



Scottish Fencing Ltd

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
20 APRIL 2022 by Zoom

Present	George Liston	Chair (GDL)
	Stan Stoodley	President (SS)
	Sheila Anderson	Operations Director (SA)
	Paul Vaughan	Talent and Performance Director PV)
	Hugh Kernohan	Governance Director (HK)
	Mhairi McLaughlin	Equalities and Diversity Director (MM)
	Giles Lomax	People Development Director (GL)
	Adam Szymoszkowskyj	Community Change Director (AS)
	David Carson	Finance Director (DC)
	Jude Salmon	Club Development Director (JS)
In attendance	Barry Cook	Partnership Manager, sportscotland (BC)
	Clare Queen	COO/Head of Pathways (CQ)
	Jacqui Dunlop	Minute Taker

Item		Action
1.	<p>Introduction</p> <p>1.1 <u>Welcome and apologies for absence</u></p> <p>SA took the chair and welcomed everyone to the meeting. (GDL joined subsequently). CQ was welcomed to her first Board meeting following her appointment as COO/Head of Pathways. SA noted that she will work on an induction plan for CQ and if any Director who wishes a meeting should let her know. It was agreed that a meeting with DC would be held in person.</p>	SA
	<p>1.2 <u>Declaration and conflicts of interest.</u></p> <p>There were no new conflicts of interest declared.</p>	
2.	<p>Minutes of previous meeting and matters arising</p> <p>2.1 <u>Review of Minutes of 16 February 2022</u></p> <p>The minutes of the meeting of 16 February had been approved out of committee and published on the website.</p>	
	<p>2.2 <u>Matters arising</u></p> <p>It was agreed that the actions were completed with the exception of:</p>	

	<p>a) Anti-Doping – CQ noted that confirmation had been received from UKAD last week that they had approved the full submission. This had been done in partnership with British Fencing. Scottish Fencing is now 100% compliant. There are a few areas which need to be acknowledged during the year: a commitment to training, social media presence to support UKAD and communicating key messages to members. CQ agreed to share the final submission with the Board.</p>	CQ
<p>3.</p>	<p>Reports</p> <p>3.1 <u>Chair</u></p> <p>GDL said he was pleased that CQ had accepted the position of COO/Pathways Manager and noted that he and the Board will give her as much support as possible. The organization is currently one staff member short in what is going to be a difficult and busy part of the year.</p> <p>GDL explained it was important that a balance was kept between what had to be done for the teams ahead of the Commonwealth Championships and the longer-term strategic objectives of Scottish Fencing. BC noted that the new Strategic Plan carries on some existing themes already but is ambitious. There is extra investment that comes with some strings, but many opportunities. Sportscotland are certainly enthused by the direction that Scottish Fencing are going in but there has been a bump in the road with the departure of Vincent Bryson. BC congratulated CQ on her appointment.</p> <p>BC noted that flagship events and teams will always be there, but the investment from the sportscotland is aimed at the other end of the spectrum and urged Scottish Fencing to think of the wider landscape.</p> <p>GDL noted that year one focuses on laying the groundwork and determining how the strategy should be delivered in years 2-4.</p> <p>SA explained 12 May is likely to be the interview date for the new staff member. JS has agreed to be on the panel, with AS supporting at the short-list stage.</p>	
	<p>3.2 <u>CEO</u></p> <p>CQ submitted the COO Report; the two-month summary was noted as:</p>	

	<ul style="list-style-type: none"> • Staff team is down to 2 FT. • SF Membership Number 846 (+18). • 5 Pathways Sessions completed. • Excellent performances at Cadet and Junior European and World Championships by Scottish fencers. • Cash at Bank – 12 April c.£82K; first investment payment from sportscotland due soon. • Scottish Open was run profitably, with good attendance and social media. • SYCs ran at a profit. <p>Risk and issues are primarily unchanged from last time, although going forward the risk register will have to be revised.</p> <p>GL is joining the Coaching Advisory group. An initial meeting will take place shortly and there will be wider engagement in the coaching community. SA suggested that formal TORs are agreed for the group.</p>	
	<p>3.3 <u>Safeguarding</u></p> <p>PV reported that Ross Morrison had resigned as Safeguarding Officer; thanks were expressed to him for his work. PV will discuss with LA and CQ additional safeguarding support. LA is now fulfilling the role of Safeguarding Officer but it was agreed that additional specialist support was required and consideration would be given on the best way to achieve this.</p>	<p>PV/LA/ CQ</p>
<p>4.</p>	<p>Financial update</p> <p>4.1 DC submitted the financial report showing that the organization was in a comfortable cash position at the March year-end. There is approximately £87,000, although £24,000 of this is ringfenced for outstanding creditors and matched against squad income. Funds are being held for Project Forte which will need to be spent, and there are two years of storage costs payable to West Fife Fencing Club.</p> <p>The cash at the year-end is also enhanced by a covid grant of £9000 which is non-recurring. Overall the organization is still haemorrhaging cash, to the tune of £6,000 a year, and DC noted that events have to be run at a profit to address this deficit.</p> <p>SA asked if the loss of £6,000 includes the British Fencing income and DC confirmed that it did, but some income has been deferred to next year as Scottish Fencing has not incurred</p>	

	<p>the expenditure yet. DC confirmed that Scottish Fencing is paid in advance for the service.</p> <p>It was agreed that the storage costs should be paid now as there is cash in the bank.</p> <p>SA noted that the profit made from events was not enough to cover the costs of the storage. DC explained that LA had some suggestions on cost savings including the avoidance of the storage costs, and the selling of the equipment and then hiring it for events.</p> <p>There are several roll-out pistes which require replacement, at significant cost. The planned Events Group should be tasked with producing an equipment strategy.</p> <p>CQ confirmed that for Project Forte there are 3 lots of £1,500 ringfenced and plans with 3 clubs to organize sessions. A further enquiry has been received from another club and the aim will be use these funds this year.</p> <p>MM sought clarification on the Squad income. It was confirmed that £15,000 had been received in advance, £10,000 of which will be spent on the performance consultant and the other £5,000 is addressed in the Commonwealth Finances paper. It was noted that this does not include the £7,500 from Commonwealth Games Scotland.</p> <p>A paper had been circulated on Salary Sacrifice Schemes. DC noted that that they are popular, particularly in respect of pension contributions. He will develop a more detailed paper with recommendations for the Board.</p> <p>Mileage – it was noted that the current mileage rate is 25p per mile so an increase may be justified. DC agreed to work with LA to come up with budget implications and estimates. SA explained that with the setting up of additional sub-groups there may be an increase in mileage claims. DC explained that it would be worthwhile to have a policy that meetings are held on Zoom, unless there is a specific need to meet face to face.</p>	<p>DC/LA</p> <p>DC</p> <p>DC/LA</p>
<p>5.</p>	<p>sportscotland Update</p> <p>5.1 BC reported that the sportscotland investment process is now nearing completion with just the offer letter requiring to be signed.</p> <p>Sportscotland are holding their Coaching and Officiating</p>	

	<p>Awards on 4 October and BC will send further information, including the criteria when available.</p> <p>Sportscotland's partnership with the disabled access charity, Euan's Guide, has grown. BC is happy to have a discussion with the equalities sub-group or Board on how Scottish Fencing may wish to use the support going forward.</p> <p>The offer from SAMH is still open. Some sports are engaging with the process and embedding mental health and wellbeing in their governing body and partner work. Scottish Fencing have yet to take up the offer of training, and if still interested BC will be happy to support. There is also support for coaches in the form of e-learning.</p> <p>There is a government consultation on the health strategy for older people which is open until 9 June. There are questions on access to sport and leisure and BC is happy to provide details if Scottish Fencing wishes to respond as an organization or individually.</p> <p>There is an opportunity to be part of a consultation group on the new Equality Framework. GDL, MM, SA and CQ agreed to discuss to how best to engage with the process. BC agreed to confirm with sportscotland that Scottish Fencing wish to be involved.</p>	<p>GDL/ MM/ SA/CQ BC</p>
<p>6.</p>	<p>Priority Workstreams</p> <p>6.1 <u>SIMD Focus</u> JS reported that little progress has been made, but feedback had come from the online Strategy sessions with members and she would contact the members at the sessions who had experience in SIMD projects. GDL noted that AS had experience with projects for Basketball Scotland, and AS confirmed that he would be happy to contribute.</p> <p>6.2 <u>Girls and Women</u> MM explained that she and CQ have arranged a meeting and will provide an update at the next meeting.</p> <p>6.3 <u>People Development</u> GL noted that there has not been much progress but the Coaching Advisory Group is being set up. CQ explained that she has been speaking to a lot of coaches and gaining an understanding of the structure of the qualifications.</p>	

7.	<p>Record of Board decisions made outside a meeting</p> <p>7.1 It was noted that since the previous Board meeting the following decisions had been made by the Board.</p> <p>a) Appointment of COO/Head of Pathways – CQ had been appointed as COO/Head of Pathways. It was noted that there needs to be decision made on how the position is referred to. AS and CQ agreed to come back with a proposal.</p> <p>b) Commonwealth Selection – the Board had approved the selection of the Commonwealth Championships Team.</p>	AS/CQ
8.	<p>Submitted Papers and Areas for Discussion</p> <p>8.1 <u>Crowd Funding</u></p> <p>PV explained that over a year ago a discussion was had with Crowd Funder UK regarding fundraising for the Scotland team for the Commonwealths and it was agreed that when the squad were selected, they would get back in touch. CQ and PV met with representatives from Crowd Funder UK to see what the options are. There are 3 options, do nothing; individual crowd funding under a Scottish Fencing banner but those raising funds do so for themselves; and a broader Scotland team approach where money is all brought together into one pot and shared amongst the participants of the crowd funder.</p> <p>Crowd Funder UK would do the campaign design, and would require artwork from Scottish Fencing, and would provide support to the participants. The fee to Crowd Funder UK would come out of the money donated. PV confirmed that this is a small percentage of what would be raised and would circulate the details to the Board.</p> <p>There was a discussion on the benefits of each approach. SA noted that Scottish Fencing currently doesn't have capacity for the staff team to run it so it would have to be athlete-led.</p> <p>PV agreed to email the three options to the Board and noted that it would be useful to have a decision as early as possible so that it could be discussed with the athletes; (their first training day is 28 May).</p> <p>Thanks were expressed to PV for his work.</p>	PV
	<p>8.2 <u>Commonwealth Championship Finances</u></p> <p>CQ submitted a paper and noted that a full budgeting process</p>	

	<p>had not been carried out for the Commonwealth Championships and the team entry fees are substantial.</p> <p>HK believed that as a matter of principle Scottish Fencing should pay the team entry fees. There has been a substantial donation and there is access to funding from Commonwealth Games Scotland which could be put towards the costs of team entries, and staff and coaching support, but that would still leave a deficit. He suggested that fencers, including veterans, are asked for a contribution for staff and coaching support, which will be over and above their individual entry fees and referee levy.</p> <p>SA agreed that there should be a set fee for everyone and it has to cover the costs.</p> <p>It was agreed in principle that there would be one fee set as a contribution from all fencers; and that it should cover all training sessions rather than a fee per session attended.</p> <p>PV confirmed that letters have been issued to fencers which explained about the likely costs. However, it was noted that the tracksuits are not covered and it CQ agreed to get costs for these. PV confirmed that fencers wouldn't need to buy the new kit and could wear the older kit on the podium.</p> <p>HK sought clarification on the mechanics and timelines for the Team Scotland tracksuit. CQ explained that Vincent Bryson had been in discussion with PSL about that but further details are required.</p>	<p>CQ</p> <p>CQ</p>
<p>8.3</p>	<p><u>Scottish Open Events Report</u></p> <p>A report circulated in advance of the meeting by LA. The Board noted that the Events had been well-run and had made a profit, but the cost of medals is an issue which needs to be addressed.</p> <p>SS noted that one of the key issues going forward is around the £3 levy which British Fencing are introducing for ranking events. It was noted that this will have to be factored into the entry fee but it will be made clear that it is an additional British Fencing levy.</p> <p>A competition management group was agreed but it was suggested that the make-up of the group was too prescriptive. SA had some further points and agreed to put these in writing</p>	<p>SA</p>

	<p>and circulate to the Board.</p> <p>CQ suggested that costed business plans should be produced for events, so that Scottish Fencing was prepared for any gaps. GDL and CQ agreed to discuss this further.</p> <p>PV noted that although Largs is good for the flagship events, it may be more financially viable to look at other venues for smaller events. He also suggested that the Foundation may be used as a mechanism for the replenishment of equipment because as a charity it will have access to other sources of funding. Scottish Fencing could then rent equipment from them.</p>	CQ/GDL
	<p>8.4 <u>Staffing Structure</u></p> <p>SA circulated a paper on Staffing Structures which confirmed CQ's appointment as COO/Head of Pathways and set out the recruitment process for the Fencing Community Development post.</p>	
	<p>8.5 <u>Commonwealth Selection</u></p> <p>PV expressed thanks to all those involved with the Commonwealth Selection process and confirmed that all selection letters have now been issued.</p>	
9	<p>Any other business</p> <p>9.1 <u>Discussion topic for one Hour Meeting on 18 May</u></p> <p>It had previously been agreed that alternating with Board meetings there should be focused one-hour meetings to talk about a single topic informally. This could be a topic from a sub-group, or other matters which require more discussion time than is available at Board meetings. SS suggested that Safeguarding or Coach Development may be good topics. SS agreed to lead the 18 May discussion which would focus on Safeguarding.</p>	SS
	<p>9.2 <u>Board Meetings</u></p> <p>SA noted that it may be beneficial to hold at least one face-to-face Board meeting during the year, given how well the session at Inverclyde had worked, and agreed to come back to the board with some dates.</p>	SA
	<p>9.3 <u>Social Media Manager</u></p> <p>MM asked whether there a procedure in place for communicating with the new volunteer social media manager.</p>	

	CQ explained that she and LA had met with her and had agreed procedures for working; direct communication with Board members hadn't been considered, as she is a volunteer and her workload will need to be managed. LA and CQ will also be doing day-to-day social media activity.	
	9.4_ <u>Scottish Fencing Centenary</u> MM asked if there is a sub-group being set up for the Centenary and if so, she would be happy to be involved. HK confirmed that this project sits with him and he will provide more information in due course.	HK
10.	Date of next meeting <ul style="list-style-type: none"> • Wednesday 15 June • Wednesday 14 September • Wednesday 16 November 	