



SCOTTISH FENCING LTD

MEETING of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED held on 13 September 2017 at 18.00

Present	Sheila Anderson	Director HR/Equality (SA)
	David Carson	Finance Director (DWC)
	Martyn Foley	Director Events (MF) arrived 18.30
	George Liston	President/Chair (GDL)
	Ross Morrison	Director, Safeguarding/Development (RM)
	Mike O'Donnell	Director, Interim CEO (MOD)
	William Steele	Director, Selection Manager (BS)
Apologies	Hugh Kernohan	Director Governance/Performance (HK)
	Gail Prince	Director, Events/Communication (GP)
	Jennifer Griffin	sportScotland Partnership Manager (JG)
In Attendance	Liz Anderson	Administrator (LA)
	Vincent Bryson	Chief Operating Officer

MINUTES

Item	Action Officer
1 Welcome Apologies were received from Hugh Kernohan and Gail Prince.	
Declaration of Conflicts of Interest There were no new conflicts of interest.	
2 Minutes of Previous Meeting and Matters Arising	
2.1 Review of Minutes for Accuracy The minutes were agreed as a true and accurate record.	
2.2 Matters Arising: Review of Action List The Action List was reviewed and updated.	
3 Chair's Report	

3.1 SGB Investment Process and Annual Plan for 2018-2019

GDL reported that he had received few comments regarding the Annual Plan despite the Board being informed of the significance of this document at the August meeting.

GDL reminded the Board members that they are a unitary board and take decisions collectively. GDL added that the Board needed to respond to communications. Directors needed to reply and confirm they were happy with policies or decisions; non-communication could not be taken as acceptance.

VB and GDL were progressing the annual plan and will circulate a draft for feedback, however GDL advised that there might not be time to incorporate any substantive feedback.

Cadet and Junior Commonwealth Championships could still be held in summer 2018; confirmation of the date was awaited from the CFF.

4 sportScotland Relationship

JG reiterated the annual investment process. Dates were:

- Annual plan, along with costed staffing structure to JG by 29 September.
- Presentation and discussion with **sportscotland** panel (VB and GDL) 11 October.
- Tracker to **sportscotland** by 24 January with estimate of membership data.
- Membership data as of 28 February, tracker updated.
- Panel date 6 March 2018 (JG attends on behalf of SF).

JG added that **sportscotland** was concerned with SF's membership figures as these had reduced. **sportscotland** had made a significant investment in the development of fencing and needed to see a return on that investment, reflected in a increased membership.

At the panel, SF would need to highlight development work which was underway. JG also added that she needed information around the talent-development pathway and SFA training days, including information on the summer camp.

JG would forward an email from Aberdeen fencing club re accessing coach education courses.

The Board discussed how to communicate the availability of the grants to clubs most effectively and how best to promote these. It was suggested that clubs could link their activities to Women's Week, which began on 1 October.

JG highlighted that 2018 was the Year of Young People, which the Board may wish to focus on.

Action

LA/VB/CDOs to reply to email from Aberdeen University which JG will forward.
GDL to continue discussions with HK re performance pathway.

5 Record of Decisions made Outside a Board Meeting

None to record. The Board had still to agree the July Minutes and the draft Communications Policy.

6 Chief Operating Officer's Report

1. Review of Targets

VB gave a preview of the reporting format he would use for the next Board meeting. He also discussed SharePoint, Slack, Asana and other IT initiatives he planned to introduce in the near future. GDL welcomed SharePoint in particular, adding that this would be an excellent tool for the Board to enable effective collaborative working.

2. Active Schools Monitoring on-line (ASMO)

VB presented data from ASMO, which counted the footfall of young people attending after-school activities (including fencing) in Scotland. Fencing delivered 20,285 sessions mainly in P3-P7. This was a good source of information for SF.

The Board discussed:

- The geographical distribution and why there was little or no activity in some local authorities.
- The potential for translating participation in primary schools into participation in secondary schools.
- How to enable a smooth transition for young people from schools to clubs and how coaches could protect their income.
- Scope for additional clubs in areas where clubs were too full to take new members.

3. Review of Audit Actions

This was complete.

4. Development Plan

RM reported that two clubs (Salle Ossian and Edinburgh Fencing Club) had applied for grants.

Actions

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| 4.1 GP to devise a running campaign to promote club grants. | GP |
| 4.2 VB to task CDOs to send letters to clubs (with RM's support) by week beginning 17 September. | VB |

5. Operational Plan

No report.

6. SFA Summer Camp – Update

MOD presented the report from DMcK along with the SAGE report showing the loss (of just over £3,000).

GDL thanked MOD for his enthusiasm and energy as both interim CEO and COO. He added that few beyond the Board would be aware of the effort MOD had put into his work for SF and that the Board was hugely appreciative of what he had accomplished.

7 Directors' Updates

1. **Finance** DWC presented cash figures.

Action DWC to present horizontal breakdown at October meeting.

DWC

2. **Performance** No report.

3. **Governance** No report.

4. **HR and Equality**

SA reported that Alex Pearson (AP) had joined the staff team as CDO. VB and AP had been provided with induction programmes. Any director who would like to see AP's induction programme could ask SA for a copy.

As MOD was resigning as director, SA asked whether the Board would consider co-opting someone until the AGM.

Action

RM to approach Paul Stanbridge.

RM

LOD had resigned from the Child-protection Officer role. RM to consider whether we needed to recruit for this role and to consider if SF needed an embedded child-protection trainer.

The contract for Salle Ossian to provide coach education services remained outstanding.

SA updated the Board on **sportscotland's** Equality conference. SA highlighted setting Nolan principles against the equality standard. Looking at the number of independent directors on boards, did SF only have room for two? Should we look at a change to articles?

SA aired the possibility of reducing the number of Board meetings to 6 per year and to make these strategic by having working groups meet between Board meetings.

SA was looking to recruit people with protected characteristics to the Equality Working Group.

SA was working on a trio of policies (Data Protection, Home Working and Health and Safety).

Action

Board to complete self-appraisals and to return to VB and GDL for high-level discussion at the next Board meeting.

All

5 **Selection**

BS reported that he was beginning the selection process for the senior five-nations' match.

BS raised a query around selection. It was agreed that the individual could fence at the School Games but not represent Scotland at other events.

Action

BS to create an audit trail for selection decisions. **BS**
BS to write a note for website to explain what action fencers, who are unable to compete at the Scottish Open but are wishing to be considered for Commonwealth Championship selection, need to do.

6.6 Events

Scotland is to host 5 nations in 2018.
Veterans quad is 28 April 2018 in Scotland; the organisers need to hire SF kit.

MF updated the board on arrangements for the Scottish Open. MOD is asking for volunteers to referee and MF is investigating whether Mimo can return to referee again this year.

Action:

MF to look at potential dates for hosting 5 nations and to feed these back to GDL. **MF**
MF contact Mimo about refereeing at Scottish Open. **MF**
MOD/MF to recruit volunteer referees. **MOD/ MF**

6.7 Safeguarding

RM complemented LOD on the safeguarding toolkit. MOD confirmed that LOD will attend the Scottish Open, GDL would like to thank her for her work in the role of Child Protection Officer.

Action

SA to forward LOD’s reply re assessment so RM can progress this with Children First. **SA/ RM**
RM is conducting an investigation into a welfare issue; he will inform the board as it progresses. **RM**
RM to consider Child protection officer vacancy.

6.8 Development

Action

LA to send out confirmation letters to clubs who are running come and try sessions at the Scottish Open. **LA**
CDOs to ask those clubs who were unsuccessful in the last round of grants if they could apply for a grant this year to develop the work from their earlier application. **AA/ AP**

6.10 Coach Development

GDL is still to meet Phil Carson. **GDL**

6.11 Communications

Action

Board to comment on the draft communications policy; once comments received LA to circulate for approval outwith the meeting. **ALL/ LA**

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AOB

Dates of Next Meetings

26 October, in person, Caledonia House: JG and GP gave their apologies.
15 November – gotomeeting (board members would need good wi-fi): details to follow).

Meeting closed at 21.00

DR