



MEETING of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED held at Caledonia House, Edinburgh 14 June 2017 at 18.00

- Present Sheila Anderson Director HR/Equality (SA)
- David Carson Finance Director (DWC)
- Martyn Foley Director Events (MF)
- Hugh Kernohan Director Governance/Performance (HK)
- George Liston President/Chair (GDL)
- Ross Morrison Director, Safeguarding/Development (RM)
- Mike O’Donnell Director, Interim CEO (MOD)
- Gail Prince Director, Events/Communication (GP)
- William Steele Director, Selection Manager (BS)

- In Attendance Liz Anderson Administrator (LA)
- Jennifer Griffin sportScotland Partnership Manager (JG)

MINUTES:

	Item	Who
1	<p>Welcome and Apologies</p> <p>1. Apologies</p> <p>There were no apologies.</p> <p>2. Declaration of any new 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>The minutes of the meeting held 10 May 2017 were agreed as a true record.</p> <p>2.2 Matters Arising: Review of Action List</p> <p>The Board recorded their thanks to MOD for the work he has done in the role of interim CEO. GDL also highlighted the huge amount of work he does for Scottish Fencing in his other roles.</p> <p>BS was thanked for his work in finalising UK School Games selection.</p>	

<p>3</p>	<p>Chair's Report</p> <p>1. Board Development Days</p> <p>GDL thanked GP for facilitating the Board Development Days, also those who attended. The Board now has a better understanding of what was required to develop and update the strategy.</p> <p>2. Review of Development Plan, Operational Plan, Staffing Structure</p> <p>ACTION: The revised Staffing Structure, Operational Plan and Development Plan to be submitted to sportScotland by the end of June.</p> <p>3. Review of Strategy</p> <p>The revised Strategy required more detail than the current version and GDL discussed the options of SF resubmitting a one-year versus a three-year strategy.</p> <p>ACTION: The revised Strategy to be submitted to sportScotland by 25 August.</p> <p>4. Budgeting</p> <p>GDL stated that the Board needed to have more information, particularly financial, to help inform its decisions. Project and event leads would provide costed plans and will have to manage their event/project within the budget set by the Board.</p> <p>5. Task List</p> <p>2018 UK School Games - GDL reported that, despite BF submitting a strong bid, fencing would not be part of the 2018 UK School Games.</p> <p>ACTION: To consider impact on SF talent development/pathway and propose mitigation.</p> <p>Sword Mark - GDL reported that, notwithstanding significant progress made by several clubs, no club had yet been accredited. The Scheme was a key tool, helping clubs to develop and gain new members whilst receiving assurance that people were attending clubs which provided a safe environment. It was important to confirm how the accreditation process would work. Once accreditation had been agreed, this should be publicised to advertise the Scheme.</p> <p>ACTION: To elicit feedback from AA on implementation of swordMark and consider how accreditation of clubs should occur (including related publicity).</p> <p>Commonwealth Fencing Federation Championships (CFFC) -As part of his discussions with sportScotland, the President had confirmed that the Commonwealth Fencing Federation Championships (CFFC) would be recognised as talent development.</p> <p>ACTION: To reflect the CFFC as talent development in the talent pathway element of the revised Strategy.</p>	<p>Chair COO</p> <p>Chair COO</p> <p>RM/HK</p> <p>RM</p> <p>RM/HK</p>
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<p>4</p>	<p>sportScotland Relationship</p> <p>1. Partnership Manager: update</p> <p>JG detailed her role which was to support sporting governing bodies (SGBs) and ensure sportScotland's investment was spent by SGBs in accordance with extant guidance. Investments were made in three areas: effective organisation, performance and development.</p> <p>Outcomes for development funds include sustaining and increasing membership, increasing the number and quality of clubs, increasing the skills of volunteers. Performance outcomes were linked to performance targets for Scottish teams at the Commonwealth Games and selection for GB teams and winning medals at Olympic Games.</p> <p>Effective governance and performance budgets came from government funding, development from lottery funds. SF could ask for support for Commonwealth athletes through development pathway funding.</p> <p>JG stated that, when submitting applications, SGBs needed to be realistic but challenging.</p> <p>JG added that funding was agreed in principle over an agreed period, linked to the strategy, but was confirmed annually. JG replied that funds did not increase with inflation as the amounts sportScotland are given were set and had no allowance for inflation.</p> <p>JG added that she was there to support and welcomed questions.</p> <p>To prevent JG being asked the same questions more than once, GDL asked Board members to copy any requests and responses to all directors.</p>	
<p>5</p>	<p>Record of Decisions made Outside a Board Meeting</p> <p>1. Agreement of Redundancy Policy</p> <p>The Redundancy Policy was agreed by email in March 2017. The Board recorded its adoption.</p>	

6	<p>Chief Executive's Report (to 31 May)</p> <p>1. Review of Targets.</p> <p>No membership figures had been presented to the meeting.</p> <p>Action: To bring membership figures to each Board meeting.</p> <p>MOD reported that SF had made progress with PVG checks for active coaches. At the start of the year, SF had reported 55 active coaches of which 30 had completed checks through SF; this had risen to 48. GDL added that SF now had a policy for accrediting coaches with prior learning so that coaches with overseas qualifications, or those obtained under a previous scheme could be assessed and subsequently meet the standards required for the BF Coaches' Register.</p> <p>ACTION: Update the list of coaches, providing an accurate picture of the number of active coaches.</p> <p>2. Review of Audit Actions.</p> <p>KPMG report had been finalised.</p> <p>Application to sportScotland for additional funds for women returners/women adult classes had been unsuccessful; however, but RM could use the related plans as part of the detailed development plan.</p>	<p>MOD</p> <p>MOD</p>
7	<p>Directors' Updates</p> <p>The Board agreed to defer these until the operational plan, development plan and staffing structure had been finalised.</p>	
8	<p>Development Plan</p> <p>Funds were split £7K on talent pathway and £16K on membership development, of which £1.5K was Direct Club Investment (DCI). Coach Development had a £3k budget.</p> <p>It was suggested that around £5K could be earmarked for small grants (£300?) to clubs to assist with growth. It was also suggested that, for clubs to engage with another round of grant giving, the Board considered feedback from the grants applied for and awarded/not awarded in 2016.</p> <p>ACTION: Provide Board with a paper on what the previous small grants had been applied for and what the clubs' targets were by end of June.</p> <p>Scottish Open "come and try" needed to be facilitated by clubs in the Edinburgh area.</p> <p>It was suggested that SF could run volunteer development courses on the development of volunteers' skills - eg armoury, club treasurer, welfare officer.</p> <p>The budget for Referee Development was £2K.</p> <p>It was suggested that £5K could be used to fund the programmes MOD outlined in the unsuccessful sportScotland bid.</p> <p>ACTION: Incorporate, in the draft Development Plan, the programmes outlined in the unsuccessful sportScotland bid.</p>	<p>MOD</p> <p>MOD</p>

	<p>SA suggested putting funds (£1K) towards the Equality Action Plan: encouraging women to train as Level 3 coaches; working with fencers with autism or Asperger Syndrome.</p> <p>MOD reported that this summer's camp would need £3K of development funding rather than the £1.5K previously reported. It was agreed that all coaches at the camp were to have PVG checks or equivalent through SF; for overseas coaches, this would include obtaining confirmation of a coach's qualifications from the relevant national governing body (NGB) and a statement to the effect that that NGB would have no concern about that coach's suitability to work with children during the camp. The Board decided that this year's summer camp would go ahead; however, in view of the absence of a robust financial plan (that could be tailored to fit the number of attendees), the Board agreed a ceiling of £3.5K of funding to support delivery of the camp.</p> <p>ACTION: Work to reduce the summer camp deficit and the requirement for funding.</p> <p>ACTION: Obtain assurance of the suitability of overseas coaches to work with children on the summer camp.</p> <p>For the future the Board needed to consider the impact of SFA days and the summer camp and find a coherent approach so that coaches, referees and other volunteers could benefit from training together.</p> <p>SFA funding was agreed at £1K, Challenge Wratistavia was £2.5K.</p> <p>ACTIONS:</p> <p>Update the Development Plan circulated with the Agenda.</p> <p>Lead development of this Plan and distribute to Board for comment from all directors by 19 June.</p> <p>ACTION: MOD to circulate Salle Ossian DCI agreement. LA to check previous Board minutes.</p>	<p>MOD</p> <p>MOD</p> <p>GP</p> <p>RM/All</p> <p>MOD/ LA</p>
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<p>9</p>	<p>Staffing Structure</p> <p>LA and MOD left the meeting. The directors discussed a costed staffing structure, looking at a possible COO role, two part-time Club Development Officers (CDOs) and an Administrator.</p> <p>LA rejoined the meeting.</p> <p>It was agreed that the second CDO role would be advertised on the same pay range as the first.</p> <p>ACTION: To advise JG when the second CDO role was advertised.</p> <p>The Coach Education Manager role was discussed. SA reported that SF would advertise this vacancy. JG would discuss SF’s proposal with colleagues to ensure this meets sportScotland’s funding guidelines and she would reply to GDL.</p> <p>It was agreed to submit a one-year strategy to sportScotland in August, with the possibility of repeating that for each of the subsequent two years.</p> <p>ACTIONS: Draft an outline of the revised one-year strategy. Progress both the Development Plan and the Costed Staffing Structure with the responsible directors.</p>	<p>LA</p> <p>GDL GDL</p>
<p>6</p>	<p>AOB</p> <p>6.1 SF Governance</p> <p>HK explained that the KPMG review confirmed our governance arrangements were fundamentally sound. There were three points the Board should bear in mind at all times:</p> <ul style="list-style-type: none"> • we should refer to and use the policies that were in place; • questions should be clearly stated and all decisions recorded in writing and shared; • we are a Board and should operate collectively. <p>Immediate governance issues were the use of the risk register, setting and approving the arrangements for Swordmark, and the quality of management information, especially that used for setting targets.</p> <p>6.2 Scottish Open</p> <p>ACTION: MF to draft a costed proposal for the Scottish Open which would look at both Oriam and Dalkeith Campus. This is to consider factors including the perception of the Board, should it be decided to make the Scottish Open less ambitious.</p> <p>6.3 Date of Next Meeting</p> <p>It was agreed to hold a further meeting in July, date to be confirmed.</p>	<p>MF</p>