

**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
26 AUGUST 2020 BY MICROSOFT TEAMS

Present	George Liston	President (GDL)
	Sheila Anderson	Director of Operations (SA)
	Ross Morrison	Director of Safeguarding (RM)
	Hugh Kernohan	Director of Governance (HK)
	Paul Vaughan	Director of Talent and Performance (PV)
	Morven Shaw	Commercial Director (MS)
	Martyn Foley	Director of Events
In Attendance	Vincent Bryson	Chief Executive Officer (VB)
	Barry Cook	Sportscotland Partnership Manager (BC)
	Jacqui Dunlop	Minute Taker

	Item	Action
1	<p>Introduction</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 Gail Prince (Independent Director), Adam Szymoszowskyj (Director of Development) and David Carson (Finance Director).</p> <p>1.2. <u>Declaration of conflicts of interest</u></p> <p>There were no new conflicts of interest declared.</p>	
2	<p>Minutes of Previous Meeting and Matters Arising</p> <p>2.1 <u>Review of Minutes of 10 June 2020</u></p> <p>It was agreed that the minutes of the meeting of 10 June 2020 would be approved by email as they had not been circulated.</p> <p>2.2. <u>Matters Arising from Minutes of 10 June 2020 but not on the Agenda</u></p> <p>a) VB and HK to liaise on an automatic direct to the new website.</p>	<p>VB</p> <p>VB/HK</p>
3	<p>Chair Report</p> <p>GL reported that VB and the staff team had been doing most of the work with sportscotland over the dynamic, ever-evolving situation, as guidance from Government evolved.</p> <p>CEO Report</p> <p>Membership A membership comparison between 2019 and 2020 had been circulated which showed that, although membership was starting to drop in August, this was not by as much as</p>	

had been expected. The Scotland Complete Full membership is 15 down year on year; this category was where most of the membership income is generated.

It was noted that University Clubs had received a grant from the Foundation for Scottish Fencing; it is hoped that the numbers of students becoming members should rise as the universities return, with a potential figure of 250 additional members projected. Scottish Fencing now had a formal relationship with Scottish Student Sport and had endorsed their Fencing Chair, with regular catch-up meetings being held.

RM asked how the figures compared to those for British Fencing overall. VB noted that the income from Membership was projected to be between £31,000 and £34,000 depending on renewals, as British Fencing takes 68% of membership income from that which Scottish Fencing brings in. VB noted that there had not been any sign of the related agreement from British Fencing.

Finances Work had been ongoing with the staff team to reduce expenditure and a number of invoices had come in below what had been expected due to COVID-19. With the deficit now at £2.2-2.3K, work would continue and a deficit of £1,000 would be a success. It was noted that only so much can be cut before you start harming the organisation. The investment from sportscotland had been received, with the process being much easier than previously, so the account was healthy.

Engagement Blair Cremin had contacted all Clubs individually for check-ins and Social media statistics show an increase of 20% engagement from this time last year.

Pathway Squad VB reported that, the previous year, a school in Stirling had been used as the venue for the Squad; this year the Squad would use hybrid learning and it had been agreed that the face-to-face sessions would utilise three of Scottish Fencing's club venues in order to keep the money in the sport with Salle Ossian, Braveheart and West Fife all hosting sessions. The programme was still being developed but consideration may need to be given to limiting the applications by weapon or age group and there would be between 5 and 7 sessions between October and April and one following Challenge Wratislavia.

Coach Education Provision would be sparse this year, with workshops by Alistair McCaw and Active Advantage being held. Consideration had been given to providing workshops as part of the Scottish Open weekend as an optional three or four sessions. However, the Scottish Open would not be able to go ahead and SA suggested that it may be worthwhile to offer workshop events over the same weekend. Consideration may also be given to making it a coaching weekend or trying to do something in the space and VB agreed to see whether a coaching weekend would be viable.

Rent VB reported that there may not be a rent rebate from sportscotland for the Office in Caledonia House and confirmation of this was awaited. The staff members were working well remotely and work was ongoing to share the rent with another governing body.

Strategy VB noted that he would like to re-energise the Strategy Sub-group. The sportscotland strategic reviews had formally been cancelled until the following year so there would be no investment panel until September 2021. SA noted that there may need to be another sub-group looking at the redevelopment of the West Region and how to drive this piece of work forward.

VB

4 **Submitted Papers and Areas for Discussion**

	<p>HR Director – Future Planning and Staffing</p> <p>SA submitted a paper on Future Planning and Staffing, noting that staff contracts were in place until 31 March 2021 so a decision was required on whether to continue with the current structure or change it.</p> <p>The feedback was unanimous that the current structure was working well and the Board agreed to keep the current structure in place.</p> <p>Areas of delivery to be looked at included: development in the West of Scotland; how to increase numbers of active coaches and how to balance coach education; sharpened focus on income generation.</p> <p>It was noted that there was a shortfall in the staffing budget, and that this had been agreed with the Board ahead of the CEO appointment and that there was a deficit of approximately £10,000. PV noted that there were funding opportunities with grant funding and match funding available. VB noted that there was funding available as long as the Board was comfortable with the identity of the sport being as sport for change, with a role in supporting public health.</p> <p>Although increasing membership numbers was a priority, this was not a means to generate significant income, due to the relationship with British Fencing. However, Scottish Fencing did need to find a way to top up the membership income, although Scottish Fencing did not currently have the means to collect its own membership fees.</p> <p>It was agreed that a sub-group to look at income generation should be created with a target of £10,000. MS agreed to lead the Group, AS has also previously indicated a willingness to be involved and VB agreed to contact him, with GDL and VB also involved. VB agreed to send MS a list of Trusts and Funding bodies. It was agreed that the Income Generation Sub-group would meet and report back to the next Board meeting and VB agreed to organise the first meeting.</p> <p>SA was thanked for her excellent report.</p>	<p>VB VB VB</p>
5	<p>sportscotland Update</p> <p>BC reported that support had been given to governing bodies on Guidance with the investment process now becoming smoother and easier. The second instalment of the sportscotland investment had now been received.</p> <p>Sportscotland was also supporting governing bodies with COVID-19 E-training modules and Job Descriptions for COVID-1 officer and the feedback on this had been positive. “Getting Facilities Fit for Sport” and “Coaches Fit For Sport” webinars had also been provided.</p> <p>VB noted that over the previous six months, governing bodies had never been so connected and a lot of good practice had been shared. VB had also been involved in meetings with a number of governing bodies and sportscotland officials which had proved very useful and supportive.</p> <p>There is some concern that, although indoor facilities may be able to open soon, the reliance on the school estate may be problematic for clubs getting back as it would depend on the cleaning regimes implemented by local authorities. Clubs were being urged to have a conversation with their facility providers at the first opportunity.</p>	

6	<p>Coaching Proposal</p> <p>It was agreed that VB would send an invitation to those interested in coaching in Scotland to gather thoughts and a further discussion would be held at the Board catch-up. Coaching would also be put on the Agenda for discussion at the interim Board meeting.</p> <p>RM asked whether Scottish Fencing was obliged to re-advertise the role and SA confirmed that it was an extension of a contract so did not have to re-advertise but that she would check this.</p>	<p>VB</p> <p>SA</p>
7.	<p>Record of Decision Made Outside a Board Meeting</p> <p>The undernoted decisions had been made and approved outwith the Board meetings</p> <p>7.1 Phase 3 Guidelines “Update to Phase 3 guidance” following Scottish Government announcement was issued on 21 August.</p>	
8.	<p>Calendar</p> <p>17 September – Informal Board Meeting</p> <p>30 September – Board Meeting</p>	