

**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
10 JUNE 2020 BY MICROSOFT TEAMS

Present	George Liston	President (GDL)
	Sheila Anderson	Director of Operations (SA)
	Ross Morrison	Director of Safeguarding (RM)
	Hugh Kernohan	Director of Governance (HK)
	Gail Prince	Independent Director, Strategy (GP)
	Paul Vaughan	Director of Talent and Performance (PV)
	Morven Shaw	Commercial Director (MS)
	Adam Szymoszowskyj	Director of Development (AS)
In Attendance	Georgina Usher	British Fencing, CEO – Item 4.1 only (GU)
	Vincent Bryson	Chief Executive Officer (VB)
	Barry Cook	Sportscotland Partnership Manager (BC)
	Jacqui Dunlop	Minute Taker

	Item	Action
1	<p>Introduction</p> <p>1.1 <u>Welcome and Apologies for Absence</u></p> <p>The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Martyn Foley, Director of Events.</p> <p>1.2. <u>Declaration of conflicts of interest</u></p> <p>There were no new conflicts of interested declared.</p>	
2	<p>Minutes of Previous Meeting and Matters Arising</p> <p>2.1 <u>Review of Minutes of 16 April 2020</u></p> <p>It was unanimously agreed that the minutes of the meeting of 16 April 2020 were a true record.</p> <p>2.2. <u>Matters Arising from Minutes of 16 April 2020 but not on the Agenda</u></p> <p>There were no matters arising from the minutes of 16 April 2020.</p>	
4	<p>Priority Areas</p> <p>4.1 <u>BF Return to Fencing</u> – GU reported that a skeleton draft had been produced by British Fencing on the Return to Fencing and this had been shared with Scottish Fencing. The background behind the production of the plan was that the British Government wanted all sports to write a plan. She noted that that there had been no guidance from the British Government or Sport England. The plans which British Fencing have produced are a loose framework which will allow clubs to prepare, restart and rebuild and clubs and home nations can be in different phases.</p>	

	<p>Risk templates will also be produced, and these will take account of different regulations in each of the Home Nations.</p> <p>The Return to Fencing Group has held its second meeting and part of the conversation was defining activity levels, trigger points to open up for lessons and how this differs in each of the home nations. There is a lack of information on how long the virus stays on masks/equipment. The position so far is conservative and there is a debate ongoing about the 2M distance and why lessons can't be undertaken outdoors.</p> <p>BC updated GU on sportscotland's stance noting that the decisions in Scotland are led by public health and any guidance issued by governing bodies is ratified by the Scottish Government. For Phase 1 sportscotland had devolved responsibility to approve plans on behalf of the Scottish Government and this is the approach that will be taken for Phase 2. Sportscotland have a scenario planning tool which is in line with the 4 Scottish phases. It was agreed that VB and GU should liaise on mapping exercise with the BF framework to ensure that there is consistency.</p> <p>BC agreed to send the sportscotland documentation and templates to British Fencing, noting that there is a standard list of requirements which have to be including in each sport's guidelines.</p> <p>GU confirmed that, although there has been no directive from the British Government or SportEngland, that National Governing Bodies of Sport are liaising to try and ensure that there is some consistency across sports.</p> <p>GU confirmed that there is no requirement for Scottish Fencing to use the British Fencing documentation, but what is more important is the discussions behind the plan and VB is involved with this.</p> <p>GU noted that British Fencing will publish their plan and will also be putting out more communications which will be clearly Home Nations branded. Scottish Fencing are already providing a lot of posts and this helps British Fencing get the fencing community more ready for the differences between the Home Nations. She noted that it was important that British Fencing is not just the voice of England.</p> <p>Thanks were expressed to GU for her informative update and she left the meeting.</p> <p>The Board agreed that the British Fencing was a good document to use internally but would not be used for the wider membership, as all guidance in Scotland refers to the extension of exercise rather than the return to sport. HK noted that he felt the fencing clubs do provide a return to exercise. The Phase 2 guidance may see the numbers of households who can meet up outdoors increased and it would not be until Phase 3 that consideration would be given to indoor activity. Sportscotland are currently having discussion with Leisure Trust on facilities.</p> <p>There may be some limited scope for some sort of club activity to be held outdoors at Phase 2 but no contact, no mass gatherings. SA noted that some work being done at a distance by the coaches is showing that a lot of elements of the sport can be done without sparring. VB added that the act of going on the piste is the last part of the cycle and Blair Cremin is currently building an education package, and none of it is fencing specific.</p>	<p>VB/GU</p> <p>BC</p>
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	<p>BC noted that the next announcement from the Scottish Government will be on 18 June with any Phase 2 plans coming into force on 22 June. VB reported that he is working on the third draft of the Phase 2 guidance which has to be submitted to sportscotland by Friday, 12 June. Even with the introduction of Phase 2 it is likely that the vast majority of the sport will be standing still. The key change is the number of households who will be able to meet, all outdoors, and the risk assessment will still be the same as in Phase 2. Fencing clubs very heavily rely on the school and public sector estate for facilities.</p> <p>Thanks were expressed to MS for her help in checking the Guidance issued by Scottish Fencing.</p> <p>4.2 <u>Financial Projection</u></p> <p>VB circulated the Financial Report. Sportscotland investment had been received in April with the next tranche expected in October where it is hoped that the same level of flexibility will be given. £12,800 income from the pathway squad has been left in the projections in case some activity can be run. The cash figure expected at the year end is £26,207 which is a significant turnaround from what was predicted in February. The project is for a £3,500 deficit overall and work will continue on how this can be decreased further.</p> <p>Had there not been the lockdown Scottish Fencing were confident that they could have put a good case forward strategically for the possibility of increased investment, this now is unlikely and there will be no increase in investment. The Board will need to consider the future structure of the organization as all staff contracts come to an end in March 2021.</p> <p>AS asked about the scenario around the membership income as there is a projection of £7,000 coming from British Fencing from the remainder of the year. It was noted that the majority of Scottish Fencing members are competitive adults and they pay the highest tier of membership but some of this goes to British Fencing. There may be a reduction in the membership income, and also the membership numbers. RM noted that the projections for the British Fencing membership numbers was sobering and will be a major problem for them. It was noted that the statement from GL sent when members joined Scottish Fencing, has been warmly received.</p> <p>4.3 <u>Phase 2 Planning</u></p> <p>VB reported that the final draft of the Phase 2 Guidelines is ready to go to BC and should be returned early next week when it will be passed to MS to look at. It is still unknown if the guidance relating to coaching will change. BC explained the process by which sportscotland sign off the Guidance, with it going to Senior Management for the final sign off.</p>	
5.	<p>Record of Decision Made Outside a Board Meeting</p> <p>The undernoted decisions had been made and approved outwith the Board meetings</p> <p>5.1 <u>Phase 1 Guidelines</u> - 27 May 2020 – Board approval given for Phase 1 Guidelines to be published on phased return to Fencing.</p>	

	<p>5.2 <u>Equality Plan</u> – 19 April – staff and SA met and changes were made to the Equality Plan. VB agreed to circulate the plan and silent procedures were in place, with any changes to be notified by 17 June 2020 or the changes to the Equality were approved.</p> <p>5.3 <u>Informal Board Calls</u> – the Board are having informal catch up meetings on a Wednesday and VB will circulate the retrospective notes from these to ensure that those Directors not on the call are aware of the discussions.</p>	<p>VB</p> <p>VB</p>
<p>6.</p>	<p>CEO's Report</p> <p>The Chief Executive Officer submitted a Flash report. The two-month summary was noted as:</p> <ul style="list-style-type: none"> • Home working remains status quo • Lockdown lifted May 28th • Phase 1 return to fencing published May 29th • CEO part of BF home nations return to fencing (summary from BF HQ in board papers) • CEO also part of sportscotland indoor sport group chaired by Michael Cavanagh • SF Membership Number – 801 as at June 8th (down 7 from previous week) • BF Membership Number – 9624 (Further detail in board pack) • CEO weekly contact with sportscotland PM • Weekly staff/board check-in call on Wednesday – great to have so many people take part and check in. • FIE calendar to be published by June 30th (likely to be very light!) • RAG meeting scheduled for 8th June – real desire to conduct some online education. <p>Questions which arose:</p> <p>a) It was noted that going forward British Fencing only want registered coaches delivering sessions. This may be an issue for Scotland as only 65% of coaches are registered and Coaches may be lost. One of the reasons for this was that the database did not recognize the Scottish Safeguarding courses, and it was agreed that GL and VB would discuss this further.</p> <p>b) VB reported that Liz Anderson is looking through the British Fencing Return to Fencing documentation and has some concerns around Safeguarding commonality.</p> <p>c) HK noted that the old website is still active and a news item should be put on the front page to direct to the new website. VB and HK agreed to liaise on an automatic direct to the new website.</p> <p>d) VB noted that the during this difficult period that the staff are fine, and the organization is financially secure and that the office in Caledonia House is not requiring to be accessed and the organization is still able to function. GL noted that the way the staff team have adapted is very laudable and the Board wish to record their great appreciation.</p> <p>e) SA asked if any of the education courses which are being run will be free and that consideration should be given to a donation or a charge being made for them or it was suggested a pay what you can afford model be adopted. VB agreed to consider the options.</p> <p>f) GP suggested that a longer-term view on strategy is required and that the Strategy Sub-Group should meet. GP agreed to organize a date for July.</p>	<p>GL/VB</p> <p>HK/VB</p> <p>VB</p> <p>GP</p>

7.	Submitted Papers and Areas for Discussion No papers had been submitted.	
8.	Calendar 6.00 pm 25 June – Directors Catch Up	