



MINUTES

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

	Item	Who
1	<p>Introduction</p> <p>1. Welcome, apologies for absence</p> <p>Apologies were received from DWC, RM and GP.</p> <p>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>Page 5 Item 7.5 delete “HK to send individual responses”. Other than that correction the minutes were agreed as an accurate record of the meeting.</p> <p>2.2 Matters arising: review of Action List (under Agenda Items where applicable)</p>	LA
3	<p>Chair’s Report</p> <p>GDL reported that the dates for senior Commonwealth Fencing Championships are confirmed; the CFF had still to finalise the programme. <i>(Post-meeting note: schedule now published, available at http://www.cfc18.net/#schedule)</i></p> <p>The CFF was expected to confirm Junior and Cadet Championship dates (summer 2017) soon. GDL will share dates internally until these are published by CFF. Venue is Northumbria University</p>	
4	<p>sportscotland Relationship</p> <p>JG is meeting VB at the end of January to discuss 2018/19 investment.</p>	
5	<p>Record of Decisions made Outside a Board Meeting</p>	

	None	
6	<p>Chief Operating Officer's Report</p> <ol style="list-style-type: none"> 1. Review of KPIs (includes "Increasing Membership" and "Inclusion", "Club Affiliation", "Accreditation" – Development Workforce) 2. Grant Applications and Awards 3. Delivery of Development Plan 4. Staff Matters 5. New data-protection legislation 	VB
	<p>VB presented his COO flash report.</p> <p>VB confirmed he undertook AA's leaving interview and that AP will add AA's input to Mysport.</p> <p>VB is continuing to look at ways SF can work collaboratively with other smaller governing bodies on key areas including the new data protection legislation.</p> <p>Action VB to bring a paper to next board on implications of the new data protection for SF.</p> <p>AP is monitoring membership. SF is beginning to understand the context why they numbers are dropping. SF now has a baseline to work on and there is good work with clubs in trying to achieve new members which are more sustainable and will keep people fencing in the long term. Whilst SF might not make the membership target there is good information and projects to build on for the future.</p> <p>VB reported that there are two possible new clubs, one in West Lothian and another in south Lanarkshire. There is a good project with South Lanarkshire active schools proposed.</p> <p>Following the COO meeting with sportscotland's Head of Communications VB reported that sportscotland was keen for SGBs to support the work they were doing on influencing key individuals including the Sports Minister. SF needed to engage with these messages and push these on our channels.</p> <p>SF needed to widen its communication channels and include Instagram. There was potential to recruit a volunteer to take on a communication/social media role.</p> <p>JG would distribute sportscotland's monthly communication topics as soon as they were confirmed.</p> <p>VB confirmed that SF had met its investment target of 10 coaches.</p> <p>Action VB would work on the investment document which had to be with JG by the end of January.</p> <p>VB and JG were to conduct interviews/enhanced conversations with the two preferred candidates for the Sports Development consultancy on Monday, with a view to the successful candidate starting 8 January 2018.</p> <p>Action VB/LA to forward CVs to SA.</p>	<p>VB</p> <p>JG</p> <p>VB</p> <p>VB/LA</p>

	<p>VB reported that AA had requested to be Lead coach at the Commonwealth Fencing Championships, with Louise Helyer as Team Manager.</p> <p>Action HK to consider staff appointments for CFC.</p> <p>VB highlighted the potential to send the development referees to CW. It was agreed there was a mutual benefit to SF inviting them.</p> <p>VB presented an outline of the grants applied for. SF had to consider the risks of awarding grants to "closed" clubs such as universities. SF would consider using Instagram to highlight case studies from clubs that had been awarded grants in the previous rounds.</p> <p>Action AP to speak to Colin Whiteford re grants for women's returners.</p> <p>GDL thanked the team for their effort in club and membership development.</p> <p>VB suggested that AP's hours could increase until 31 March.</p>	<p>HK</p> <p>VB/AP</p>
<p>7</p>	<p>Enhancing Governance</p> <ol style="list-style-type: none"> 1. Board Composition (amendment of Articles of Association) 2. Governance Framework 3. Continuous Improvement 	
	<p>Amendments to Articles were proposed to increase the potential number of independent directors to four. HK confirmed that the new articles would ensure that independent directors could not have a majority.</p> <p>GDL added that he would like the Articles reviewed to ensure that SF could take appropriate action with clubs or members who were acting in a manner prejudicial to the interests of SF. It was agreed to scope the work required to strengthen the Articles before deciding whether to progress with this. The Board could seek to amend the maximum permitted number of directors at the AGM.</p> <p>Action VB to engage with Harper McLeod (sportscotland's expert resource) to scope work around the strength of SF's Articles. A draft amendment to the existing Articles to be prepared prior to the AGM.</p> <p>Action VB/GDL to work on delegation of authority and responsibility from the Board to the COO and bring the updated paper to the Board for the January meeting.</p>	<p>VB</p> <p>GDL</p> <p>GDL/ VB</p>
	<p>Priority Areas</p> <ol style="list-style-type: none"> 1. Communication (what was happening in Dec, Jan; what happened in Nov) <p>VB asked the Board to approve the updated Communications Policy.</p> <p>Action Board to approve Communications Policy. SA noted her approval.</p>	<p>All</p>

<p>GP submitted a project proposal for two key campaigns – “this girl fences” and to support the Year of Young People.</p> <p>The Board approved this proposal.</p> <p>SA suggested that this paper was a good format for other directors to use as a template for future proposals to the Board.</p> <p>2. Safeguarding</p> <p>VB suggested that the title should change from "Safeguarding" to "Wellbeing" as this was now the focus. Children First were issuing the Safeguarding and Wellbeing toolkit on the 4 January to all SGBs. This was a large piece of work which SF would need to complete by 31 March. As this was wider than ensuring that appropriate policies and procedures were in place, SF was likely to have an action plan for the year once the toolkit is completed.</p> <p>Action RM/LA/VB to complete Children First toolkit.</p> <p>3. Equality and Inclusion ("Engagement of Clubs", "Female Participation", "Wheelchair Fencing", "Autism", "Social Deprivation", "Returners")</p> <p>SA presented the Equality data from the survey that had been conducted earlier in the year.</p> <p>During 2018, SA was looking to recruit people from protected characteristics to join the equality action planning group. The Board also needed to identify how wheelchair fencers could engage with clubs; this would include awareness training and specific training for coaches.</p> <p>Action: LA to look at L1/L2 coaches and the M/F split SA/LA to survey staff and board and key volunteers JG to share information about innovative ways to work on equality.</p> <p>4. Safeguarding (Investigations, Volunteer Scotland, event licensing)</p> <p>See 2 above</p> <p>5. Board Self-appraisal</p> <p>SA was still awaiting some replies.</p> <p>6. Local and Regional Engagement (GB Cup)</p> <p>GDL explained the premise behind the GB cup. This is a British competition aimed at intermediate fencers who could qualify through finishing in the top two of a regional competition. GDL would lead on this.</p> <p>The next target was to re-start Scottish Novices' competition.</p> <p>7. Events (U15 Qualification Events, Scottish Open 2018; Scottish Novices (2019?))</p> <p>2018 CW Final qualifier is this weekend.</p>	<p>RM/LA /VB</p> <p>LA LA/SA JG</p> <p>GDL</p>
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<p>Action MF to send results to Fiona Morrison, copy to BS.</p>	MF
<p>Scottish Open</p>	
<p>Action MF to discuss with BF re making the Scottish Open a foil/epee cadet and junior qualifier event.</p>	MF
<p>8. Coaches (Utilisation, Education, Registration)</p>	
<p>GDL discussed creating an overview of L1/L2 coaches to find out where SF had coaching resources to establish where there was capacity and where focussed growth was necessary.</p>	
<p>9. Referees (Development)</p>	
<p>There was only space on the L3 international circuit for a limited number of junior referees. All Home Nations needed to ensure that referees put forward to the international circuit were of a standard that meant they could qualify within a year so that the following L3 candidates could enjoy the same opportunity.</p>	
<p>10. Volunteers (Strategy)</p>	
<p>GDL proposed that for next year SF look to what skills gaps there were and to look to recruiting a pool of volunteers, planning their development and utilisation.</p>	
<p>11. Board-development Programme (eg at least three Board Meetings per Year with one topic, led by an external SME, for eg Continuous Improvement, Equality and Inclusion, Safeguarding, Good Governance).</p>	
<p>GDL proposed that for at least three meetings per year the Board should align with B topics and have a discussion led by a specialist on this area.</p>	
<p>12. Talent Development and Selection (Senior Five-nations' Match, CFCs, Challenge Wratistlavia, replacement for UKSG, SFA Review)</p>	
<p>2018 Challenge Wratistlavia dates were confirmed as 22 -26 March 2018.</p>	
<p>GDL recommended that, for future CW events, SF did not select u11s. BS would consider entries and whether U11s were invited to join the squad after the final selection event.</p>	
<p>It was agreed that SF pick a TM and ask for volunteers to coach and be chaperones for CW 2018.</p>	
<p>Action BS to coordinate 2018 CW selection.</p>	BS
<p>The Board discussed who should lead the summer camp and what other roles/jobs sat with the performance manager. CFC preparation was also something the Board needed to consider.</p>	
<p>Action VB to design framework for CFC preparations</p>	VB

	<p>GDL reported that Welsh Fencing had offered to hold a schools quadrangular match in 2018 in place of the UK School Games.</p> <p>HK updated the board on the application process for SportsAid awards. HK added that in future this should fit in to SF's development pathway.</p> <p>Action The board to consider HK's note on CFF selection criteria regarding non-attendance at the Senior Five-nations' Match.</p>	All
	<p>Key Partnerships</p> <ol style="list-style-type: none"> 1. BF (covered by COO) 	
	<p>Calendar</p> <ol style="list-style-type: none"> 1. Board Meetings 2. AGM <p>As SF was a Limited Company, there was no requirement for to hold an AGM; however, the Board considered that it was good practice to do so. The Agenda for the AGM included the election of directors and the announcement of annual awards. The date of AGM was agreed as 24th February, venue TBC.</p> <p>Action LA to confirm the scope of existing awards and who held the trophies.</p> <p>Action LA to forward dates of SF Board meetings to JG. LA to send invitations and, once finalised, sent out another invitation to those unable to attend so that they can still have a note in their calendar.</p> <ol style="list-style-type: none"> 3. Strategic Planning Workshop (after AGM, facilitated by sportscotland) <p>GDL advised that SF needed to submit the two-year strategy to sportscotland by the end of August. The Board would look to hold a strategy away day facilitated by sportscotland following the AGM and once the new directors were recruited.</p> <p>GDL would like to re-energise the Scottish Schools Committee; however, the current organisational arrangements needed to be understood.</p> <p>Action RM to investigate whether the Scottish Schools Committee was operating and what its terms of reference were.</p> <p>AOB Branded Equipment</p> <p>BS presented an option for team kit – which would not need to go out for tender as there was no outgoing for SF. It was suggested that SF could write a statement of requirement. There was a discussion about how to recognise “caps”. SF also need to devise a replacement to stripes.</p> <p>Meeting closed at 9.30</p>	<p>LA</p> <p>LA LA</p> <p>RM</p>