



SCOTTISH FENCING LTD

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
16 JUNE 2022 BY ZOOM

Present	George Liston	Chair (GDL)
	Stan Stoodley	President (SS)
	Sheila Anderson	Director of Operations (SA)
	Giles Lomax	Independent Director (GL)
	Adam Szymoszowskyj	Director of Development (AS)
	David Carson	Finance Director (DC) Items 1-4 only
	Jude Salmon	Independent Director (JS)
In Attendance	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>The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Paul Vaughan, Director of Talent and Performance (PV), Hugh Kernohan, Director of Governance (HK), Mhairi McLaughlin, Director (MM) and Barry Cook, Partnership Manager, sportscotland (BC).</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 20 April 2022</u></p> <p>The minutes of 20 April 2022 were 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> <p>a) <u>Safeguarding</u> CQ confirmed that the role descriptor for the Safeguarding Officer had been sent to Children 1st who had suggested a few changes and the position would be advertised shortly.</p> <p>b) <u>Storage Costs to West Fife</u> CQ agreed to check with Liz Anderson the status of paying the Storage Costs to West Fife. CQ</p> <p>c) <u>Equality Framework</u> It was confirmed that Scottish Fencing was keen to be involved with the consultation regarding the Equality Framework and this had been fed back to BC. CQ agreed to contact BC for an update on this. Various members of the Board had also attended the sportscotland EDI training workshops.</p> <p>d) <u>COO/Head of Pathways</u> It was agreed that CQ's title would remain COO/Head of Pathways.</p> <p>e) <u>Crowdfunding</u> CQ confirmed that this would be athlete-led with information provided to those who wished to progress it.</p> <p>f) <u>Tracksuits</u> CQ confirmed that there had been a vote and a winning tracksuit design identified; she was waiting to hear from the kit supplier on the process. CQ agreed to contact the supplier to confirm when tracksuits would be available. CQ</p> <p>g) <u>Events</u> GDL and CQ would develop a business plan for events; however the Events Calendar needed to be set first and when dates were confirmed this would be progressed. The Events meeting would be taking place soon with LA and SS organising the dates.</p> <p>h) <u>Board Dates</u> SA would circulate information on Board dates, including a potential face-to-face. SA</p> <p>i) <u>Scottish Fencing Centenary</u> HK would provide more information in due course. HK</p>	
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3.	<p>Reports</p> <p>Chair</p> <p>GDL noted that most of his focus had been around the Commonwealths. He had received a call from Georgina Usher, British Fencing CEO, regarding a pack for Schools which BF was rolling out and they wished to use the strapline “Forging Futures” which was close to SF’s strapline of “ForgingtheFuture”, and was letting him know out of courtesy.</p> <p>There was a discussion around this, and it was agreed that Scottish Fencing had no objections about the use of the strapline and noted that it was a positive that SF had been consulted ahead of the roll-out, but the Board would like to see some documentation about the programme. GDL agreed to contact Georgina Usher regarding this and also confirm the timing of the roll-out of the programme so that SF could build some comms around it.</p> <p>COO</p> <p>CQ submitted the COO Report, the two-month summary was noted as:</p> <ul style="list-style-type: none"> • FCDM recruitment unsuccessful, post being re-advertised with some changes to title and role description. • SF Membership Number 864 (+18). • Pathways programme completed, feedback and review to begin. • Cash at Bank on (From Xero/Paypal) 2 June c.£140,394; first investment payment from sportscotland received in May. • Scottish Schools entries live, event dates 18-19 June. • CQ and LA were registered for a series of EDI workshops designed to support organisations with the new Equality Framework standard. • Salma Ahmad from West Lothian Fencing Club had been nominated for a place on the ‘Team Scotland Achieve Programme’ which included a visit to Birmingham for the Commonwealth Games. • CQ noted that three people had signed up for the sub-groups and promotion of these opportunities to contribute would continue, with registration open for a further week. • The position of Club and Community Development Manager had been re-advertised with the closing date 22 June. <p>Safeguarding</p> <p>The volunteer role of Safeguarding Officer would be advertised shortly.</p>	GDL
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<p>4.</p>	<p>Financial Update</p> <p>DC submitted the financial report, noting that the annual accounts to 31 March 2022 had been sent to the accountant and should be ready by mid-July. DC would work with LA on these.</p> <p>A paper had been submitted on the mileage allowance with three recommendations: that the allowance increased to 45p per mile for petrol and diesel vehicles and remained at the current rate for electric.</p> <p>A paper had been submitted on Salary Sacrifice and DC had calculated that, if Scottish Fencing offered the salary exchange scheme for Pensions, a 2% contribution to pension could be offered at nil cost to Scottish Fencing, so he would recommend that this should be done.</p> <p>The cash position at the end of April was £76,000, and the first tranche of the investment from sportscotland had been received in May. As the cash position was, healthy DC recommended that the West Fife storage costs were paid.</p> <p>The projected outflow for the year was £10,000 and DC projected a cash position of £77,000 by the end of the year. There was deferred and ring-fenced expenditure not included in the figures, which reduced the available cash by £10,000.</p> <p>GDL asked if there was a model on what the 3 recommendations were based for the increase in mileage and DC explained that with hybrid working it was hard to predict and he had done some broad-brush figure work and noted that the increase would not be more than a couple of thousand pounds per annum. DC explained that, with fuel costs increasing, it was critical that SF responded and he was comfortable that it was affordable.</p> <p>GDL asked if DC was comfortable that the accounts presented now included the entry fees for the Commonwealth team events and DC confirmed that he was, as the organisation was relatively comfortable with their cash position.</p> <p>SA noted that the costs of living impact will be felt the most within Events, and that the Events group who had been tasked with breaking even, may struggle. DC reaffirmed that Scottish Fencing should not be running events at a loss, even if it meant increasing the entry fees. Concerns were raised that, if prices increased, it may mean a reduction in numbers. DC explained that this was yet to be tested, but people were aware of the situation, everything was going to cost more so prices would have to increase.</p>	
<p>5.</p>	<p>sportscotland Update</p> <p>CQ gave an update on behalf of BC noting that the sportscotland coaching, officials and volunteering awards had opened and asked that Scottish Fencing promote these and consider nominations, with the closing date being 13 July. It was noted that Clubs and governing bodies could make nominations, indeed were encouraged to do so.</p>	

6.	<p>Priority Workstreams</p> <p>a) <u>SIMD Focus</u> JS updated that she had met with Keith Cook, which had been a positive meeting. She was working on getting 3 or 4 people for the working group and the TORs had now been drafted.</p> <p>b) <u>Girls and Women</u> CQ reported that a meeting had been arranged for the West-based clubs, and there may be some overlap with the Girls and Women Group and the SIMD Group.</p> <p>c) <u>People Development</u> GL submitted a paper. He noted that he had a good first meeting of the Advisory Group and looking at the qualification design, and agreed to rebrand, and would keep the agreement tight around the formal education. A further meeting had been arranged to design the framework. GL noted that British Fencing already have got UKCC accreditation so this would help with the mapping. Currently the Scottish Fencing Coaching awards had no official accreditation.</p> <p>GL agreed to liaise with SS to draw on his expertise and GL was thanked for his work.</p>	GL/SS
7	<p>Record of Decisions made Outside of a Board Meeting</p> <p>There had been no decisions made outwith the Board meeting, apart from approving the minutes of the April Board meeting.</p>	

8.	<p>Submitted Papers and Areas for Discussion</p> <p>a) <u>Anti-doping</u> CQ reported that she was working with British Fencing to ensure that the work on Anti-doping was not being duplicated, and Scottish Fencing had received confirmation that the submission had met the UKAD requirements.</p> <p>There had been an anti-doping session for those going to the Commonwealth Championships, with another planned for 4 July. British Fencing was also setting a calendar of community education which would be open to any member and two of these sessions had been held. CQ confirmed that the anti-doping messaging was included in the Communication Plan. There was also a commitment to update the Board annually to ensure that they remain aware of their responsibilities and how these were being discharged.</p> <p>b) <u>Staff/Volunteer Mileage from April Board Meeting</u> DC had submitted a report on the various options for mileage for staff and volunteers. The implications of any increase were not fully understood. There was a discussion on the implications for volunteers, especially on the impact that this could have for events. CQ noted that some governing bodies had put a cap on the amount that volunteers could claim, and she would be happy to provide a comparison with what other governing bodies did.</p> <p>it was agreed that that, with immediate effect, the staff mileage rate would increase to 45p per mile and CQ agreed to update the finance spreadsheets with the impact of this.</p> <p>For volunteers it was agreed that the Events Committee should consider the implications of any increase and that there should be some consultation with volunteers before a decision was made.</p> <p>c) <u>Salary Sacrifice</u> – DC submitted a paper on Salary Sacrifice. The Board agreed that the option of salary sacrifice would be given to the staff.</p>	CQ CQ
9.	<p>Any Other Business</p> <p>a) <u>Discussion topic for one-hour Meeting on 20 July</u> SA reported that she had an interesting discussion about Hubs whilst on a recent training course and felt that this would be a good topic for discussion. AS noted that he would be happy to provide an update on Hubs for Board members, and it may also be relevant for other volunteers. It was agreed that, due to holidays a meeting in July was not required, but that Hubs would be used as a topic for a future meeting.</p> <p>SA noted that a face-to-face meeting would be good at some point in the future and would look at some dates for this.</p> <p>b) <u>Operational Plan</u> GDL noted that the Board needed to track progress against the strategic targets and suggested doing so on a quarterly basis. CQ confirmed that she had started an Operational Plan with a Tracking System and agreed to circulate the draft for discussion at the Board Meeting on 14 September.</p>	SA CQ
10.	<p>Future Board Meetings</p> <ul style="list-style-type: none"> • Wednesday 14 September • Wednesday 16 November 	

