

**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
25 JUNE 2018 at CALEDONIA HOUSE, EDINBURGH

Present	George Liston	President and Chair (GDL)
	Hugh Kernohan	Director, Performance and Governance (HK)
	Sheila Anderson	Director HR/Equality (SA)
	Ross Morrison	Director, Safeguarding/Development (RM) - via Phone
	Gail Prince	Independent Director, Communication and Events (GP)
	William Steele	Director, Selection Manager (WS)
Apologies	Martyn Foley	Director
	David Carson	Director
	Jennifer Griffin	sportscotland Partnership Manager (JG)
In Attendance	Vincent Bryson	Chief Operating Officer (VB)
	Morven Shaw	
	Jacqui Dunlop	Minute Taker

	Item	Action
1	Introduction 1. <u>Welcome, apologies for absence</u> Apologies were intimated on behalf of Martyn Foley, David Carson and Jennifer Griffin. Morven Shaw was welcomed to the meeting. 2. <u>Declaration of conflicts of interest</u> There were no new conflicts of interested declared.	
2	Minutes of Previous Meeting and Matters Arising 2.1 <u>Review of Minutes of 25 May 2018</u> After GDL's changes were agreed, the minutes of the meeting of 25 May 2018 were agreed as an accurate record of the meeting. 2.2 <u>Matters arising:</u> a) <u>Appeal</u> – GDL noted that the appeal had been overtaken by the selection procedures. He had issued a draft letter on the outcome of the appeal for non-selection to the person making the complaint, to the Board for approval. The Board approved the draft and GDL undertook to send it, intimating the agreed changes to the mechanics of the selection process.	GDL
3.	Chair's Report a) <u>British Disabled Fencing Association</u> – GDL reported that he was working on a draft Board Paper regarding delivery of the Wheelchair Fencing objective in the 2018-19	

	<p>Development Plan. He noted that that there were two strands to this: opportunities for people with a range of disabilities to participate in fencing, and Wheelchair Fencing, the para-sport. He noted that this was in line with the Annual Plan, but he recommended amendment of the Paper to refer to Disability Fencing, which would promote greater inclusivity: this was agreed by the Board. The report would be issued soon and discussed at the next Board meeting.</p> <p>VB noted that LA has submitted a funding bid to the new sportscotland/Robertson Trust/Spirit of 2012 funding which could contribute to this project.</p> <p>b) <u>Annual Plan</u> – GDL noted that Scottish Fencing was three months into the financial year and progress against the plan needed to be tracked. Regarding volunteers, Scottish Fencing also needed to identify those volunteers Scottish Fencing had and an outline Volunteer Strategy needed to be developed.</p>	GDL
4.	<p>Chief Operating Officer’s Report</p> <p>VB submitted a report (copy on file). The Monthly summary was noted as:</p> <ul style="list-style-type: none"> • Club Development Manager joined April 23rd. • CJCFC staff adverts issued. • Membership currently 958 (25 June 2018). • Strategy Sub-Group 4th session – VMOST and Transformation map issued. • Development budget revised - DDEV. • CJCFC patch selected after public vote. • SYC completed. • CW2019 review feedback collated by Director of Development. • Patches for CC&JFC currently being produced by Leon Paul. • Administrator spent 1 week at WSLA (report included in June Board pack). • COO attended sportscotland Parliamentary reception and further CEO networking events. <p>Points which arose:</p> <p>a) <u>Hermann Brain</u> - HK noted that one of the recommendation by LA was the Board sourced a Hermann Brain insight facilitator for the Board and staff. VB noted that he had met with sportscotland’s Head of Development and had raised this with him. It was noted that sportscotland could deliver this at no cost and it would be appropriate for Board, Staff and senior volunteers.</p> <p>b) <u>Scottish Open</u> - VB is expecting an answer week commencing 2 July from Edinburgh University on the use of facilities for the Scottish Open which takes place 20-21 October 2018. Once confirmation was received, detailed planning, including confirming the budget, had to be done.</p> <p>c) <u>Governance Health Check</u> - There would be a governance health check and it was agreed that HDK and VB would liaise on this.</p> <p>d) <u>Newcastle</u> - It was noted that all staff planned to attend Newcastle, with GDL noting that it would be good value for VB and BC.</p> <p>e) <u>Coaches</u> – It was noted that it remained a safeguarding risk to the organization that coaches were not registered with British Fencing. It was estimated that 32</p>	MF/VB VB/HDK

	<p>out of 79 coaches were not registered with British Fencing. VB agreed to confirm the names of those who had not registered.</p> <p>HK noted that it was important to know how British Fencing was treating coaches outside Scotland who had not signed up. It was up to British Fencing to own the process and decide on any sanction; it was noted that Scottish Fencing had no agreed sanction for coaches who do not sign up.</p> <p>VB also agreed to find out what approaches were taken by other governing bodies who were in a similar situation.</p> <p>e) <u>GDPR Compliance</u> – VB noted that LA would be attending a compliance wash-up meeting. It was agreed that the Board’s requirement to comply was covered by the Code of Conduct. VB agreed to circulate the Privacy Statement to the Board.</p> <p>HK noted that he uses the British Fencing database for cross-referencing when compiling competition results. It was noted that this is managed by British Fencing and HK will have access at an appropriate level. HK noted that members should be aware of the work Scottish Fencing carries out under British Fencing auspices, and it was agreed that this information was already on the website.</p> <p>f) <u>sportscotland Meeting</u> – the sportscotland review meeting will take place on 19 September and VB and GDL will represent Scottish Fencing and present on the new strategy. The written submission has to be with sportscotland by 20 August.</p> <p>g) <u>Membership Numbers</u> – VB noted that as at 27 June the membership numbers were 956, which was a net drop of 2, although Scottish Fencing are still on target to reach 1,000 by the end of the year.</p> <p>h) <u>Club Grants</u> – GDL noted that there needs to be an assessment on the effectiveness of Club grants and the impact, as there will be development grant money included in the budget for next year.</p> <p>i) <u>Development Officer</u> – VB confirmed that BC has a work plan covering the next few months over the holiday period and would be happy to provide the details of the plan to Board members.</p>	<p>VB</p> <p>VB</p> <p>VB</p>
5.	<p>Priority Areas</p>	
	<p>Strategy Sub-group Report and Discussion</p> <p>The Strategy Sub-group had issued the draft report (copy on file). GP explained the current draft was reflective of the previous Board discussion. The period covered six years, two years up to the end of the next four-year cycle, and then a further four-year cycle. Some of the wording had been changed to align with other Sports Governing Bodies and sportscotland, such as the use of “Region”s rather than “Sections”.</p> <p>The Board discussed the Strategy Report and it was agreed:</p>	

	<p>There needed to be some way for Volunteers to relate to the Board, and this would be done via sub-groups which sit below the Board. It was agreed that this should be shown in the documentation.</p> <p>How the staff structure was shown should be changed to show that this was not an increase in staff numbers, but a change in staff roles.</p> <p>The strategy was transformational.</p> <p>The consultation would look at the big picture and the direction which Scottish Fencing was taking.</p> <p>SA noted that she struggled to tell what was being said without the detailed documentation and was concerned that the membership would not understand what was being said with only two pages.</p> <p>It was agreed that the glossary would be included with the questionnaire, which would relate to each of the four pillars. The question would show what direction Scottish Fencing was going in and ask whether the membership agreed with it.</p> <p>The target operating model had still to be agreed by the Strategy Sub-group.</p> <p>It was agreed that the undernoted would be submitted to the membership as a consultation. VB agreed to submit the SurveyMonkey and Summary Report to the Board ahead of circulation to the Membership</p> <ul style="list-style-type: none"> • Summary paper, which would include background to add context as a scene setter. • The first two slides from the Strategy Sub-group. • Glossary. • Questionnaire to cover each of the Pillars (by SurveyMonkey). <p>It was agreed that the Consultation would close on 27 July 2018.</p> <p>It was agreed that the feedback would be circulated to the Board and used to inform the final draft for submission to sportscotland by 20 August 2018. It was agreed that there would be no responses to individuals completing the consultation, and this would be noted in the accompanying text, however there would be acknowledgement on the website to thank members for responding.</p> <p>The Strategy Sub-group was thanked for its work on developing the Strategy document.</p>	VB
6.	<p>Record of Decision made Outside a Board Meeting</p> <p>There were no decisions to record.</p>	
7.	<p>Calendar</p> <p>It was noted that the Board needed to ratify the final draft of the Strategic Plan ahead of the written submission to sportscotland on 20 August. It was agreed that, as the Consultation finished on 27 July, a final draft would be issued to the Board during the</p>	

	<p>week commencing 6 August for Board members to respond by the week commencing 13 August.</p> <p>It was agreed that the next Board meeting would take place on 5 September at 1800.</p>	
8.	AOCB	
	<p>a) <u>Safeguarding</u> – RM noted that a meeting had been held with Children First to go over the Safeguarding Standards. Scottish Fencing is 88% compliant, with the deadline for compliance being April 2020, although it was hoped that compliance would be reached by April 2019. Lesley O’Donnell’s extensive work on the Safeguarding Standards was acknowledged as the foundation for this strong assessment.</p> <p>b) <u>Five-nations U18 Competition</u> – HK noted that British Fencing had a training camp planned for the same weekend at the Five-nations U18 competition. Disappointment was noted at the date clash and the lack of consultation. It was agreed that HK would write to the Welsh Association to note the clash and confirm that the competition would not be viable. He agreed to circulate the draft to RM, GDL and WS ahead of submission.</p> <p>c) <u>British Fencing</u> – SA noted that she had been approached by British Fencing to be an independent assessor for selection but had declined the invitation.</p> <p>SA also noted that the British Fencing equality survey should be issued shortly.</p>	<p>HK</p>