

**SCOTTISH FENCING LTD**Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
19 MAY 2021 BY MICROSOFT TEAMS

Present	George Liston Sheila Anderson Paul Vaughan Hugh Kernohan Mhairi McLaughlin Stan Stoodley	Chair (GDL) Director of Operations (SA) Director of Talent and Performance (PV) Director of Governance (HK) Director (MMcL) Items 1 - 10.1 President (SS)
In Attendance	Vincent Bryson Barry Cook Jacqui Dunlop	Chief Executive Officer (VB) Sportscotland Partnership Manager (BCo) 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 David Carson and Adam Szymoszowskyj.</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 22 April 2021</u></p> <p>Following some changes, it was agreed that the Minutes of the meeting of 22 April 2021 were a true record.</p> <p>2.2. <u>Matters Arising from Minutes of 22 April 2021 but not on the Agenda</u></p> <p>There were no matters arising from the minutes.</p>	
3	<p>CEO Flash Report</p> <p>VB submitted the flash report with the one-month summary noted as:</p> <ul style="list-style-type: none"> • Home working remained status quo. • L3 restrictions remained in place (mainland) nationwide – changes effective from May 17th with Glasgow & Moray remaining in Level 3. • SF Membership Number 569, 16 more than April 2021. • Performance Group met with Crowdfunder UK. • Strategy Sessions with Board underway. • Girls and Women’s Forum met. • Coaching Week publicised in July with Salle Ossian. • Investment agreement signed with sportscotland. 	

<ul style="list-style-type: none"> • 2021-22 sportscotland targets agreed by GDL, VB and BCo. • Cash at Bank (From Xero/Paypal) on May 16th was £63K (this did not include the sportscotland investment payment – if received in May this would be 50% of stated sum). <p>VB noted that sportscotland had offered a resource for the Coaching Qualification, through Active Advantage.</p> <p>The KPMG Audit results had been received and HK/GDL would formally respond to these on behalf of the Board. HK noted that one or two points were not factually correct but that it was a document which allows feedback. Once the response was made, the report would be finalised by KPMG and submitted to sportscotland. It was noted that the document couldn't be published by Scottish Fencing, but the outcome could.</p> <p>BCo noted that "Satisfactory With Comments" was the minimum requirement for sportscotland; if something significant had been found in the Audit then this would be added as a specific sportscotland target, however there was nothing in the audit report. BCo reported he would raise with the staff team and Board if any actions were required. There was a sportscotland target of maintaining "Satisfactory with comments" by 31 March 2022.</p> <p>The key activities for the next month were noted as:</p> <ul style="list-style-type: none"> • Finalising the Club Recovery Plan. • The Chair/CEO to maintain connectivity at a strategic level with sportscotland. • Convene the Coaching Advisory Group (this would include the external support from sportscotland). • Build Commonwealth/Pathway budget and training plan. <p>sportscotland targets</p> <p>VB shared the sportscotland targets explaining that they were different from what would be expected in a normal year.</p> <p><i>Expand the existing Scottish Fencing Pathways Programme to encompass all age and stage athletes by 31 December 2021.</i> VB reported that this would be achieved by the work which is ongoing for the Commonwealth programme.</p> <p><i>Roll out and re-engage, rebuild and renew programmes to all clubs to ensure that Scottish Fencing has a stable base of clubs, places and coaches to restart the sport by 31 July 2021.</i></p> <p><i>Utilise the wider Scottish Fencing Network to increase participation opportunities within the West of Scotland and build a multi-year plan by 31 March 2022.</i> SA asked if this is the same target that was in Forging the Future and it was confirmed that it was and it harmonises with the strategy. This year there will be research and foundations build and then from April 2022 it will done in yearly stages and will fall back into line with the Strategy, as it is all complementary. It is entirely consistent with what was being done previously to create a club in SIMD2 levels and aligned with that and the community engagement agenda.</p> <p><i>Align the Scottish Fencing Coach Education offering with CIMPSA methodology and create a new coach education qualification for beginner/aspiring coaches by 31 March 2022</i> VB noted that the next session with sportscotland will be in a few week's time and will look at how Scottish Fencing accesses the external resource.</p>	<p>HK/GDL</p>
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	<p><i>Maintain a level of Satisfactory with Comments in the Development Audit by 31 March 2022.</i> HK questioned why it was called a Development Audit when it was a Governance Audit and whether the target should be for March 2023. BCo explained that “Development” was sportscotland term and that the date of the target was mainly due to timing as the target was agreed before the result of the audit was known.</p> <p><i>In partnership with British Fencing conduct a member survey to better understand membership needs by 31 March 2022.</i></p> <p><i>Increase the viability and usability of member analytics data to better inform future provision by 31 March 2022</i> VB explained that this related to the previous target, noting that the survey would be developed with British Fencing, but they don’t have to send or collect the data, as long as there is partnership working.</p> <p><i>Implement the recommendations from the Equality Standard Action Plan by 31 March 2022.</i> It was noted that the Scottish Fencing Plan had been submitted but there had not been any specific feedback or results from this. BCo noted that a new Equality Framework is due to be launched so there is a bit of a void currently, but feedback should be received soon. MM asked if there was any date for the launch of the new Framework and BCo confirmed that this was currently not known but was expected to be around the summer time. BCo noted that as Scottish Fencing had submitted their Action Plan they could push forward with this and decide if they want to reassess or move forward using the new framework.</p>	
4.	<p>Priority Areas Lockdown Activity</p> <p>VB confirmed that Version 17 of the Guidance had been issued. The new guidance meant that a number of clubs had been able to become active.</p>	
5	<p>Sportscotland Update</p> <p>BCo updated the Board that the sportscotland investment agreement had now been signed off and should be in the account shortly. There would be an invitation for the Scottish Fencing Board to present to the Panel in September or October for the strategic review and BCo would liaise with VB on this.</p> <p>Maree Todd had been appointed as Minister for Public Health, Women's Health and Sport with Humza Yousaf appointed as Cabinet Minister for Health and Social Care. Stewart Harris was committed to getting a meeting with Maree Todd as soon as possible, given the amount of work which had been done in the past year, to use sport and physical activity to bounce back from COVID and there had been positive discussions with VB on the CEO forum.</p> <p>There was now a strategic partnership between Public Health Scotland and sportscotland and this now sat under one ministerial portfolio. PV noted that COSLA had published a report which highlighted the contribution of sport and physical activity to general life and society and BCo agreed to send on the link to this.</p> <p>BCo reminded the Board that there was some new Safeguarding training which had been developed by sportscotland and Children1st which was aimed specifically at Board and Club Committees and there would be a requirement for this to be completed by Board members. BCo agreed to send through the link for the training.</p>	<p>BCo</p> <p>BCo</p>

	<p>GDL noted that it was a good paper which crystalises what happens and when. It was agreed specific topics could be discussed at the informal Board meetings as these are short and focussed.</p> <p>It was agreed that it was up to each nominated lead to take responsibility to update the Board as required or contribute to the agenda. VB will build an excel dashboard for objective tracking and agreed to have this available for the next Board meeting.</p>	VB
<p>8 Any Other Business</p>	<p>a) Five-nations' Match BCr attended the Home Nations' call and minutes were circulated. VB noted that there would be more security around a Home Nations' Event in terms of risk to Scottish Fencing as the nations would have to lodge payments ahead of the event. It was suggested that the Five-nations' Match be deferred until the first quarter of 2022, which would hopefully dovetail with the timeline for Commonwealth selection. It was unlikely that a six -weapon Scottish Open would go ahead in 2021.</p> <p>GDL asked whether it would only be a senior Five-nations' Event and VB agreed to scope what would be viable, although it was expected that a number of U18s would compete in the adult team.</p> <p>SA noted that that the March minutes had an action for VB to talk to the other nations about their expectations on Events for this year. VB noted that BCr meeting covered the Commonwealths but not the Five-nations' Match. VB explained that there had been email correspondence with the other nations and they had been very amenable to the proposed way ahead; there was no obligation to host an U18 event this calendar year. During a COVID call in January there had been mention of a competition in a year's time at Inverclyde, so VB agreed to revisit this with them.</p> <p>SS agreed with the timeline and that holding a Five-nations' Event in January, including Juniors, would be well received, especially if people were notified as soon as the event was viable.</p> <p>VB and GDL agreed to keep conversations with the other Nations consistent and keep them up to date.</p>	<p>VB</p> <p>VB</p> <p>VB/GDL</p> <p>VB</p>
	<p>Date of Next Meeting – 17 June 2021</p>	