

### **SCOTTISH FENCING LTD**

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

Present George Liston Chair (GDL)

Sheila Anderson Director of Operations (SA)

Paul Vaughan Director of Talent and Performance (PV)

Hugh Kernohan Director of Governance (HK)
Mhairi McLaughlin Director (MMcL) Items 1 - 10.1

Stan Stoodley President (SS)

In Attendance Vincent Bryson Chief Executive Officer (VB)

Barry Cook Sportscotland Partnership Manager (BCo)

Jacqui Dunlop Minute Taker

	Item	Action
1	Introduction	
	1.1 Welcome and Apologies for Absence	
	The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of David Carson and Adam Szymoszowskyj.	
	1.2. <u>Declaration of conflicts of interest</u>	
	There were no new conflicts of interest declared.	
2	Minutes of Previous Meeting and Matters Arising	
	2.1 Review of Minutes of 22 April 2021	
	Following some changes, it was agreed that the Minutes of the meeting of 22 April 2021 were a true record.	
	2.2. Matters Arising from Minutes of 22 April 2021 but not on the Agenda	
	There were no matters arising from the minutes.	
3	CEO Flash Report	
	VB submitted the flash report with the one-month summary noted as:	
	<ul> <li>Home working remained status quo.</li> <li>L3 restrictions remained in place (mainland) nationwide – changes effective from May 17<sup>th</sup> with Glasgow &amp; Moray remaining in Level 3.</li> <li>SF Membership Number 569, 16 more than April 2021.</li> <li>Performance Group met with Crowdfunder UK.</li> <li>Strategy Sessions with Board underway.</li> <li>Girls and Women's Forum met.</li> <li>Coaching Week publicised in July with Salle Ossian.</li> <li>Investment agreement signed with sportscotland.</li> </ul>	

- 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).

VB noted that sportscotland had offered a resource for the Coaching Qualification, through Active Advantage.

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. One the response was made, the report would be finalised by KPMG and submitted to sportscotland. It was noted that the document coudn't be published by Scottish Fencing, but the outcome could.

HK/GDL

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.

The key activities for the next month were noted as:

- 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.

#### sportscotland targets

VB shared the sportscotland targets explaining that they were different from what would be expected in a normal year.

Expand the existing Scottish Fencing Pathways Programme to encompass all age and stage athletes by 31 December 2021. VB reported that this would be achieved by the work which is ongoing for the Commonwealth programme.

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.

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. 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.

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 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.

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Maintain a level of Satisfactory with Comments in the Development Audit by 31 March 2022. 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.

In partnership with British Fencing conduct a member survey to better understand membership needs by 31 March 2022.

Increase the viability and usability of member analytics data to better inform future provision by 31 March 2022 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.

Implement the recommendations from the Equality Standard Action Plan by 31 March 2022. 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.

# 4. Priority Areas Lockdown Activity

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.

## 5 Sportscotland Update

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.

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.

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.

ВСо

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.

BCo

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UK Anti-Doping had recently launched a revised policy and, although British Fencing deals with anti-doping, there needed to be an awareness of the new framework and requirements for all athletes.

There was a National Lottery Open Week taking place 5-13 June and BCo would send through further information on this.

BCo

Nominations for the National Lottery Awards were open, looking for lockdown legends and heroes. The nominations were open until 7 June and individuals or projects could win up to £3,000.

GDL asked how the strategic partnership with Public Health Scotland would work and BCo explained that it was early days but there would be a set of shared outcomes, a reset of the active outcomes framework and a recognition that the public health and sporting sectors complement each other.

VB noted that facilities remained a concern and Robin Strang, chair of Community Leisure UK in Scotland, would be attending the CEO Forum. GDL noted that some clubs were reporting that they were struggling to regain access to their facilities. The focus on sports development delivery will be SIMD 1 areas and that would align with elements of the Scottish Fencing Strategy.

## 6 Record of Decisions made Outside a Board meeting

The Board approved the issuing of version 17 of the COVID-19 Guidance on 14 May 2021.

### 7. Submitted papers and areas for discussion

#### 1. Kickstart Resource

VB circulated a paper on the Kickstart Resource and reported that there had been talks with SA, and with other governing bodies who had been involved with the Scheme. There was an opportunity to gain access to some extra resource, but there were concerns about how this would impact on staff time and there were also logistical considerations. After a thorough discussion it was agreed that it was a good opportunity and the production of the paper had been very useful, but Scottish Fencing was not in a position to offer a young person a position on the Kickstart Scheme this year. It was agreed that this would be reviewed at the end of the summer and if the conditions had changed it would be reconsidered then.

## 2. Strategy Follow-up

The Strategic Plan required a refresh to take account of COVID-19 and a financial plan to go with it. It was agreed that a Strategy Sub-group should be created and this would report back to the Board through one of the Thursday informal Board Meetings. It was agreed that the Strategy Subgroup would be GDL, VB, BCr, AS. VB agreed to consider whether someone from another Governing Body could be brought into the sub-group as AS did that role on the last sub-group but was now a Director.

VΒ

GDL agreed to lead the Group and it was noted that this would have to be done over June and July as it would need to go to the membership in August for consultation, if the panel meeting was in September or October. BCo was asked to consider if Scottish Fencing could have their panel meeting in October and he agreed to try and accommodate this.

BCo

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Date: Jun 18, 21 Review date: n/a It was agreed that GDL and VB would prepare an initial programme to outline the process and GDL/VB bring back to the Board for approval. HK noted that the timescales would not be conducive to appointing a Director with responsibility for Strategy and this was a refresh of the Strategy rather than a fundamental restructure with the Changing Lives a point of emphasis rather than a new activity for Scottish Fencing. PV noted that there was a good discussion of the refreshment of the strategy in the recent Strategy sessions and from that there is enough to do this fairly quickly to get out to the consultation stage. PV noted that he would be happy to support the Strategy Group. **Strategy Session Updates** Following the update session SA produced a summary document which had been circulate to the Board. The main points and actions were: SA/MM MM would take forward the Changing Lives actions, although there was no clarity on what her role would be and a further discussion would be had with MM about this. SS/HK/PV SS would lead the volunteer strategy which would include "building a culture of volunteering". HK agreed to produce a Volunteer Strategy and PV noted that he had resources which may be able to help with this. A membership survey would be conducted (this was also one of the sportscotland targets). GDL Project Forte – GDL would lead the conversation with Salle Ossian. There had been a discussion on building stronger relationships with Scottish Fencing stakeholders and whether there was scope to invite the SSS Fencing Chair and the Foundation to attend Board meetings. HK noted that there was a concept of associated bodies, and a status of defined terms and conditions which would allow the Foundation, students, veterans and the schools' committee to attend some Board meetings and put obligations on Scottish Fencing to recognise their areas of interest. HK noted that he had Associated Bodies on his "to do" list for a while and SA felt that it would be useful to do a piece of work around that, as it was important to engage with these bodies. SS felt that it SA/SS/HK was crucial to delivering the strategy and also that it had impact. It was agreed that SA, SS and HK would lead on this. Coaching was sitting with AS and the support from sportscotland would be of enormous AS benefit. HK noted that he had provided an outline of what a coaching strategy would look like and what the main points would be. GDL/SA/AS Generating Income was sitting with GDL, SA and AS as they had previously formed a subgroup. The crowdfunding initiative was of interest and this will be looked. British Fencing Membership Survey, SA noted that work had to be done around what SA proportion of the membership fee returned to Scottish Fencing. SS agreed to help take forward the piece about increasing participation in the West of Scotland. SA noted that this was partly a conversation to be had in terms of the

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sportscotland objective and the strategy refresh might do more work in this area.

	send diary invites.	VB
	b) Informal Board Meetings VB agreed to action the additional one hour Board sessions and	\
	VB and GDL agreed to keep conversations with the other Nations consistent and keep them up to date.	VB/GDL
	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.	
	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.	VB
	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.	VB
	a) <b>Five-nations' Match</b> 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.	
8	Any Other Business	
	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.	VB
	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.	6

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