



SCOTTISH FENCING LTD

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
24 NOVEMBER 2021 BY MICROSOFT TEAMS

Present	George Liston Stan Stoodley Sheila Anderson Paul Vaughan Hugh Kernohan Mhairi McLaughlin Giles Lomax	Chair (GDL) President (SS) Director of Operations (SA) Director of Talent and Performance (PV) Director of Governance (HK) Director (MM) Items 1-7 Independent Director (GL)
In Attendance	Barry Cook Vincent Bryson Jacqui Dunlop	Partnership Manager, sportscotland (BC) Chief Executive Officer (VB) 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 Adam Szymoszowskyj (Director of Development), David Carson (Finance Director) and Jude Salmon (Independent Director).</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 21 October 2021</u></p> <p>After three changes to the minutes, it was unanimously agreed that the minutes of the meeting of 21 October 2021 were a true record.</p> <p>2.2 <u>Matters Arising</u></p> <p>a) It was agreed that working group would report back in early January on the HMRC implications with GDL to organise and VB and LA to do the report.</p>	GDL
3.	<p>Reports</p> <p>Chair</p> <p>GDL reported that he had attended the British Fencing Board meeting on 23 November. Georgina Usher, CEO of British Fencing had been re-elected to the Board of the British Olympic Committee (BOC). He noted that the BOC had been in a difficult financial situation but was in better shape.</p>	

	<p>Both FIE and European competitions had resumed. As an example of the activity of GB teams, British Fencing was dealing concurrently with the management of twenty-two teams.</p> <p>There had been a discussion regarding the risk of transmission of COVID-19 on fencing equipment which is mitigated by washing and leaving kit overnight; this will have an impact on the sharing of club equipment. It was accepted that ensuring improved ventilation of venues was of greater significance.</p> <p>BF membership had increased and passed 9,100 (from a pre-pandemic level of 10,700). One recurrent theme was that, in England and Wales, clubs were struggling to get volunteers to return; it was considered likely that this pattern would be seen in clubs across Scotland.</p> <p>There had been a discussion about the payment of referees to officiate at British Fencing events: recent events had required some referees to be paid in order to support the events. This would need to be considered when thinking about the Volunteer Strategy: should this cover paid referees and unpaid referees? Another point made was the financial impact of fines due to referees being less willing to travel overseas at the moment, with British Fencing being penalised for entering fencers or teams and not providing a suitably qualified referee. This increased the desire to train more referees.</p> <p>British Fencing had also prepared their request for investment to Sport England and it was noted that the request required to address a ten-year cycle, rather than a four-year Olympic cycle. British Fencing had asked for an increase in investment to enable improved inclusion, increased participation and tackling inequalities, which reflected the same areas as Scottish Fencing's submission to sportscotland.</p> <p>Georgina Usher also reported that British Fencing was aligning with the UK Anti-Doping Strategy and would work with the Home Nations on this.</p> <p>A point of interest on Safeguarding was also noted. British Fencing utilises a case-management system and was talking about sharing the use of this with Home Nations; it had been recognised that Scotland's legislation differed. GL explained that in triathlonscotland they employed a joint Case-management Group with the Home Nations and the UK body, with information anonymised, as a good way to share learning. Advice from sportscotland would be sought, including the experience of other governing bodies; it could be that cooperation across sports would be beneficial. BC noted that he was not aware of anything around sharing good practice between sports but he was happy to look into this on behalf of Scottish Fencing and report back. Sportscotland was having an internal discussion about the generic services which they provided to Governing Bodies such as Legal, HR and Finance, and consideration was being given to providing wellbeing and protection resource. PV noted that he and Ross Morrison would discuss this, and would also consider related GDPR issues.</p> <p>There had been significant discussion about disciplinary issues at recent British Fencing events, predominantly the behaviour of some parents and coaches, often directed at volunteers who were assisting in the running of events.</p> <p>SA noted that at the Veterans' meeting it had been discussed that British Fencing and Sport England were conducting a governance review of the regions; GDL reported that there had been mention of a governance review of the regions, but not of the Home Nations.</p> <p>British Fencing and British Disability Fencing were intending to merge, with British Fencing currently going through a due diligence process and soliciting the views of its membership.</p>	<p>PV</p> <p>BC</p>
--	--	---------------------

	<p>CEO</p> <p>VB submitted the CEO Report, the one-month summary was noted as:</p> <ul style="list-style-type: none"> • Remote working remained status-quo. Restricted access to Caledonia House was now possible for mail collection etc. • Staff had been operating with 1.5 FTE since September 27th (normal was 2.5 FTE). • SF Members: 776 (increase of 5). • Selection criteria had been updated and issued along with injury-reporting form. • Strategic review completed, healthy follow-up meeting with BC and John Lunn. • 2nd Pathways Session completed. • Several excellent performances at British Championships and Welsh Open Tournament. • Cash at Bank: (From Xero/Paypal) Aug 11th c.£112K (second investment payment from sportscotland received late October 2021). • Some dialogue with sportscotland regarding performance and key athletes. <p>The following month would see the new Head of Pathways and Community Change begin in post and an IT induction would be given that week; email address was already live.</p> <p>Board inductions were underway and thanks were expressed to SA for this.</p> <p>The video for the AGM would be circulated early the following week.</p> <p>A lot of work had been done on the Strategic Review with it being presented to sportscotland by GDL and VB. GDL noted that there were reasonable questions from the panel especially around the Changing Lives work.</p> <p>GDL advised the Board of a report on a Cashback project undertaken by Scottish Basketball and noted that SF was fortunate to have AS on board with the practical experience gained from this.</p>	
<p>4.</p>	<p>sportscotland Update</p> <p>BC explained that the main focus had been the lead up to, and follow up from, the Strategic Review meeting. He thanked VB and GDL for the time and effort which had gone into the presentation which was well received. There were some follow-up questions, on which BC was liaising with VB.</p> <p>The size of the request for investment had been significant. BC had asked for it to be refined, which had been done. Everyone was satisfied with the direction of travel, and the type of work that Scottish Fencing intended to do, but consideration had to be given to the pace of delivery and size of investment.</p> <p>It was hoped that, as there was a coalition Government, the budget would be agreed sooner than normal, that sportscotland would know what its settlement was and this could be communicated to governing bodies. It was hoped to have an indicative figure by Christmas. He noted that extra funding had been agreed by the Scottish Government for sport and active health but the details of this were not known.</p> <p>PV urged caution on the additional funding which had been projected come to sport from the Scottish Government. GDL noted that Scottish Fencing would have to be careful when they received the indicative figure from sportscotland, especially for Year One. VB noted that Year</p>	

	<p>One was mainly building methodology and there should be a three-year commitment from sportscotland.</p> <p>BC would catch up with VB soon on the SAMH training which sportscotland would be offering to governing bodies; some smaller bodies may join together for this and he would work with VB to see if there was potential for eg Scottish Fencing and Scottish Archery to go through the training together.</p>	
5.	<p>Financial Update</p> <p>GDL reported that he had signed the Year-end Accounts and these had been submitted through French Duncan. VB noted that there had been no significant changes to the report that DC had delivered at the previous month's meeting.</p>	
6.	<p>Safeguarding</p> <p>Safeguarding would be a standing item on the agenda and would include any reporting on incidents or lessons learned from other sports, training issues etc. PV would liaise with Ross Morrison to provide a written update for the Board meetings.</p> <p>VB reported that Scottish Fencing remained compliant with extant safeguarding requirements following a recent audit by Children 1st.</p>	PV
7.	<p>Records of Decisions Made Outside a Board Meeting</p> <p>There had been no decisions made outside of the board meeting.</p>	
8.	<p>Submitted Papers and Areas for Discussion</p> <p>a) <u>Away Day</u> SA circulated a report on the Away Day. There was a discussion about the most suitable dates and it was thought that midweek may be best. The aim would be to have a twenty-four-hour residential session would include Board and Staff, with other partners such as SSC, YDS and British Fencing also invited.</p> <p>SA explained that it may not be possible to get a date which suited everyone, and BC confirmed that video conferencing was available at Inverclyde and he would be happy to have a discussion about the use of a room if people needed to work or additional accommodation if they wanted to arrive early. He did note that, due to the financial year end, the offer was up to the end of March 2021, although if meeting by this time was proving impossible, he would be happy to have a further discussion on this.</p> <p>It was agreed that SA would circulate a list of options which included both weekends and weekdays to find the best date.</p> <p>It was agreed that YDS, SSC and British Fencing would be the most appropriate partners to invite, but they may not necessarily be invited for the whole duration but there could be specific sessions for partners. It was agreed to give the organisations the invitation and let them decide who the most appropriate person to attend would be.</p> <p>Once a date had been finalised it was agreed that SA and PV would work on the Agenda and get</p>	SA

	<p>invitations out to the other organisations.</p> <p>b) <u>Portfolios</u> – SA submitted a report on Board Portfolios and Board Members agreed that they were happy with the Portfolios as set out. Meetings had been held with AS, JS and GL on their Board roles. These had been decided and VB agreed to set up corporate emails and enable access to SharePoint. SA proposed that the same induction that had been run for SS and MM would be run for the new Directors so this would involve all Board members explaining their roles.</p> <p>HK agreed to include the new portfolios in a single document along with the Directors’ Code of Conduct and a general description. This would form a public record of the portfolios once uploaded to the website. This would not include the active interest section as they would change on an ongoing basis. SA noted that everyone should look at the active interest sections identified in the Paper, as these were subject to frequent change.</p> <p>SA noted that there was no Events portfolio and believed that this needed to be resolved, as events represented one of Scottish Fencing’s biggest financial exposures. SS noted that he would be happy to take on the Events portfolio, as a redefined role. PV suggested that a sub-committee be set up to look at events, due to the workload. SA agreed to liaise with SS and LA to see how the Events role was defined and so there was an understanding of what would be required and looking at the engagement and delivery aspects of the role.</p> <p>A decision was also sought on the Centenary Year and it was agreed that, as the first entry in SAFU’s first cash book was dated August 1923, the Centenary Year would be Calendar Year 2023. It was agreed that a Board sub-group would be set up to consider what activities may be arranged and consider the financial risks. It was agreed that the Board sub-group would consist of HK, SA and GDL.</p> <p>There was a discussion around Scotland hosting the Five-Nations’ Match. As England did not wish a match in 2022, it could be moved so that it was held in the Centenary Year and this was agreed. GDL and VB agreed to liaise on how this should be communicated.</p> <p>Thanks were expressed to SA for the preparation of the reports.</p>	<p>SA/PV</p> <p>VB</p> <p>HK</p> <p>SA/SS/L A</p> <p>HK/SA/ GDL</p> <p>GDL/VB</p>
<p>9.</p>	<p>Any Other Business</p> <p>a) <u>AGM Preparation</u> VB reported that work would start on the video for the AGM the following week. Only five people had thus far registered to attend the AGM. HK had circulated an agenda for the AGM and a couple of questions had been submitted by members. It was agreed that the Award presentation would follow AOB.</p>	<p>SS/LA</p>

	b) <u>Awards</u> SS reported that he had received all the nominations and background information and would circulate to the Board members. LA and SS were liaising to enable the voting for the Performance and Coaching Awards.	
10.	Date of Next Meeting Annual General Meeting: 13 December – 6.00 pm	