



**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED  
14 JUNE 2023, Caledonia House, Edinburgh.

Present	George Liston	Chair (GDL)
	Jude Salmon	Independent Director (JS)
	Paul Vaughan	Director of Talent and Performance (PV)
	Mhairi McLaughlin	Director of Equalities (MMcL)
	Sam McLellan	Director (SMcL)
	Hugh Kernohan	Director of Governance (HK)
	Moya Nelson	Director (MN)
	Giles Lomax	Director of People Development (GL)
Colleen Walker	Director of Finance (CW)	
In Attendance	Clare Queen	COO/Head of Pathways (CQ)
	Barry Cook	Sportscotland

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	Item	Action
1	<p><b>Introduction</b></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 Stan Stoodley, President</p> <p>1.2. <u>Declaration of conflicts of interest</u></p> <p>There were no new conflicts of interest declared.</p>	

2	<p><b>Minutes of Previous Meeting and Matters Arising</b></p> <p>2.1 <u>Review of Minutes of 25 April 2023</u></p> <p>The minutes of 25 April 2023 were approved.</p> <p>2.2 <u>Matters Arising</u></p> <p>It was agreed that most actions were completed from the minutes of 25 April 2023 with the exception of:</p> <p><u>Storage costs for West Fife</u>: This has been outstanding for a long time. SF have spoken with West Fife directly several times. CQ to follow up again.</p> <p><u>New Bank Account</u>: There are difficulties opening a new account with many of the banks. LA/CW looking at online bank options and will complete this process.</p> <p><u>CFC report</u>: No suitable date found yet for the board to meet with Keith to review his CFC report. CQ to get some dates from Keith and arrange a call.</p> <p><u>Board meeting to review EDI activities</u>: CQ to send a poll with possible dates for this online call for late June/early July.</p> <p><u>Board Skills audit, chair &amp; board self-appraisal</u> HK is working on this action and will continue until this is completed.</p>	<p>CQ</p> <p>CQ/LA</p> <p>CQ</p> <p>CQ</p> <p>HK</p>
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3.	<p><b>Review of Strategy Tracker</b></p> <p>CQ presented an overview of progress against the key strategic aims and sportscotland annual targets.</p> <p><u>Key aims</u></p> <ul style="list-style-type: none"> <li>• <b>Develop and implement a new 'club resources and support' section on the SF website by 31 March 2024</b> The team are working on this area. Existing resources are being reviewed and refreshed. Some support may be needed to adapt the website into a better format.</li> <li>• <b>Maintain the delivery of one EDI programme targeting SIMD (Phoenix Centre Easterhouse)</b> Plans in place for fencing to be part of the Centre's summer camp. Review of first phase underway which will inform planning for re-starting the programme in August.</li> <li>• <b>Develop and deliver an additional EDI programme focused on women/girls participation by March 2024</b> EDI group have met to scope out a girls-focused plan. DB writing initial proposal.</li> <li>• <b>Develop a formal school to club pathway, through Active Schools, in one local authority area by 31 March 2024</b> DB considering potential clubs/local authority areas to explore feasibility.</li> <li>• <b>Work intensively with two clubs to support, develop and deliver projects resulting in an increase in club membership, one of which is in the West of Scotland, by 31 March 2024</b> DB in the process of identifying two clubs based on current engagement.</li> <li>• <b>Coaching Qualification development</b> This has been delayed but is now making progress, development of online platform underway and CQ working with sportscotland to arrange peer review.</li> <li>• <b>Develop a new supporting resource, and implement a support forum, for club welfare officers by 31 March 2024</b> The safeguarding working group has met and identified 5 actions to be completed which will help to inform the support required for welfare officers.</li> <li>• <b>Launch and implement the year one action plan as part of the new People Development strategy, with a focus on club and community workforce development, by 31 March 2024</b> CQ to circulate feedback received and SF's response. The People Development plan has been drafted.</li> <li>• <b>Deliver SF Community Conference</b> This is still planned but no identified date yet. CQ to continue to progress other People Development priorities.</li> </ul>	
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**4. Priority Workstream Updates – Competition Group**

SS sent a brief report ahead of the meeting. It has been a struggle to arrange a suitable time for this meeting. There are members of the community who are keen to be involved, SS and LA will lead on arranging a first meeting.

5.	<p><b>Finance</b> – At the March session on Finance there was a request for CW to present more detailed information on the finances. CW presented a full picture and asked the board to agree which information was useful and in what format it should be presented. The Board agreed that a combination of the key figures and graphs of income and expenditure are most useful.</p> <p>The year-end figures for 2022/23 show a profit of £123. This figure has been updated from the previously forecast projected loss, this was due to an error from French Duncan the accountants and this has now been rectified.</p> <p>CW raised that it is important for SF to look at generating more income as the current membership income does not fully cover the organisation’s overhead costs and asked about the breakdown of membership income SF receives from BF.</p> <p>HK agreed to circulate information to the Board on the agreement with British Fencing.</p>	HK
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6.	<p><b>Submitted Papers</b></p> <p>5.1 <u>Selection Policy – Senior 5 Nations’ Match 2023</u></p> <p>The draft Senior 5 Nations Selection Policy was presented and following a discussion the following changes were suggested.</p> <ul style="list-style-type: none"><li>- Appeals panel – it was agreed that two independent Directors should sit on the appeals panel. JS and GL agreed to be involved in the event of any appeals.</li><li>- It was agreed that one non-travelling reserve should be selected for each team.</li></ul> <p>The listed changes will be made, and the policy re-circulated to the Board for final approval.</p>	CQ
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**Standing Reports**

**Chair** – No report from the Chair.

**COO/Head of Pathways**

CQ submitted the COO/Head of Pathways Report, the two-month summary was noted as.

- SF Membership Number on 1<sup>st</sup> June 2023 - 940
- Cash at Bank – (From Xero/Paypal) 1 June c.£121,974
- First block of Changing Lives project at The Phoenix Centre in Easterhouse complete, review underway with plans to deliver fencing as part of the centres summer camp. The Phoenix Centre was keen to continue with fencing following the summer holidays.
- SF engaged with UK Anti-Doping Clean Sport week to highlight 'Teamwork' required to keep sport clean. This engagement is a requirement of the UKAD Assurance Framework. CQ delivering Community Anti-Doping session on behalf of BF on 12<sup>th</sup> June.
- SF working with BF on plans to hold a pilot wheelchair fencing event at the Scottish Open in November.

**Safeguarding**

The Safeguarding working group have met and agreed the following actions:

- Val Wright (VW) to speak to BF about the affiliation process and auto-renewal option for clubs.
- VW will have a look at our most Children 1<sup>st</sup> recent self-assessment.
- Staff team to complete an audit of all SF clubs to give us the full picture of where clubs are with coaches, WO etc. and what training is required.
- Following that we can arrange some CWPS/CWPO training for clubs, VW is a tutor so can deliver the sessions.
- VW to have a look at our safeguarding policies, these may need some further work.

The target date for completion of the actions is by the end of August 2023.

