



MINUTES

- Present            Sheila Anderson    Director HR/Equality (SA)
- David Carson        Finance Director (DWC)
- Hugh Kernohan     Director Governance/Performance (HK)
- George Liston      President/Chair (GDL)
- Ross Morrison      Director, Safeguarding/Development (RM)
- Gail Prince         Director, Events/Communication (GP)
- William Steele     Director, Selection Manager (BS) arrived 18.30
  
- Apologies        Martyn Foley        Director Events (MF)
  
- In Attendance   Liz Anderson        Administrator (LA)
- Vincent Bryson      Chief Operating Officer
- Jennifer Griffin     sportScotland Partnership Manager (JG) — via teleconference for Item 4
- Paul Stanbridge

	Item	Who
1	<p>1.1 Welcome, apologies for absence</p> <p>Apologies were received from MF</p> <p>1.2 Declaration of conflicts of interest</p> <p>There were no new conflicts of interest.</p>	
2	<p>Minutes of Previous Meeting and Matters arising</p> <p>2.1 Review of minutes for accuracy</p> <p>Remove MOD from attendance list. The Board will agree the minutes by email.</p> <p>2.2 Matters arising; review of Action List</p> <p>Action List was updated</p>	LA/all
3	<p>Chairs Report</p> <p>VB is currently checking SF's articles of association are fit with purpose with sportScotland's expert resource lawyers.</p> <p>AGM needs consideration; for example does the Board look to hold this in conjunction with another event?</p>	

	<p>VB has drafted a delegation of authority for financial matters and the scope of this now needs widened to cover other operational matters.</p> <p>GDL suggested a Board away day post the AGM; after the appointment of new directors. The focus of this will be delivery of this year's plan and a detailed plan for the following year.</p> <p>GDL suggested that the selectors should consider who can take on a team captaincy as this may influence which fencers are selected.</p> <p>CJCFFC could still take place in summer 2018, decision is with the Board of England Fencing and if agreed this will then go to CFF for ratification.</p> <p>Financial planning for CFFC needs to start. Previously SF received a grant from the Commonwealth Council to support athletes attending. The Board discussed creating templates, timelines and action lists for events to include invites, letters to fencers, selection of staff, welfare implications around the selection of u18s for senior events and so on.</p> <p><b>Action</b>  GDL to ask LH if she wishes to be TM for CFFC  GDL to explore possibility of a grant for CFFC 2018</p> <p>The Board need to prepare a contingency plan for financial cuts.</p>	<p>VB</p> <p>GDL</p>
4	<p>sportscotland Relationship</p> <p>JG presented the current position with sportscotland. Current targets are to 31 March 2018 and JG, with VB/GDL, is setting targets for 2018/19. The board discussed how to set a target for clubs receiving Swordmark accreditation.</p> <p>JG left meeting 18.10</p>	
5	<p>Record of Decisions made outside a Board meeting</p> <p>There were no decisions made.</p>	
6	<p>Chief Operating Officer's Report</p> <p>VB presented his COO Flash report.</p> <p>VB suggested that SF look to appoint someone to lead the referee mentor programme for those fencers committed to making referee a career. SF to also consider looking at running a low level 1.</p> <p><b>Action</b>  GDL to lead the recruit for this volunteer.</p> <p>Staff kit is organised. VB/BS/LA will look at options for athletes and coaches and put this out to tender. (as it will be more than £5k).</p> <p><b>Action</b>  VB/BS/LA to start tender process for SF team kit</p> <p>Before AA finishes on 30 November his focus is on club grants and Swordmark accreditation. VB has asked him to complete mySport information with LA and AP. VB will publicise his resignation once</p>	<p>VB/  BS/  LA</p>

	<p>the website note is agreed. VB added that sportscotland are willing to fund a position until 31 March 2018.</p> <p><b>Action</b> VB/GDL/GP to agree and publish AA resignation notice</p> <p>Sportscotland are committed to funding a post in the gap between AA's resignation and the start of the next financial year. The Board agreed to advertise a short term project role with a start date of early January. This role would not be an employee but a contract for services from a self-employed contractor.</p> <p><b>Action</b> DWC to share list that HMRC use to consider if someone is treated as an employee or contracted as a service. VB/GDL/ SA to look at advertising a project to meet HMRC regulations.</p> <p>The board discussed the options open to them regarding the CDO position following 31 March. The Board agreed to look at the Job Description, and begin the recruitment process mid February with a view to appointing 1 April.</p> <p><b>Action</b> SA/VB to agree recruitment process</p> <p>Membership dropped to 940; is now back up to 955. This looks like student membership gains with more to come, AP is working with one university to get their fencing club and members affiliated to SF.</p> <p>VB reported that two level two foil certificates were awarded. AP is tracking SF coaches 66 are active; 55 have PVGs with mitigation in place for eight.</p> <p>MOD/ West Fife are assisting with running a pentathlon hub in Fife.</p> <p>Coaches have contacted SF looking for financial assistance to support their development by attending World Cup events with athletes. This funding for this is no longer available but it would be helpful to give advice on where coaches can apply for funds to help their development.</p> <p><b>Action</b> GP/LA to draft response and to add information on funding opportunities for coach development to the website. VB to invite Phil to SSA Shared Practice event.</p>	<p>VB/ GDL/ GP</p> <p>DWC</p> <p>VB/ GDL/ SA</p> <p>SA/ VB</p> <p>GP/ LA VB</p>
7	<p>Director's updates</p> <p>7.1 Finance</p> <p>DWC confirmed that the cash position is healthy. DWC presented a draft budget report. GDL thanked for this clear presentation of SF finances.</p> <p><b>Action</b> DWC/LA to continue to finalise budget reports</p> <p>7.2 Performance</p>	<p>DWC/ LA</p>

	<p>HK has prepared ranking lists for CFFC selection</p> <p><b>Action</b> LA to publish on website</p> <p>VB suggested that SF look to appoint someone to lead the referee mentor programme for those fencers committed to making referee a career. SF to also consider looking at running a low level 1. GDL to lead the recruit for this volunteer.</p> <p>HK reported on the progress made re Scottish Sports Aid applications. He asked the Board to consider how to prioritise and rank these as only 8 applications can go to the Scottish sports trust. Does SF weight performance or development? This year HK suggested keeping the criteria as those committed to the World Cup Circuit however a longer term outlook might be to integrate this into SF's development strategy.</p> <p><b>Action</b> LA to make available applications sent last year. GDL/RM/HK to rank applications received – applications to be with Scottish sports aid trust by 1 December.</p> <p>7.3 Governance</p> <p>HK will consider the new data protection laws. PS added that the new privacy laws might have a bigger impact on clubs and it might be useful for SF to provide some advice for them.</p> <p><b>Action</b> Review articles of association Plan AGM</p> <p>7.4 HR and Equality</p> <p>Board agreed to use an on-line holiday management tool (which also records sickness absence); cost is £65 a year.</p> <p><b>Action</b> VB/LA to set up on-line tool to start 31 March 2018 when holiday leave period starts. Equality</p> <p>SA requested 15 minutes at the next board meeting to discuss the outcomes of the 2017 Equality Survey.</p> <p>SA suggested that the Board Development day includes equality training.</p> <p>SA added that VB/LA/SA had reviewed the arrangements for the 5 nations with regard to the outcomes and recommendations made by RM following the welfare investigation. The invite letter now specifically asks for fencers to inform team staff of any injury/illness.</p> <p>7.5 Selection</p> <p>HK/BS reported selection is complete with full teams for all weapons apart from Women's foil which has a team of three. There were quite a few clashes with other fencing events (some direct and</p>	<p>LA</p> <p>LA GDL/ RM/ HK</p> <p>HK HK</p> <p>VB/ LA</p>
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	<p>some in the following week). This combined with the workload on those studying at this time of year highlights why holding the 5 nations in November is not ideal.</p> <p>The Board discussed the requirement that fencers seeking CFF selection were to fence at the 5 nations. The Board reminded BS to record the reasons why fencers were unable to attend. The Board <b>agreed</b> that after the 5 nations GDL/HK/GP will word a note for the website about revoking this criteria. SF having confirmed the reasons for not competing; none are disbarred.</p> <p><b>Action</b>  BS to record reasons why fencers could not compete at 5 nations  HK to draft note for publication after the 5 nations revoking the requirement of fencers seeking CFF selection to fence at the 5 nations.  HK/GDL to invite Chloe to be female point of contact on 5 nations staff team.</p> <p>7.6 Events</p> <p>MF did not attend so no report.</p> <p>VB reported that he had received two formal complaints that the Scottish Schools Individual Championships was held on the same weekend as two other major junior and cadet events. The Board discussed the risk around losing an organiser (who runs many competitions) versus running the event in house.</p> <p><b>Action</b>  GDL to propose options of how to progress the GB Cup (which is a British Intermediate Competition)</p> <p>7.7 Safeguarding</p> <p>RM reported that Children First have not replied and he cannot progress the MOR until he meets them.</p> <p>RM added that there were no welfare issues surrounding the club BF had highlighted.</p> <p>RM added that he has had a positive introduction with BF's Equality and Safeguarding Manager, Liz Behnke.</p> <p>7.8 Development</p> <p>The Board discussed relaxing the terms of the grants and promoting these further. It was discussed SF could support clubs to run referee courses.</p> <p><b>Action</b>  VB/ SA will target Salle Rollo for a grant.  RM consider running a Positive Coaching Scotland course.</p> <p>7.9 Communications</p> <p><b>Action</b>  VB will recirculate the Communications Policy.  VB to consider procedures to support the Communications Policy.</p>	<p>BS HK</p> <p>GDL</p> <p>VB/ SA RM</p> <p>VB</p> <p>GP</p>
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8	<p>AOB</p> <p>14 December, Caledonia House (GP, DWC have given apologies)</p> <p>Future dates</p> <p>Action</p> <p>LA to circulate once dates added to draft</p>	