

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Minutes of the Board of Directors Meeting
Via Video Conference Saturday 7th October 2023

Present Via Video Conference: A McCleery, R Niven, J Gibb, J Hughes (Vice Chairman), L Parsons, L Ronaldson, M McCrindle, P McAndrew, R Hall, S Smith, K Reilly (Chairman), J Allan

Apologies: A McGeoch, S Orr

In Attendance: G Usher (President), C Mulhern, P Whelan, A Papageorgiou and R Gillespie

The meeting started just after 9.30am.

Minutes, Correspondence and Reports were made available to the Board in advance of the meeting through the Meeting Pack Drop Box folder.

The Chairman brought the meeting to order.

Meeting Dates

The updated list from last year is in Dropbox, Chairman asked for all Directors to let AP know of all the branch AGM dates so these can be added onto the list.

2023 Season Feedback

Document was placed into meeting pack with feedback and observations.

UK Championships

It was pointed out that there was a problem with arena 2. As the arena was situated on the top of a hill, it was too busy when Grade 1 and 2 were playing. Arena 2 has been addressed with the promoters and this will be moved to the bottom on the flat ground. On the Friday nobody had arranged the barriers, so the Stewards had to erect the arenas as well as their own work.

European Championships

The park had lots of space there were however issues with the bus parking as bands had to walk a fair distance into the park. There was also a problem when somebody left the park then the security would not allow them back in the park. The Compilers Office was too far away. Final tuning was too close to arena 3 and 4, this was going to move to the top of the arena, however, the vendors were there. The pipe band village received positive feedback and would like to see this again. Comments on the lack of water as well as the cost of a bus pass which was expensive.

Scottish Championships

It was pointed out that using a 5th arena for Drum Majors was ideal. The cost of the bus pass was expensive. The final tuning for arena 2 was in the middle of the bus park as they had lost control of the parking which allowed the buses to park wherever. Arena 3 lost out too due to the bus parking. Buses were stuck for 4 hours at the end of the day due to the ground conditions. Swapping the compiling was a great idea as they had no interruptions. Arena 1 in the morning was chaotic due to the bands that swapped playing places. A discussion on allowing bands to change their playing slot took place. Two bands with a similar name swapped and the wrong band moved causing a problem. Juvenile can opt out of draw and play first can this be re-examined? We would need to be aware before draw, on a first come first served basis. Standing Orders to look into this.

World Championships

The qualifying results not uploaded onto the website. Drum Major Adults who did not qualify, the results could not be handed out before the end of the day as the overall results sheet included the final result. NJ/B qualifiers the wrong band was announced as the band name was written incorrectly on the sheet that went into compiling, we need to make sure the band name and band number are entered correctly. Access to water was an issue. The BBC camera in front of the stage was a problem. Bands could not see the Chieftain. Glasgow and the BBC are looking at the plans for next year and to move the camera tower back. Issues with the summary sheets from the Adjudicators due to illegible writing. Not enough seating for in Grade 1 arena which was disappointing and was not as good as previous years. Looking to see how this can be improved for next year. A planning meeting in December is booked to look at more seating and to use the same colour of seats.

The grade 1 bands leaving the arena needs addressing. Friday afternoon a stand support post fell from the seating stand, these need to be securely fitted. A flagpole hit an Adjudicator due to the wind, again this needs to be securely fitted. A person with a disability was not allowed into the disabled area they didn't have a ticket (Glasgow Life are addressing this). In Arena 8 the final tuning was too close to the arena, this couldn't be taken further back due to the barrier. Vice Chairman confirmed the arena had been turned around due to the space. The G4A qualifier and the G4A final was in different arenas, this was due to the final being in a more centralised place for spectators. Issue with Grade 1 band gazebo, was told to move it every time it was put up. When listening to the live streaming you could hear grade 1 in the final tuning, this was very distracting when going into the arena to compete. It was mentioned that the distance between final tuning and the start line was 60 meters.

Back of the arena you could not hear the announcements due to the PA system on Friday and people could not hear which bands were coming into the arena. The speakers were switched on late Friday afternoon. A number of people had to watch the live stream to see the results. Glasgow Life offered 30 extra band tickets for the Friday when a bus pass was purchased. This was well received.

In Arena 5 the Adjudicators had to go at one end of the park to the other in order to adjudicate with minimum time in between. Drum Major Adjudicators asked if the summary sheet could be made wider to give more room, as at the moment it is too close together and too tight for writing on the placing sheets. It is designed to have a max of 23 bands on the placing sheet, CE and George Woods to look at this.

The Chairman congratulated all the Directors and thanked them for great season, it would not be possible to do this without them. Could all Directors make themselves available for an hour, two or half a day, as there is a need to cover for the shortfall of Directors.

Correspondence

CE advised that Glasgow Council have their 850th anniversary in 2025, the Chairman and the CE met with the Lord Provost, she asked if The RSPBA could be part of this.

CE received an email enquiring about advertising on The RSPBA website for university accommodation over the summer in Stirling.

A letter received from New Zealand and Australian Pipe bands Associations to enquire if they could implement in 2024 for the drumming to go ahead for the WSD circuit.

Rab Lennox sent a request in to discuss the Friday World Championship results, looking for more information from The RSPBA. He is asking if we would appear on his show to discuss the situation or issue a statement. Acknowledged.

The G1 issue will be discussed under APMB Minutes.
Proposer LR 2nd PM unanimous

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Directors Meeting Minutes 15th April 2023

Finance convenor position available.

Guidance information for all championships to prepare for weather events Action PM review.

Marketing and Media

A matrix of timings which was good, HQ team was posting reminders for entry dates and ticket sale dates. M&M are looking for a volunteer to join the group. PM volunteered.

Proposer MM 2nd LP unanimous.

Pipe Band College

Two meetings have been held, the first in April regarding the Summer School sponsorship. Issue with Assessor application, this has now been progressed and gone through. It is now confirmed that the two Assessor applications have the correct qualifications in place and now can go forward in the process. Chairman has asked S McQuillan to put a letter in writing to him, which can then be looked into. With regards to receiving a PBM Cert 1&2 for presenting part of the course syllabus.

A second meeting was held in September, fees for the assessors to be reviewed at the Finance meeting. A number of assessors have not been used and others are consistently being used.

The RSPBA & Scottish Schools Pipes and Drums Trust spoke about holding a 'Demonstration' free style event at the World Championships 2024, talks ongoing.

The Summer School was extremely successful and well received with the visiting instructors. Proposer MM 2nd LR unanimous.

Education Officer Report

SSPDT mentioned the local authority schools are missing out on the huge support regarding exams. The RSPBA have been asked to investigate Govan and Tynecastle areas. To provide 'Summer School' type experiences and possible exams.

Scott Currie donated 30 Stagg music stands for the Summer School. He was asked to attend HQ for an official thank you.

EO presented a paper which will be sent to the Finance Committee for consideration for the Application for Funding Support for Branch Education Activities.

The examination numbers were presented to the Board, these reflect the last 6 months. In December, 5 venues have confirmed they are undertaking exams. Dundee, Perth and Angus branch will invite EO to their next Branch meeting to discuss exams. London and the South of England branch wish to have training approved.

The Chairman requested permission to suspend the Pipe Band College until a complete external review has been carried out. This is to exclude exams and summer school. After a series of meetings with the PBC principals and Association staff the Chairman felt that the PBC was not fulfilling the laid down Terms of Reference as prescribed by the Association. SQA < PDBQ exams and training will still go-ahead, these will be kept within the rules of the Association, using the procedures for assessment document. (Appendix 1) An Independent Review Group will be set up and look at the Terms of Reference to see if the PBC is following/ fulfilling them and how things need to change or be changed.

It was proposed to suspend the Pipe Band College until after the independent review.

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The Chairman proposed and it was approved unanimously by all attending Directors.

Letter from CE to all 4 Principals and Geographic Reps and anyone associated with the PBC of what has been discussed.

Music Board Minutes

Reports are available in Dropbox

Static start for the Novice Juvenile pilot surveyed all the bands, the report to be proposed for the AGM presentation.

Should a band play up a grade they would need to fulfil the grade requirement of that grade. (Rule 4.2 – 4.9)

Grade 1 pilot asked adjudicators for max 4 parted tunes, this is to go to the AGM with regards to a change of rule.

WSD proposal for 2024 champion of champions more information on how it's produced Music Board to look into.

Web site results for D/M (spreadsheet) - CSV sheet for Drum Majors does not work for HQ website need to speak with the Webmaster on how we could put these results on. A suggestion was made that an image on with the results on could be used.

WSD group take on the concerns and discuss for next meeting (in talks to hold this junior semi-final for next year if achievable). It was decided that the WSD group would be invited to join the next Board meeting with a dedicated time slot.

Player easement to continue for 2024, a suggestion was to look at making this a permanent rule change. More information was required, this would need to be sent across to the Music Board rep to take to branch.

A discussion with regards to the Grade 2 and 3 bands to have combined results for MSR and Medley, this would better prepare the bands for Grade 1, The Board's view was that there was a need to have feedback from the bands in both grades and a survey should go out. It was referred back to the MB.

Novice Juvenile and Juvenile separate working group coming from the format group MB Rep Branch. The figures for the Juvenile bands competing in 2023 has fallen due to cost for the bands.

The Directors of the Music Board wanted clarification on what they can authorise. It was confirmed that the authority they have is to approve grading changes if both Directors attend the meeting and both agree to that decision but no other authority has been granted.

Drum Majors tempos to be looked into, Music Board to arrange.

The definition of a Medley went to the Standing Orders but this is to be passed back to the Music Board and Liaison Group.

The appointment for a new convenor is still open.

Increase Medley times for grade 3 is ongoing.

Dual registration which involves the Juvenile and Novice Juvenile bands is still being looked into.

Grade 1 different format concept is still ongoing with Liaison Group.

The results for local branch-competitions are to be sent through to HQ to upload onto the website.

CE to use results spreadsheet to help branches understand how to complete.

Proposer LR 2nd LP With the Caveat that more information was required on the increased numbers etc to announce the 'Champion of Champions in the drumming etc.

F.I.M

The Band Annual Subscriptions fees will not be increased, as a good will gesture for the members.

It was confirmed that Affiliated Branches must pay the fees to allow their band to compete in an RSPBA contest.

A large number of people were asking to purchase a programme but only had a card for payment, if a card payment machine was available, the number of programmes sold would be increased. CE is currently looking into this.

CE has looked into a Ring Doorbell that has a security camera, as sometimes the HQ staff are alone and this will increase the security of the staff.

The Access Database is old, the Access Database we use is not compatible with the Access Cloud. CE is looking for a cloud base system but this can cost a monthly fee to maintain the numbers we have on the database.

Highland Dancing is a large cost to The RSPBA. The President confirmed that The RSPBA owns the Highland Dancing competition. CE to arrange a meeting with CL on how this can be explored.

The bank account needs to be looked at and perhaps implement movement of funds. There was a request from Directors for financial breakdown, details update on a regular basis.

It was agreed that a tool kit is to be purchased for HQ for maintaining the office. Display cabinets are to be looked into for HQ as well as painting inside the building.

The Office being closed the Friday before a bank holiday is to be removed.

Adjudicators going overseas needs HQ to approve. Should the Adjudicator have this then we can chase the promotor for their expenses. Should this be done privately then this will be down to the Overseas Association to honour.

Finance approved staff annual pay increase.

Finance minutes approved. Proposer LP 2nd MM

Corporate Risk Assessment D/B MP2 2023 20231007

The Corporate Risk Assessment – (CRR) for The Royal Scottish Pipe Band Association was presented and briefed to the Board of Directors. It was agreed that Directors will look more closely at the CRR to understand the strategic risks the RSPBA faces, ensure the CRR register is comprehensive and provides a usable tool

Dropbox – not everyone has permissions to download from Dropbox CE to look into for all Directors.

Standing Orders

Fees; more discussions required on 29th November 2023. More discussion on Dormant members

Proposer SS 2nd JG unanimous

APMB Minutes

Overnight accommodation has been asked to increase expenses F.I.M to look into.

Branch and HQ to be notified of any allocation changes as soon as possible.

Adjudicators 5 years forecast.

GI Worlds Friday

The Chairman read out comprehensive notes from the APMB minutes regarding the removal of one adjudicator result from the G1 MSR results

It was agreed that the incident needed to be discussed further at relevant committee to develop a procedural framework in place in the event of this happening again.

It was agreed that an extract of the APMB minutes be included in the Board of Directors minutes to bring clarity to the matter. See attached minute (Appendix 2)

In response to a query as to why the BoD had not called an emergency meeting on Friday/Saturday to discuss what happened regarding the G1 results, the meeting was advised that the issue only came to light late on Friday and it would not have been possible to hold a meeting that evening, Saturday was fully committed with all Directors busy running the competition all day. It was confirmed that all Directors on duty on the day were consulted and it was agreed by Directors to remove one adjudicators summary due to the adjudicators failure to follow the laid down administrative process.

It was agreed that the minute of the BoD Meeting as well as the APMB extract would provide an explanation of what had occurred. The statement that was issued to the G1 bands on the Saturday of the Worlds was accurate and correct.

A discussion took place on how the Adjudicator critique sheets used to be looked at to see what retraining all the Adjudicators required. This needs to be looked into further.

Proposed PM 2nd RH

2024 Championship Update

CE spoke about the World Championship has confirmed dates for 2024, Scottish has signed for 3 years.

The CE is continuing to work with various Councils & Promoters for the remaining 3 Championships. It was highlighted to the Board that Councils are currently experiencing financial difficulties.

Chairman requested that a letter be sent to all bands to inform them the status of the 2024 championships.

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Stewards/Compiling Update

Chief Steward has confirmed everything is in place and no issues.

Branch AGMs / Association AGM March 2024

Chairman confirmed that AP is responsible for collating all the AGM Branch and Association information, please send all information across as soon as you have it.

AGM March 2024 confirmed it would be a hybrid meeting via zoom and HQ.

It was stated that the microphone was hard to hear sometimes in 2023 if you were online. It was explained that you have to invite anyone wishing to speak up to the microphone to speak. Look into this before the AGM.

It was confirmed that 6 weeks prior the AGM is the closing date for a branch who wants to make any proposals. Standing Orders will meet on 26th January 2024 and the Board of Directors meeting will be the week after.

AOCB

Northern Ireland local competitions have been allocated the same adjudicators in 2023. They have requested that AP allocate a selection of different people adjudicators.

HQ to be used on 11th November for Solo Piping Competition. It was agreed that a trial would need to take place to check sound proofing.

Access to The RSPBA email, contact CE should any issues with this.

Adjudicator pads to go to each branch, this was discussed and decided that the branch would pay for postage for pads to be sent to them if they can't collect from HQ or Championships.

Some branches are not fully represented. The Directors must go to the branches and try to recruit.

All Directors to be informed of the numbers of bands they had registered in their branch in 2023.

Grade 1 compiling (Overall printed sheet) can't read the sheets.

MM apologies as she is unable to attend the next Board meeting but has appointed CW to attend for ADG branch.

Director to contact HQ to ask for a band roster before competition for overseas bands.

It was agreed that all Directors should be on duty at the World Championships even for a few hours.

Local Competition Entry forms these should be approved by the Branch Director. Before being submitted to HQ for approval.

Meeting closed at 15:15 with a vote of thanks to all the Directors

Date of Next Meeting is 2nd December 2023

PREVIOUS ACTIONS

Action	Reference and Owner
Enquiries are progressing with the Royal Household with a view to an invitation being extended for a Patronage.	(9/10 No 11 - Chairman)
The Directors are to discuss the need for a MB Convenor at their Branch meetings.	(28/01 N06 – Directors)

NEW ACTIONS FROM THIS MEETING

Action	Reference and Owner
Chairman asked for all Directors to let AP know of all the branch AGM dates so these can be added onto the list	07/10 No 1 (Convenors & AP)
Scottish Championships: Juvenile can opt out of draw and play first can this be re-examined?	07/10 No 2 (CEO and VC)
Glasgow Council have their 850th anniversary in 2025, The Lord Provost asked if The RSPBA could be part of this. Ideas requested	07/10 No 3 (Directors)
Bands to swap playing places once the draw has been completed	07/10 No 4 (SO)
Finance convenor position available, volunteers to be canvassed	07/10 No 5 (F.I.M)
Prepare for weather events Action Plan	07/10 No 6 (P Mc)
The RSPBA & Scottish Schools Pipes and Drums Trust spoke about holding a 'Demonstration' free style event at the World Championships 2024, talks ongoing	07/10 No 7 (CEO & EO)
Assessor fee review	07/10 No 8 (F.I.M)
Application for Funding Support for Branch Education Activities	07/10 No 9 (F.I.M)
Letter sent out 4 Principals and Geographic Reps regarding PBC	07/10 No 10 (CEO)
Static start for the Novice Juvenile pilot, present at AGM	07/10 No 11 (SO and MB)
Band to play up a grade they would need to fulfil the grade requirement	07/10 No 12 (MM)
Grade 1 pilot asked adjudicators for max 4 parted tunes. To go to the AGM for a rule change	07/10 No 13 (SO)
WSD proposal for 2024 champion of champions more info required	07/10 No 14 (MB)
WSD to look at extending the juvenile section for snare and tenor drumming to secure a semi-final spot, more info required	07/10 No 15 (MB)
WSD group would be invited to join the next Board meeting	07/10 No 16 (MB)
Drum Majors tempos to be looked into	07/10 No 17 (MB)
Access Database	07/10 No 18 (CEO and Directors)
Discuss Highland Dancing with C Lacey	07/10 No 19 (CEO)
Directors to receive the financial information	07/10 No 20 (CEO)
Dropbox permissions for Board of Directors	07/10 No 21 (CEO)
Championship overnight accommodation expense increase	07/10 No 22 (F.I.M)
Letter to be sent out to Bands at the end of the year with Championship updated	07/10 No 23 (Chair)
Band names to be sent to each the Directors of each branch	07/10 No 24 (HQ staff)

NEW ACTIONS FROM THIS MEETING Cont...

Action	Reference and Owner
The RSPBA have been asked to investigate Govan and Tynecastle areas. To provide 'Summer School' type experiences and possible exams.	07/10 No 24 (EO)
EO presented a paper which will be sent to the Finance Committee for consideration for the Application for Funding Support for Branch Education Activities	07/10 No 25 (F.I.M.)
Letter from CE to all 4 Principals and Geographic Reps and anyone associated with the PBC of what has been discussed regarding the suspension	07/10 No 26 (EO)
Grade 2 and 3 bands to have combined results for MSR and Medley, this would better prepare the bands for Grade 1, more discussions would be required.	07/10 No 27 (Branch & MB)
The results for local branch competitions are to be sent through to HQ to upload onto the website.	07/10 No 28 (Directors)
The Corporate Risk Assessment	07/10 No 29 (Directors)
Overnight accommodation	07/10 N0 30 (F.I.M.)
Norther Ireland local competitions have been using the same adjudicators. Could AP allocate a selection of different people	07/10 N0 31 (AP)
Grade 1 compiling (Overall printed sheet) can't read the sheets	07/10 N0 32 (CEO & GW)

APPENDIX 1

The Royal Scottish Pipe Band Association

Revised Procedures for Assessments

Revised September 2022

This paper sets out the procedures for the administration of all requests for educational assessments for candidates by RSPBA. The procedures cover all SQA, PDQB and RSPBA Qualifications offered by the RSPBA. All assessment documents are the responsibility of the RSPBA HQ Team and the pathway for coordination will be managed by the **SQA Co-ordinator (Pat Whelan) and the SQA Administrator (Rachel Gillespie)**. A timetable indicating dates for submissions and planning is attached.

1. A request to have candidates assessed must be made in writing to RSPBA Headquarters, by the local assessment organiser (branch representative, band secretary, school representative or other individual) with at least 3 months advance notice.
2. This will facilitate the allocation of assessors and also enables RSPBA headquarters staff to plan their workload in advance.
3. The request should identify the projected number of candidates to be assessed for each musical instrument and include the qualifications and levels required.
4. The SQA Co-ordinator will agree of the proposed date with the Principals of Piping and Drumming and confirmation will be sent by the SQA Administrator to the local assessment organiser within 14 days of receipt of request.
5. The local assessment organiser will be issued with a Partnership Agreement advising of the requirements for assessment including costs of assessment, information re audio/video evidence, responsibilities relating to security, storage and return of candidates' evidence to RSPBA Headquarters.

Action: **SQA Co-ordinator, SQA Administrator and PBC Principals of Piping and Drumming**

6. The local assessment organiser will submit a copy of the signed Partnership Agreement and a completed site selection checklist to the SQA Co-ordinator at least 8 weeks prior to the assessment.
7. The SQA Administrator will provide the local assessment organiser with an assessment pack which will include the Candidate Registration Form, the Candidate Information Leaflet, the Candidate Induction Checklist and the Assessment Arrangement Form.
8. The local assessment organiser will ensure that candidates are provided with the Candidate Information Leaflet and that **candidates complete and sign** the Candidate Registration and Induction Checklists.
9. Signed Candidate Registration Forms and Induction Checklists, accompanied by the required assessment fees, must be returned to the SQA Co-ordinator at least 4 weeks prior to the date of assessment. Incomplete forms will be returned to the local assessment organiser.
10. The local assessment organiser will advise the SQA Coordinator of any candidates that have additional support needs and who may require adjustments to be made to the normal assessment process and submit a completed Assessment Arrangement Form.

Action: **SQA Co-ordinator and Local assessment organiser**

11. On arrival at headquarters, registration forms will be recorded as having been received. This allows the SQA Administrator to register candidates on SQA Connect. Incomplete registration forms will be returned to the local assessment organiser.

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12. The SQA Co-ordinator will provide the Pipe Band College Piping and Drumming Principals with the list of candidates for each assessment level and instrument.
13. Individuals who have not been registered will **not** be permitted to present for assessment.
Action: **SQA Co-ordinator, SQA Administrator.**
14. The PBC Principals will provide the SQA Co-ordinator with the proposed programme for the assessment day and indicate the number of assessors required.
15. The SQA Co-ordinator will identify appropriate assessors for the assessment day. (This should be completed 3 weeks prior to the assessment date.) After this date, there will be no additions to the list of candidates to be assessed.
Action: **SQA Co-ordinator and PBC Principals**
16. One week prior to the day of assessment, the SQA Co-ordinator will send the required theory papers and marking sheets to assessors and include candidate feedback forms to be distributed to candidates on assessment day.
Action: **SQA Co-ordinator and Assessors**
17. On the assessment day, Assessors will explain to candidates how the assessment will be conducted.
18. Assessors will check that candidates attending for assessment match the lists provided previously by the SQA Co-ordinator.
19. Any alterations e.g. missing candidates must be noted and recorded by the Assessor. Details of missing candidates should be emailed to the SQA Co-ordinator and the SQA Administrator. (**Please note only candidates on the agreed list sent previously will be assessed.**)
Action: **Assessors**
20. All assessment evidence (marking sheets, theory papers, performance assessment audio/video evidence and candidate feedback forms must be treated in strict confidence and returned within 7 days to RSPBA Headquarters, 45 Washington Street, Glasgow G3 8AZ, for the attention of the SQA Co-ordinator.
21. On arrival at headquarters, assessment papers will be recorded as having been received. The SQA Administrator will advise the sender of any missing evidence..
Action: **Assessors and SQA Administrator**
22. The SQA Co-ordinator will match assessment evidence against registration forms. Any anomalies i.e. missing pages, evidence of malpractice, additional candidates, will be noted and referred to the local assessment organiser or assessor.
23. The SQA Co-ordinator and the PBC Principals will identify the sampling process for Internal Verification. This information and relevant candidate evidence will be made available to RSPBA Internal Verifiers for verification.
Action: **SQA Co-ordinator, PBC Principals, Internal Verifiers**
24. Any assessment evidence sent out or removed from RSPBA Headquarters will be recorded by the SQA Administrator.
25. Once verified, assessment evidence is returned to headquarters ideally within 1 week of receipt, where it will be recorded as having been received by the SQA Administrator.
Action: **SQA Administrator**
26. The SQA Co-ordinator will pass the verified assessment results to the SQA Administrator for registering either on SQA Connect or on the RSPBA's own records.

27. The SQA Co-ordinator will ensure that Candidate registration forms are attached to the individual's assessment evidence. Audio/video evidence will be clearly identified for each candidate.
28. All assessment evidence will be recorded and kept in a locked, safe place. Access to assessment materials will require approval from the SQA Co-ordinator or the SQA Administrator.
Action: **SQA Co-ordinator, SQA Administrator**
29. No later than 7 days after receipt of verified assessment results, the SQA Co-ordinator will check that results have been notified to SQA and that candidates have been certificated on SQA Connect
30. As part of SQA's ongoing Quality Systems, the RSPBA is subject to External Verification and Systems Verification processes. These processes ensure that the Association meets SQA's quality requirements.
31. Those candidates sitting PDQB Assessments or the Certificate in Pipe Band Musicianship will be notified of the outcome of their assessment by the SQA Administrator.
Action: **SQA Co-ordinator, SQA Administrator**
32. No later than 14 days after receipt of verified assessment results, the SQA Administrator will check SQA website to confirm that all successful candidates have been certificated.
33. Those candidates who have been successful in PDQB assessments or the Certificate in Pipe Band Musicianship will have received their certificates within this timescale.
Action: **SQA Co-ordinator, SQA Administrator.**

This document is under the auspices of the Board of Directors of The Royal Scottish Pipe Band Association.

Assessment Timeline

	Time	Action	Responsibility	Check
1	3 months prior to assessment	Written request for student assessment, including proposed date to SQA Co-ordinator . SQA Co-ordinator to confirm date with PBC Principals and respond to local assessment organiser within 14 days of receipt of request.	Local assessment organiser SQA Co-ordinator and PBC Principals	
2	2 months prior to assessment	Date of Assessment confirmed with SQA Co-ordinator . Site selection checklist completed and submitted to HQ. The RSPBA Admin Team will provide the Local Assessment Organiser with Candidate Registration Forms, Candidate Information Leaflet, Candidate Induction Checklists and Assessment Arrangement Forms.	Local assessment organiser SQA Administrator	
3	4 weeks prior to assessment	Signed Registration Forms, Candidate Induction Checklists, Assessment Arrangement Form and fees submitted to SQA Administrator .	Local assessment organiser	
4	3 Weeks Prior to Assessment	Assessors identified by SQA Co-ordinator and information passed to PBC Principals and SQA Administrator .	SQA Co-ordinator PBC Principals	
5	2 weeks prior to assessment	Assessment documentation prepared for each assessor.	SQA Co-ordinator/ SQA Administrator	

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6	1 week prior to assessment	Assessment documentation and candidate feedback forms sent to assessors.	SQA Co-ordinator	
7	Assessment Day	All appropriate documentation to be completed including Induction Checklists. All alterations, missing candidates etc, list sent to RSPBA HQ.	Assessors Assessors and SQA Administrator	
8	1 week after assessment (2 weeks for overseas examinations)	Original assessment documentation for each candidate, assessor marks and comments, and candidate feedback forms appropriately packaged, arrive at RSPBA Headquarters and date stamped.	Assessors SQA Administrator	
9	2 weeks after assessment	Assessment documentation with Internal Verifiers.	SQA Co-ordinator and SQA Administrator	
10	3 weeks after assessment	Verified results and assessment documentation received in RSPBA HQ.	Internal Verifiers	
11	4/5 weeks after assessment	Results have been recorded on SQA Connect and Certificates have been issued.	SQA Co-ordinator and SQA Administrator	
12	Within 4 weeks of assessment	Results to SQA Connect with certificates issued thereafter.	SQA Administrator /SQA	

APPENDIX 2

Saturday 19th, August, approx. 7.30am

The Convener and Secretary were advised that the arena director was not satisfied with the number of numerical errors and competitor omissions within the first summary handover, after the last performance and the 10-minute summation period.

The complaint centred on the director's observations during the summation period where each individual adjudicator writes up his or her result.

The Convener said that the APMB were attending this meeting in an advisory capacity with a duty of care to the adjudicator and his well-being. It was made clear that confidentiality was paramount and that actual result placings should not be disclosed during the discussion, as in addition he and the secretary were later judging the grade 1 medley. The Secretary supported this view and stated that we could only focus on the adjudication protocol and administrative adjudication procedural issues. We were informed that the initial handover of the individual results summary sheet was incomplete, and all bands had not been captured in the adjudicator's data. There were several inaccuracies and numerical issues which had to be addressed to match up the 16 placings to the 16 bands. This took several attempts to explain to the adjudicator. The Director was genuinely worried as to what he perceived to be the adjudicators lack of clarity and understanding of the actions required to resolve this issue.

It was observed that the adjudicator appeared stressed in trying to complete the numerical administration which ended up with another Director being summoned to help resolve the situation. The eventual hand over of the paperwork extended well outside the required timeline and other adjudicators had completed their paperwork and left by the time this had taken place. The Director was also concerned at how the adjudicator's further editing was executed when he was offered additional time to complete his task. Even after this, there still appeared to be discrepancies.

Both the APMB Convener and Secretary agreed that this was NOT the way the adjudication summary process should be executed. Personal records and third critique copy sheets was a compulsory integral part of the process, to stay on track when trying to record an order of merit as you go. It was stated by us to them that this was not the normal adjudicator persona we had experienced in previous service from this adjudicator.

The APMB Convener suggested that a face-to-face meeting with the adjudicator should be arranged to try and resolve this amicably before the Directors made any decision. The adjudicator in question was due to judge from around 11.30 and it was felt that a meeting of this type was not conducive to good preparation or mental well-being, prior to judging a pipe band event. It was agreed that Kevin Reilly and John Hughes should meet face to face with the adjudicator in question, early afternoon, after he became available from his Saturday morning adjudication duties. This would allow the adjudicator to address these issues in person and if necessary be given the opportunity to revisit and explain his summary document if he felt it necessary.

The directors were of a view that should a resolution not be found they would have no other option than to exclude his results from the overall placings process of the grade 1 event. With this potential outcome in mind the APMB Convener was kept on standby for any further APMB required input. A reserve judge was put in place to cover his Grade 4 morning duties. It was agreed that in the event of a potential sanction of this magnitude, a statement would need to be released to the bands. The Convener then returned to his adjudication duties.

Kevin Reilly and John Hughes met face to face with the adjudicator in question after he became available from his Saturday adjudication duties. The APMB Convener and Secretary did **NOT** attend this meeting as they were involved in other adjudication duties at this time.

The Chairman revealed the outcome and tone of the meeting to the Convener and Secretary on the Saturday afternoon, confirming that a decision had been taken to exclude the adjudicators submission.

Monitoring

In terms of additional monitoring of this situation, the critique sheets are being reviewed to assess if the narrative content supports the gist of his summary placings.

The adjudicators summary sheet was seen for the first time by the Convener and Vice Convener who met at Washington Street to discuss critique sheets, disparities, etc, on Tuesday, 12 September. The Secretary saw the summary sheet for the first time on Wednesday 13th September, (online) with the Convener and Vice Convener at RSPBA, HQ, to continue the annual monitoring review of 2023. The monitoring process and annual review is still ongoing.

The adjudicators summary sheet was seen for the first time by the remaining APMB/ADG members on Friday 15th September. First impressions from all in attendance agreed that the summary sheet had not been executed to a satisfactory standard and critique sheet content failed to support the placings submitted. We therefore support the Directors findings and observations made on the day. This was a unique situation with no precedent to refer to. The RSPBA Chairman and Vice Chairman acted in a very professional manner with strong focus on the integrity of the event and the association, including all the members involved. The review is ongoing.