q3 2024/25 Commercial Investment Plan Report</b>			
(vii)	██████		Decision Closed	
9.	<b>Any Other Business</b>	All	*Open	15:45
	<b>CLOSE</b>			<b>16:00</b>
Date of Next Board Meeting – Tuesday 25 <sup>th</sup> March 2025 via MS Teams – 4pm to 5pm.				

NOTE: \*Open, subject to redactions