



**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED  
16 NOVEMBER 2022 BY TEAMS

Present	George Liston	Chair (GDL)
	Sheila Anderson	Director of Operations (SA)
	Giles Lomax	Independent Director (GL)
	Jude Salmon	Independent Director (JS)
	Paul Vaughan	Director of Talent and Performance (PV)
	Hugh Kernohan	Director of Governance (HDK)
	Mhairi McLaughlin	Director (MM)
In Attendance	Clare Queen	COO/Head of Pathways (CQ)
	Barry Cook	Partnership Manager, sportscotland
	Jacqui Dunlop	Minute Taker

	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 Adam Szymoszowskyj (Director of Development – AS) and Stan Stoodley (President - SS) - Colleen Walker (Finance Director- CW)</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 14 September 2022</u></p> <p>The minutes of 14 September 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 were completed from the minutes of 14 September with the exception of:</p> <p>a) <u>People Development</u> – SS and GL are to meet to discuss.</p> <p>b) <u>Mileage</u> – GDL suggested that the mileage allowance for volunteers was included in the development of the estimated costings for Events to understand what changing the mileage allowance would make. It was agreed that mileage for volunteers would form part of the finances for the Events Group to consider and to either recommend or maintain at current levels.</p> <p>c) <u>Bank Account</u> – the new Finance Director will action this.</p> <p>d) Centenary – SA agreed to arrange a meeting with HDK and GDL to discuss the Centenary celebrations.</p>	<p>GL/SS</p> <p>Events Group</p> <p>CW</p> <p>CW</p> <p>SA</p>
3.	<b>Priority Workstreams</b>	

	<p>a) <u>SIMD Focus</u> – JS reported that the Group had yet to meet. CQ explained that she and Daniel Baker had met with the Sports Development Officer of the Easterhouse area. He had noted that there is a gap in the provision for the younger age group, 5-8 years, and was sending CQ data on the demographics of the area, including deprivation. He felt that Fencing would be welcomed as it is different from other sports. SF are doing the refresh of the programme and buying kit. CQ will follow up with the partners to agree a timeline for post-Christmas.</p> <p>GDL noted that this was a positive and the focus needs to be on getting one small sustainable activity up and running, tapping into good practice via AS, and will look to develop how Scottish Fencing are having an impact.</p> <p>HDK asked if it was being flagged to the Foundation that this activity was taking place and CQ noted that they hadn't directly but a meeting to discuss the Foundation was being arranged and she will discuss this with them. CQ agreed to chase up the arranging of the meeting.</p> <p>SA suggested that British Fencing was approached on their 'Forging the Future' programme. CQ agreed to contact them.</p> <p>It was agreed that that the SIMD Group and Girls and Women Group would be merged and JS agreed to liaise with MM on the best way to do this, and how to engage the membership.</p> <p>c) <u>People Development</u> – GL reported that there has been a lot of work going on with People Development. He had a call with CQ and Rhuari Davidson, sportscotland has offered support.</p> <p>He reported that he feels that Scottish Fencing have been looking at the strategic pillar the back to front, and really forging ahead with the Level 5 education qualification development, and going down the line of mapping against CIMPSA and the new coaching qualification and this has been happening in isolation. He noted that this process is difficult, complicated and time consuming but it is happening.</p> <p>Looking at the People Development Pillar and the strategy, he explained that it was about providing education and support to be a progressive workforce and Scottish Fencing have not asked the workforce what they need to be supported and developed. It is a strong area of work and GL suggested that audit is carried out with the wider coaching group and club network to get a base line of what current skills, qualification, time service and after that some key themes can be worked up. Following the audit in depth focus groups can be held that will shape what Scottish Fencing is doing, alongside the formal education part.</p> <p>GL explained that this would be a way to build relationships, perhaps considering what CPD looks like. One of the tactics for the strategy was a coaching conference, but it may be too early to hold one in the near future but a CPD day may be appropriate, engaging the workforce and building trust.</p> <p>SA noted that a consultant had offer some support for free and, if agreed by the Board, this would also give some input to workforce development in terms of coaches.</p>	<p>CQ</p> <p>CQ</p> <p>CQ</p> <p>JS/MM</p>
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	<p>GDL noted that too often the focus was on those who wanted to progress but there was a large body of coaches who want to get their qualification and stick at the same level and be happy and a valuable asset to the Fencing community and this is where CPD would be important.</p> <p>d) <u>Events</u> – CQ reported that provisional dates have been issued. The sub-group haven't met but LA as met with SS. CQ noted that initially three separate events groups were going to be set up, but this may be too a big an ask on volunteers, so she is looking to condense this and have an overall group looking at events, both on the pathways and operational side.</p>	
4.	<p><b>Finance</b></p> <p>a) <u>Accounts</u> – French Duncan have produced final Accounts and it was agreed that the Board would get back to GDL by Friday, 18 November with any comments and the Board approved the signing of the Accounts by GDL once any comments had been received.</p> <p>b) <u>Finance Update</u> – A financial update was provided by CW and it was noted that any questions should be feedback to her. SA highlighted that there are concerns that Scottish Fencing will have to raise some finances other than from sportscotland or competitions.</p>	
5.	<p><b>Submitted Papers</b></p> <p><b>5.1 <u>Calendar Clash between AGM and Sports Awards</u></b> – GDL submitted a paper regarding the calendar clash between the AGM and the Team Scotland Awards evening. It was agreed that the AGM would brought forward to 1730 and that a room would be booked at the Awards venue where the CEO and Chair could take part in the AGM. CQ agreed to organize the meeting room.</p> <p><b>5.2 <u>Dates of Meeting and Format of Board Meetings</u></b> – SA submitted a paper outlining the proposed dates and format of the 2023 Board meetings. HDK noted that it may be useful also to have a face to face meeting for the April Board meeting as new Directors will be in place by then and this was agreed along with the other dates in the paper.</p> <p><b>5.3 <u>Centenary Proposals</u></b> – GDL and SA had submitted papers on the forthcoming Centenary of Scottish Fencing. It was agreed that SA would arrange a meeting with GDL and HDK to progress.</p> <p><b>5.4 <u>October Meeting</u></b> – SA submitted a report on the discussions at the October Board meeting. As that meeting was not quorate the undernoted were agreed by the Board:</p> <ul style="list-style-type: none"> <li>- SMID Group and Women and Girls Groups to merge.</li> <li>- Leaders of sub-groups and staff team to press ahead and share with the membership by zoom a couple of times a year.</li> <li>- Progress on strategy to be shared at the AGM.</li> </ul>	<p>CQ</p> <p>SA</p>

	<p>- An in-person Coaching Conference would not be held this year, and that it shouldn't happen until at least the Level 1 qualification was ready.</p> <p>5.5 <u>No Tosh</u> – a paper was submitted on “No Tosh” a consultancy offering to provide a free service on performance. It was agreed that Scottish Fencing would work with the consultant and CQ agreed to check regarding the confidentiality and ownership of the findings.</p>	CQ
5.	<p><b>Reports</b></p> <p><b>COO/Head of Pathways</b></p> <p>CQ submitted the COO/Head of Pathways Report, the two-month summary was noted as.</p> <ul style="list-style-type: none"> <li>• SF Membership Number at 1<sup>st</sup> November 2022 - 877</li> <li>• Cash at Bank – (From Xero/Paypal) 7 November c.£144,695</li> <li>• Second part of sportscotland investment received</li> <li>• Finance Director recruitment completed, Colleen Walker appointed and has completed handover with David Carson, Board induction in process.</li> <li>• Gavin Forrester, Safeguarding Officer is completing a full review of all SF policies and processes, it is expected that this process will be complete by early December.</li> <li>• Returned sportscotland 6 month tracker on investment</li> </ul> <p>There was a discussion about IT support and CQ explained that she felt that some support was required. PV suggested that it may be worth going out to the membership to see if there was a volunteer with expertise and this was agreed. CQ agree to contact the membership.</p> <p>The template for the Member Newsletter had been refreshed and CQ agreed to send to the Board. There was a discussion on how often the newsletter should be issued as it is currently being fortnightly and it was agreed that it should remain at that.</p> <p><b>Safeguarding</b></p> <p>PV updated that Gavin Forrester has been working with British Fencing on the Adult and Child Safeguarding Policies. British Fencing use Globalcol and he is investigating if it would be possible for Scotland to also use it. He has also been looking at the Case Management resources and protocols. CQ will speak with him, and Ross Morrison, post December as that is when his contract ends.</p> <p>SA asked if the membership were informed that Scottish Fencing had employed Gavin Forrester as a consultant? CQ confirmed that for the moment, no, but that both Gavin Forrester and Children 1<sup>st</sup> are being used for an ongoing case and Children 1<sup>st</sup> would still be available if he finished at the end of the contract. It was agreed that the members would be informed on any updates to the policies. HDK note that the appointment of Gavin Forrester had been noted in the previous minutes so the information was available to the membership.</p> <p>DB attended the Volunteer Scotland update on changes to the PVG System.</p>	CQ  CQ

5.	<p><b>sportscotland Update</b></p> <p>BC provided the undernoted update:</p> <p>Stewart Harris, sportscotland’s CEO had retired and the recruitment process was underway. Forbes Dunlop is providing temporary cover for the CEO position currently, and the new CEO will be announced in due course.</p> <p>There is a still an opportunity to register for the Fit for Girls workshops, this has been very well received in Active Schools but is also open to governing bodies.</p> <p>A female athlete e-learning course is available, this was originally for Institute athletes but has been made available for everyone free of charge. It is particularly useful for athletes, coaches, parents and gives an understanding about female athlete health and how is relates to sport.</p> <p>The Scottish Parliament Health and Social Care committee has launched an enquiry into female participation in sport at both a community and elite level. The consultation phase is open until 9 December and BC agreed to send CQ the links.</p> <p>Disclosure Scotland are preparing for some new legislation to keep up to date with the requirements of GDPR and notification will be asked when someone stops doing regulated work.</p> <p>The Scottish Government has provided information and advice about the cost of living crisis and CQ confirmed that this information has already been shared with the membership through the newsletter.</p> <p>BC noted that there had been a couple of conflicting messages about the Scottish Government Budget Announcement. Budgets savings will be required to be made but the Scottish Government remains committed to doubling the sports budget. Sportscotland are working through the detail of what this means, and they will look to make savings which won’t affect Scottish Fencing. However, some programmes and initiatives may need to be phased and BC agreed to keep the Board updated.</p> <p>Scottish Sport Futures have undertaken research which shows the challenges affecting young people and how sport can play a role. BC agreed to send through the links.</p>	<p>BC</p> <p>BC</p>
7	<p><b>Record of Decisions made Outside of a Board Meeting</b></p> <p>There were no decisions made out with the Board meeting.</p>	
8.	<p><b>AOCB</b></p> <p>a) <u>AGM</u> – GDL reported that he had put together a draft agenda for the AGM. SA agreed to follow up on the Awards.</p> <p>CQ confirmed that the information regarding the registering to attend the AGM is ready to be published.</p> <p>b) <u>Directors</u> – HDK noted that SA will come to the end of her double term as a Director and will not be able to stand again when the term ends on 23 February 2022. PV will finish his first term and can stand again if he wishes, AS has indicated that he will stand down</p>	SA

	<p>at the end of his first term.</p> <p>HDK will put together a note to the membership explaining what roles Scottish Fencing will be looking to recruit and will highlight the skills which AS and SA brought to the Board. A formal notification will start around the AGM, with nominations being made by mid January. If an election is required this will take place between mid January and 23 February. HDK agreed to liaise with CQ on the information which was to go out to members, and it was agreed that this should be kept separate from the AGM information.</p> <p>HDK noted that in 12 months time both he and GDL will also have reached the end of their double term and will need to leave the Board.</p> <p>c) <u>U14 Events</u> – CQ reported that she had met with the British Fencing Pathways team last week and international calendar has been trialing U14 events. British Fencing are conscious that they need to manage entries and qualifications to events and have suggested that a working group is started. PV noted that he would be happy to support CQ with this.</p> <p>d) <u>Meeting</u> – JS reported on the proposed mediation meeting.</p> <p>e) <u>Board Meetings</u> – GDL noted that the re-ordering of the agenda had seemed to work well and this will be trialed over the next few Board meetings, however he may clarify with BC where sportsotland update should sit within the agenda.</p>	<p>HDK</p> <p>HDK/CQ</p>
<p>9.</p>	<p><b>Future Meetings</b></p> <p>19 January 2023 –Board Update - Caledonia House – in person</p> <p>9 February 2023 – <b>Board Meeting</b> – online</p> <p>16 March 2023 – Board Update</p> <p>27 April 2023 – <b>Board Meeting</b> - Caledonia House – in Person</p> <p>15 June 2023 – <b>Board Meeting</b> – online</p> <p>22 August 2023 – <b>Board Meeting</b> – online</p> <p>5 October 2023 – Strategic Review Session – Caledonia House- in person</p> <p>17 November 2023 – <b>Board Meeting</b></p> <p>12 December 2023 – AGM – online</p>	