



SCOTTISH FENCING LTD

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
20 NOVEMBER 2019 at CALEDONIA HOUSE, EDINBURGH

Present	George Liston	President (GDL)
	Sheila Anderson	Director of Operations (SA)
	Ross Morrison	Director of Safeguarding (RM)
	Martyn Foley	Director of Events (MF)
	Hugh Kernohan	Director of Governance (HK) – by Conference Call
	Gail Prince	Independent Director, Strategy (GP)
	Paul Vaughan	Director of Talent and Performance (PV)
	Morven Shaw	Commercial Director (MS)
	Lucie Phillips	Children 1 st , Safeguarding in Sport – Items 1 and 2 only
In Attendance	Vincent Bryson	Chief Executive Officer (VB)
	Barry Cook	Partnership Manager, sportscotland (BC)
	Jacqui Dunlop	Minute Taker

	Item	Action
1	<p>Introduction</p> <p>1. <u>Welcome and Apologies for Absence.</u></p> <p>Apologies were intimated on behalf of Adam Szymoszowskyj (Director of Development) and Dave Carson (Finance Director).</p> <p>2. <u>Declaration of conflicts of interest</u></p> <p>There were no new conflicts of interested declared.</p>	
2.	<p>Children 1st – Board Safeguarding Training</p> <p>Lucie Phillips gave a Board update on Safeguarding, including the Board responsibilities and accountabilities and how Safeguarding should be embedded throughout the organisation.</p> <p>She explained that with the new Safeguarding Standards that wellbeing was now included. The PVG process was the only way to ensure that a volunteer/employee was not barred from working with children and legislation would be going through the Scottish Parliament which would make this mandatory.</p> <p>Lucie Phillips provided an update on the Safeguarding Standards, noting that the completion of Board Training had been the only outstanding action for Scottish Fencing, which would now be 100% compliant.</p> <p>VB asked about the relationship with the British governing body and Lucie Phillips confirmed that Scottish Fencing would take the lead on Safeguarding due to different legislation in Scotland, and that this is an issue that many governing bodies encountered.</p> <p>GDL asked for clarification of the legal position when Scottish athletes were invited by the British body to compete or attend a camp outside Scotland. Lucie Phillips confirmed that, if it was run by the British Body they would be responsible for ensuring that safeguarding was</p>	

	<p>robust, but it would be good practice for the Scottish Body to know who the safeguarding officers would be etc. If advice was required the NSPCC in England was a good point of contact.</p> <p>HK asked about the Standard 4 and how this interpreted as, in the Articles, members younger than sixteen were not allowed to vote at Annual General Meetings. Lucie Phillips noted that the requirement was not as extreme as to mandate U18s on the Board, or the implementation of a Youth Panel, but it was important that the views of U18s were sought; this could be achieved by way of a consultation, or soliciting feedback at the end of an event. RM confirmed that Scottish Fencing had conducted a consultation and that there was feedback from previous trips. BC agreed to circulate a report by Children 1st on good practice around Standard 4.</p> <p>GDL asked about the rolling out of the Standards to Clubs and the impact that this would have on governing bodies. Lucie Phillips confirmed that there has been a consultation with clubs to see how they would be supported; it may be that there was a Safe Club Accreditation. She noted that there had been no decision from sportscotland on whether there would be investment conditions set in relation to the Club roll-out. It was noted that it would be complex to ensure that all clubs were compliant, and consideration would need to be given to how compliance could be monitored.</p> <p>SA asked about Wellbeing and felt that training would be required. Lucie Phillips noted that it was not expected that coaches should act as social workers, but they should be aware of what to look for and record, respond and report.</p> <p>Thanks were expressed to Lucie Phillips for her very informative presentation.</p>	BC
3	<p>Minutes of Previous Meeting and Matters Arising</p> <p>3.1 <u>Review of Minutes of 16 October 2019</u></p> <p>Following one change, it was agreed that the minutes of the meeting of 16 October 2019 were a true and accurate reflection of the meeting.</p> <p>3.2. <u>Matters Arising from Minutes of 16 October 2019 but not on the Agenda</u></p> <p>There were no matters arising from the minutes of 16 October 2019.</p>	
4	<p><u>Chair's Update</u></p> <p>GDL reported that the Scottish Open would be held at the end of November; entries were slightly lower than had been hoped, but experience suggested that late entries would be received.</p> <p>An Agenda would be prepared for the AGM and VB had circulated a draft Annual Report. VB was thanked for producing the Annual Report with GDL noting that it fulfils an important role for those who attend the AGM and also for those would not be there. It was agreed that the Annual Report was approved and should be circulated to the Membership ahead of the AGM. VB agreed to explore the use of Dropbox for sharing the Annual Report.</p> <p>The AGM would follow the events on the Saturday and was expected to take place between 4 pm and 5 pm; a staff member would be available to record the minutes. VB had a presentation prepared to give a rounded picture of activities with 9 slides in total. HK confirmed that he would be happy to speak to Item 2, terms of appointment of Directors.</p>	VB

5	<p>Priority Areas</p> <p>Equalities</p> <p>SA confirmed that she had circulated the Equalities Action Plan. Feedback received had indicated that a lot of the actions sat with the Development Director; however it was noted that most of the activity was in line with the Pathways Manager day-to-day work.</p> <p>The Equality Statement and the Recruitment Policy had both been refreshed. The Action Plan was approved; GDL suggested that the approved version was saved in the Board folder and VB agreed to do this.</p> <p>122 responses to the Equality Survey had been received and SA updated the Board on how this compared to last year. It was noted that it was a good return on the survey and thanks were expressed to SA and LA for their work on this. It was agreed that the results of the survey would be shared with members and a summary would be provided for the AGM.</p> <p>Scottish Open</p> <p>MF reported that everything was on track for the Scottish Open with 113 entries so far. Volunteers were required to return equipment to WFFC following the event. Assessment of Level 3 referees would be taking place at the Competition. It was noted that some qualified referees would not be attending, because they have been told that they must officiate at specific events if they wished to do so at international competitions, and the Scottish Open coincided with one of these events.</p> <p>It was noted that a small group of volunteers was required to ensure that the skills and capacity required to run these events were sustained. VB gave an overview of the new Scottish Fencing website and noted that there would be sign-up box for volunteers to register their interest.</p> <p>Web Site</p> <p>Board pictures were also required for the website and it was agreed that these would be taken at the Scottish Open when everyone was in their Scottish Fencing kit. VB confirmed that the cost for hosting and security of the website is £220 per year.</p> <p>HK asked if it was Scotland's responsibility to host the Senior 5 Nations for the 2020-2021 season and after some discussion it was agreed that it would be.</p> <p>Senior Five-nations' Match</p> <p>PV noted that the timing of the event was completely wrong, also that cost was a barrier to some. Additionally, the mentality which was starting to be developed with the Pathway Squad did not exist with the seniors and representation in the match was not seen to have appropriate status. HK agreed to discuss with the other Home Nations the timing of the competition.</p> <p>SA felt that Scottish Fencing strategy was focussed on youth and the cost involved in sending a team to the Senior Five Nations was significant at £2,500. The value of this investment was questioned, especially when nations did not send full-strength teams.</p>	<p>VB</p> <p>VB</p>

	<p>VB explained that, due to the costs, calendar and the amount of staff time involved in hosting the event in 2020-21 that he felt that this was something which Scottish Fencing should not commit to and reputationally should take the hit. He felt that it was just a habit that that the event was held and that it did not meet Scottish Fencing's performance or financial objectives.</p> <p>RM noted that if each of the Home Nations including Scotland were paying £2,500 then Scotland should be able to host it with a budget of £12,500. PV noted that Scotland can also set its own objectives on what it wanted to achieve in terms of performance at the event.</p> <p>HK agreed to speak to the other Home Nations on: viability of event; cost of event; date of event.</p> <p>VB noted that he still had reservations but confirmed that Scottish Fencing could host the event, although this would mean that Scottish Fencing would be organising four major events in a six-month period.</p>	HK
6.	<p>sportscotland update</p> <p>BC confirmed that the six-month tracker had been completed and signed off to sportscotland's satisfaction. There remained one or two challenges (eg membership), but nothing surprising.</p> <p>The investment application had to be submitted by 5 February and discussions were ongoing about targets for next year. There would be a CEO event taking place the following week and there would be a discussion on the completion of the agreement. VB noted that it was a valuable process to go through.</p> <p>The Project Forte launch had been very successful and sportscotland was excited by the event, as it was different from the other projects funded by the Women and Girls Fund. VB gave an update on the Project Forte launch.</p>	
7.	<p>Record of Decisions Made Outside a Board Meeting</p> <p>There were no decisions to record.</p>	
8.	<p>CEO's Report</p> <p>VB submitted a report (copy on file). The Monthly summary was noted as:</p> <ul style="list-style-type: none"> • Project Forte Launched officially. • Cashback grant not awarded. • Pathways Squad launched – 31 athletes and 3 coaches. • Xero now completed and all apps functional. • Offered support to athlete for GBR appeal (if required). • Scottish Open planning almost complete. • AGM prep complete and annual report close to issue. • CEO set to attend next sportscotland networking event. • Home Nations team set to compete 23/24 November. • Membership number 929. <p>It was noted that work was ongoing with SSS and BC is working on this.</p>	
9.	<p>Submitted Papers and Areas for Discussion</p> <p>Awards for AGM</p>	

	<p>A paper had been circulated and nominations sought for Awards to be presented at the AGM. A replacement quach for the Leon Crosnier Award would be purchased and it was agreed that the effort would be redoubled to locate the missing original award. MS agreed to purchase the replacement.</p>	MS
9.	<p>Calendar</p> <p>The next Board meeting was confirmed as:</p> <p>Wednesday, 12 February 2020 at 6.00 pm, at Caledonia House.</p>	