



SCOTTISH FENCING LTD

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
14 SEPTEMBER 2022 BY ZOOM

Present

George Liston	Chair (GDL)
Stan Stoodley	President (SS) Items 1-8
Sheila Anderson	Director of Operations (SA)
Giles Lomax	Independent Director (GL) Items 1-9
David Carson	Finance Director (DC) Items 1-9
Jude Salmon	Independent Director (JS) Items 1 – 7a
Paul Vaughan	Director of Talent and Performance (PV)
Hugh Kernohan	Director of Governance (HK) Items 1-4
Mhairi McLaughlin	Director (MM) items 1 - 9

In Attendance

Clare Queen	COO/Head of Pathways (CQ)
Daniel Baker	Club and Community Development Manager (DB) Items 1 – 8
Barry Cook	Manager, sportscotland
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. Daniel Baker was welcomed to Scottish Fencing after taking up his role Club and Community Development Manager.</p> <p>Apologies were intimated on behalf of Adam Szymoszowskyj, Director of Development (AS)</p> <p>1.2. <u>Declaration of 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 15 June 2022</u></p> <p>The minutes of 15 June 2022 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 most actions had been completed with the exception of:</p> <ul style="list-style-type: none"> a) <u>Storage Costs</u> – West Fife had signed the agreement and an invoice would be sent by the Club. When this had been paid, LA would set up a monthly charge. b) <u>Board Dates</u> – it was noted that dates would be required to be set for Board Meetings after October and for the AGM. c) <u>Forging Futures</u> – GDL confirmed that he had received information from British Fencing and would circulate this to the Board. d) <u>People Development</u> – SS and GL had still to meet. e) <u>Mileage</u> – CQ confirmed that the mileage allowance had been updated for staff, but the volunteer mileage required further discussion. 	<p>GDL</p> <p>SS/GL</p> <p>CQ</p>
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3.	<p>Reports</p> <p>Chair</p> <ul style="list-style-type: none"> • A report on the Commonwealth Championships would be issued by the Team Manager, through CQ. GDL reported that that he attended the Commonwealth Fencing Federation (CFF) Board meeting two years ago when there had been a discussion about the reduction in teams but increasing the medals at Commonwealth Championships, and he had been under the impression that two bronze medals would be awarded in all team events. He had queried this with the organisers, but the CFF Technical Committee had decided that, if there were fewer than 6 entrants in a team competition, there would be one bronze awarded. GDL had requested that the CFF Board reviewed how these decisions were relayed to members nations. • GDL had attended the British Fencing (BF) Board meeting, where there was an approval to the update of the British Fencing Gender Policy, which itself follows from the FIE Gender Policy and was based on testosterone levels. He noted that this was unlikely to change before the next FIE Presidential Election in 2024. <p>There was a discussion on Safeguarding at the BF Board meeting, following the Whyte Review of Safeguarding in Gymnastics. Initially, British Fencing would conduct an audit of welfare provision in clubs across the UK, and it was noted that BF recognised the different legislation in Scotland and this was reflected in the register of Welfare Officers. As part of the Audit, Clubs would need to ensure that certificates and contact details for those who had a current Safeguarding responsibility had been uploaded to the Register. From January 2023, the requirements for Safeguarding training would be extended to a wider group of people including Club Committees, organisers of training camps, athlete-support personnel, all athletes over the age of 16 who were selected for GBR teams. In general, the intention was to move away from having one person with responsibility for safeguarding, to ensuring that everyone in a position of authority to be trained.</p> <p>The CEO of BF was asked what would be the sanction for non-compliance and it was stated that a non-compliant club would lose its affiliation to BF.</p> <p>Barry Cook noted that it would be useful for the SF Board to read the Executive Summary of the Whyte Report and that sportscotland was taking the recommendations on board and BC would keep Scottish Fencing updated on this. It was agreed that all Directors should read the Executive Summary.</p> <p><u>Click here to read the Whyte Report</u></p> <p>SA noted that if BF was going to contact Clubs directly regarding Safeguarding it was important that SF was involved, even if it was to notify clubs that it would be happening. It was agreed that GDL and CQ would work on the communication.</p> <ul style="list-style-type: none"> • GDL noted that Jamie Cook fenced his first senior international and came second. • <u>Letter of Complaint</u> GDL reported that a HK had circulated a draft response to a letter of complaint which had been received and the Board approved the response. HK agreed to send the response on behalf of the Board. <p>COO/Head of Pathways</p>	<p>GDL/CQ</p> <p>GDL/CQ</p> <p>HK</p>
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	<p>CQ submitted the COO/Head of Pathways Report, the two-month summary was noted as.</p> <ul style="list-style-type: none"> • CCDM recruitment successful, Daniel Baker had accepted the position and started with SF on 15th August. • SF Membership Number at 1st September 2022: 843 (-21 since 1st June 2022) • Cash at Bank (From Xero/Paypal) 2 June: c.£104,604 • Commonwealth Fencing Championships took place in London, event was busy but successful. There were some fantastic performances, 31 team and individual medals from Team Scotland. • Delay in recruitment and delivery of CFC impacted capacity of the team to progress key priority areas. • Expected funding from CGS had been confirmed. • Finance Director role advertised. • Recruitment of Safeguarding Officer had been unsuccessful to date. <p>Safeguarding</p> <p>PV reported that, as the Safeguarding Officer position had not been filled, interim Safeguarding Support for SF would be provided by Gavin Forrester, whose remit would be to provide advice and guidance, and to conduct an initial review of the policies and procedures currently in place; CQ had been adapting the role profile. Until permanent support was in place, the main area that would have to be outsourced was any investigation work; if required this would have to be remunerated.</p> <p>CQ reported that she had found it helpful being at the Commonwealth Championships and noted that it would not have been practical for the weapon coaches to take on safeguarding responsibilities. HK noted that what was important was that, if there were safeguarding issues, contemporaneous notes had to be completed.</p> <p>MM felt that it was important that there was also support via the Safeguarding Officer, when team selections were made.</p> <p>GL explained that it was critical to put timeframes in to review the Safeguarding Officer role, when Gavin Forrester starts to ensure that this position does not drift. He also felt that there should be an operational lead contact who was a staff member able to deal immediately with an investigator, and a dedicated email for reporting concerns. CQ confirmed that there was a Safeguarding email address, and she would be the staff member who would receive concerns. There is also a “niggle form” so people could report low-level concerns, and this was being trialled currently. GL felt that procedures had to be put in place immediately to be available before any concerns were received.</p> <p>BC noted that the investigation into racism in Cricket Scotland held lessons for all governing bodies and that policies needed to be implemented and tested to ensure that they worked on the ground, not just be in place. If concerns were to come in they needed to be acted on immediately. He noted that sportscotland was looking at additional safeguarding support and that this was high on sportscotland’s agenda.</p> <p>SA noted that it was important that clubs knew of their responsibilities with the British Fencing audit and GDL confirmed that he would confirm with the British Fencing CEO the timings of the survey.</p>	<p>GDL</p> <p>GDL</p>
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4.	<p>Financial Update</p> <p>DC submitted the financial reports for July and August and at the end of August there was £104,000 cash balance at the bank. The projected cash flow at the end of the year is £5,900 but with some costs not yet paid the net cash outflow would be about £4,000. Sufficient reserves had been built up over the last few years, but work was still required to tackle the deficit. CQ confirmed that the £7,500 expected from Commonwealth Games Scotland would be paid on submission of the Team Manager's report. DC noted that this investment was non-recurring.</p> <p>After eight years as Finance Director, DC planned to retire from this role. The search for a suitable candidate continued; an application for the Financial Director position had been received and the recruitment process would follow with GDL, SA and HK involved in this.</p> <p>DC was thanked for his contribution to SF over many years and his diligence with the finances.</p>	GDL/SA/ HK
5.	<p>sportscotland Update</p> <p>BC updated that sportscotland had relaunched the partnership with SAMH and Public Health Scotland, which highlighted the benefits of physical activity and wellbeing. Every governing body could get involved and individuals could also join in with this campaign.</p> <p>The Young Persons Sports Panel was currently recruiting for its 6th cohort with applications closing on 20 September; the age group for this is between 15 and 24 years old.</p> <p>Local Authorities had been proactive in taking up the Fit for Girls workshops, which look at training and programmes to equip anyone within the network with the knowledge to improve opportunities for girls, understanding their needs and strengthening connections. Traditionally it had been local authorities that took up these opportunities, but it was open to governing bodies.</p> <p>The month's Communication theme was #TrySomethingNew and this would be a great opportunity for SF to use the hashtag and promote the sport.</p> <p>CQ and BC had been liaising on Women and Girls month, which would take place in October and a potential visit by the Sports Minister was being discussed.</p> <p>The next steps for the Cricket Scotland review had been updated: 68 cases had been taken forward for more consideration which had been identified through the process.</p> <p>CQ agreed to share the hashtags and when initiatives were happening with the Board.</p>	CQ
6.	<p>Progress Against Strategy and Agreed Targets</p> <p>CQ circulated the tracker and noted that SF was half-way through Year 1 of the Strategy. There had been a gap in staffing and some dilution of related effort supporting the Commonwealth Championships and the tracker reflected this. The Tracker would be saved in a shared folder; CQ was keen to receive feedback on it and noted that the staff team will keep it live and updated.</p> <p>There were lots of areas within the Strategy that overlapped and there were also some additional sportscotland targets. It was agreed that the Tracker would be used during the face-to-face Strategy and Board meeting in October and thereafter it would be discussed at every second full Board meeting.</p>	

7.	<p>Priority Workstreams</p> <p>a) <u>EDI Focus</u> JS reported that a meeting had been held with AS, DB, CQ and JS and the aim was to get some of the members to join this group. There was a discussion around where to target Changing Lives projects and this would fit better where there were existing Clubs that were suitable now, so that would be the East. CQ had spoken with Ross Morrison and there was some current activity in the Gracemount area.</p> <p>Discussions had also been held with Kevin Pringle from Basketball Scotland about their ongoing project at Easterhouse and how it may be possible to incorporate fencing. DB and CQ have had some initial discussions about developing in the West. BC noted that, although there was the desire to strengthen and grow clubs in the West the terms of the Easterhouse project were to change people's lives through sport, if it happens and there was a demand for a Club that would be a positive outcome, but it would not be the aim of the project.</p> <p>GDL noted that it would be good to work in partnership with Basketball Scotland who had amassed a lot of learning in this area. The aim may be to have two projects, one with adults in the East and one with children and young people in the West.</p> <p>b) <u>Girls and Women</u> MM reported that a meeting had been held, but it would be good to get more involvement from the membership. CQ updated that the meeting was held with herself, DB and Karen Grant and it was a very productive conversation. CQ was also researching to understand why women or girls drop away from sport, and she was having discussions with BF on their Muslim Girls Fence programme.</p> <p>BC noted that he and CQ had held discussions on the Fit for Girls programme, and JS would have gained experience of this through work with local authorities and it would be good to get her viewpoint on this. BC would also be happy to follow up on this.</p> <p>c) <u>People Development</u> GL reported that a Qualifications Advisory Group had been established and it would look at how to map any existing qualifications onto a potential framework. This would be a very complex and mammoth task and SF needed to have an understanding of how much of a challenge this would be. SF was not the only sport at this stage in the process and a meeting had been held with other sports who were around Level 6 in the Framework, with some sports further along the pathway than others. The timeframe for SF would need to be considered with the writing of the course, delivery and upskilling of tutors, membership buy-in all to be considered.</p> <p>CQ noted that it was not just the writing of the qualification, it was how SF attracted the workforce to deliver the qualifications that were required to be a tutor, the requirement for assessors, and the time commitment for people for it to be attractive. There was currently a small workforce within SF. CQ noted that it may be to SF's benefit that it was not further down the line with this as things were evolving and adapted all the time. CQ would be required to devote a day a week for a significant period for time to ensure that this progressed.</p> <p>CQ explained that the framework would only cover coaching, with referees and other volunteers looked at separately. The aim was for the wider people development strategy to be completed by March 2023, and through BC there was some support for a people development consultation, and CQ was confident that this part of the strategy could be delivered by 2023.</p>	
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8	<p>Record of Decisions made Outside a Board Meeting</p> <p>There were no decisions made outside the Board meeting, apart from approving the June Board meeting minutes.</p>	
9.	<p>Submitted Papers and Areas for Discussion</p> <p>a) <u>Business Banking Options</u> DC explained that there was a compensation limit of £85,000 for each banking licence, rather than each bank. As SF now had more than this in their accounts it would be prudent to move some funds into an easy-access savings account. LA had investigated options and Aldermore Bank, which is owned by First Rand in South Africa and has a UK banking licence, meets the criteria. DC recommended that a Savings Account was opened with Aldermore and the Board approved this decision. It was agreed that LA would progress with the opening of the account.</p> <p>b) <u>BF Membership Fees</u> GDL circulated a paper on BFBF reviewed its membership every year, with membership fees increased to reflect inflation. Over the last two years membership fees had been frozen and the proposal by BF identified a few options for increases to membership fees. This was a BF decision but the home nations had been asked for comment. British Fencing had also noted that the home nations could also collect more than their portion of the membership fee should they wish.</p> <p>It was agreed that the SF Board would not seek to add anything further to their portion of the fees, as there was not a specific project for which any increase would be used and the bank balance was healthy.</p> <p>The Board discussed the three options suggested by BF, and agreed to support the recommended full-price proposal of 8%. This would provide approximately an extra £800 to Sottish Fencing in membership fees. GDL agreed to confirm this decision to BF.</p>	<p>LA</p> <p>GDL</p>

