



SCOTTISH FENCING LTD

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
15 NOVEMBER 2023 BY TEAMS

Present	George Liston	Chair (GDL)
	Stan Stoodley	President (SS)
	Jude Salmon	Independent Director (JS)
	Paul Vaughan	Director of Talent and Performance (PV)
	Mhairi McLaughlin	Director (MM) – Items 1-6
	Moya Nelson	Director (MN) – Items 1-3
In Attendance	Clare Queen	COO/Head of Pathways (CQ)
	Barry Cook	Partnership Manager, sportscotland
	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 Scottish Fencing Directors Giles Lomax, Sam McLellan, Hugh Kernohan and Coleen Walker. Jude Salmon was congratulated on her appointment as Head of Participation with Triathlonscotland.</p> <p>1.2. <u>Declaration of conflicts of interest</u></p> <p>Jude Salmon declared a potential conflict of interest between her board role and new role at Triathlon Scotland..</p>	

2	<p>Minutes of Previous Meeting and Matters Arising</p> <p>2.1 <u>Review of Minutes of 22 August 2023</u></p> <p>The minutes of 22 August 2023 were unanimously approved.</p> <p>2.2 <u>Matters Arising</u></p> <p>It was agreed that most actions were completed from the minutes of 22 August 2023 with the exception of:</p> <p>a) <u>West Fife Invoice</u> – still awaiting a conclusion of this which CQ will follow up.</p> <p>b) <u>Bank Account</u> – CQ reported that the new bank was not approved, as not many banks are allowing new bank accounts at the moment. Work will continue to try and get a new account.</p> <p>c) <u>Skills Audit and Self Appraisal</u> – Arrange Skills Audit and Self-Appraisal.</p> <p>d) <u>Foundation Coaching Course</u> – See what other sports have in place for Foundation Coaching Course.</p> <p>e) <u>Coaching Outline Programme</u> – Produce Report on Coaching Outline programme.</p> <p>f) <u>Discussion with British Fencing</u> – CQ confirmed that discussions are ongoing with British Fencing regarding a project.</p> <p>g) <u>Directors Induction Programme</u> – GDL agreed to progress, with support from JS and then liaise with MN and SM.</p> <p>h) <u>Organise Competitions Sub-Group</u> – SS reported that this is ongoing but is proving to be challenging. CQ noted that she had discussions with a member who were keen to do more from a Pathways Event perspective and SS was keen to take up their offer and continue to looking for other representatives.</p> <p>CQ explained that that there are no YDS events planned as yet for 2024. It was noted that this leaves a big gap in the pathway. PV agreed to raise this with someone who was involved in the organising and report back.</p> <p>i) <u>Accountants</u> – CQ noted that CW's contact didn't come back with a quote and French Duncan have offered a discount. The accounts are currently with French Duncan for this current year and alternatives will be looked at again in the future.</p> <p>j) <u>Research Papers</u> – BC reported that Derek O'Riordan had sent a link which he would circulate. However, it was noted that most research is heavily protected with only student access allowed.</p>	<p>CQ</p> <p>CW</p> <p>HK</p> <p>CQ/BC</p> <p>CQ/GL</p> <p>CQ</p> <p>GDL/JS</p> <p>SS/CQ</p> <p>PV</p>
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3	<p>Priority Workstream Updates</p> <p><u>EDI Sub-Group</u> – JS reported that she had met with Daniel Baker who had briefed her on the Phoenix Project. She explained that is going okay, but the report focused on numbers rather than the impact that the project is having on the participants. A huge amount of work had gone into organising taster sessions with local schools with only two people then coming along to the Phoenix Project. She noted that work had been done with an adapted SHANARI wheel to gain feedback, this needs refinement to understand participant experience. It was acknowledged it was early days, and the project is progressing, but consideration needs to be given to developing the monitoring process and sustainability of the project. BC noted that the impact of the sessions is really important to capture.</p> <p>CQ updated that the sessions are currently at capacity for the space there is but agreed that a plan is required for the long term. JS suggested that the purpose needs to be established, but it is going in the right direction with numbers increasing. JS was keen to sit down with Daniel and CQ to further discuss and would also like to attend a session.</p> <p>JS reported that the Girls and Women Project is progressing slowly with nothing concrete in place. Daniel Baker has linked with Active Schools in Edinburgh and has also spoken to the Community Sports Hub officer about a potential project at an Edinburgh Secondary School.</p> <p>JS explained that it was critical that Scottish Fencing got a leaders’ programme organized as it was an important resource. CQ reported that work was ongoing with both a local organisation and British Fencing to explore options. A Leaders’ Resource could be used to train leaders in schools, clubs and other organisations for wider delivery of plastic fencing. GDL noted that there was also the Street Sword initiative which could be considered. JS confirmed that she was happy to support CQ with negotiations for the course.</p> <p>JS suggested that Daniel Baker tapped into the Active Schools Network as this is an excellent resource but that Scottish Fencing needed to have a colourful and bright resource to support this work.</p> <p>PV explained that people who attend the Coach Education session received a basic introduction so they could use both plastics and foam, so part of the training was in place. He suggested looking at the Saltire Awards to see if that would incentivise young leaders. PV noted that his club had worked with Active Schools, but that funding was an issue. JS explained that Active Schools needed to be free at the point of delivery.</p> <p>It was suggested that Clubs or the Foundation could apply for funding to progress the Leaders’ courses.</p> <p>JS and MM were thanked for their work on the EDI sub-group.</p>	<p>CQ/JS</p> <p>CQ/JS</p>
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4.	<p>sportscotland Update</p> <p>BC reported on the communications which had been running in October (Inclusion) and September (launch of initiative with Enable). November would focus on Celebrating Sport and December would be a reflection of sport over 2023.</p> <p>Work had been ongoing with STV on Media Workshops which were working with under-represented groups in the media. Fifty people had attended the first workshop and BC agreed to keep the Board updated regarding these workshops and asked that if there was anyone from Scottish Fencing for whom it would be useful to attend, to contact him.</p> <p>A lot of work continued around sustainability, where sportscotland had teamed up with other organisations in the sport sector to help on assessing and minimising environmental impact. Resources existed for those organisations with facilities, but advice on how to run events was also available and there were opportunities for governing bodies to take some positive action.</p> <p>Data and research had been published which shows the impact of sport against the Active Scotland outcomes and BC agreed to send QC the information to circulate to the Board.</p> <p>As a national agency, sportscotland was a Corporate Parent and wanted to listen more and be involved with more care-experienced people. There would be an opportunity for governing bodies to review the draft plan and a related survey.</p> <p>Horizon scanning and longer-term thinking were currently being worked on at sportscotland internally and this would be rolled out to partners in the new year. One thing to think about was “what would be an option for the sporting sector if budgets were not a consideration”. BC would keep the Board updated on this.</p> <p>BC agreed to send a summary of his update which included links.</p> <p>GDL asked if it would be possible to dedicate some time at a meeting to discuss the bigger picture of the sporting landscape, receive an overview of key issues and how current thinking could impact Fencing. BC explained that he would be happy to do this, or he could ask Forbes Dunlop or Craig Burns to attend and give an overview. It was agreed that BC, GDL and CQ would liaise to get a suitable date.</p>	<p>BC</p> <p>BC</p> <p>GDL/BC/ CQ</p>
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5.	<p>Submitted Papers</p> <p>5.1 <u>CJFC Selection Policy</u> It had been confirmed that New Zealand would host the Commonwealth Junior and Cadet Fencing Championships in 2024. A draft selection policy had been circulated. Fencers would be required to indicate if they wished to be selected in advance. The policy stated that the rankings at 26th January would be used for selection, and CQ agreed to contact British Fencing to confirm when the January rankings would be published to ensure that these could be used.</p> <p>Thanks were expressed to PV and CQ for their work on the Selection Policy.</p> <p>5.2 <u>Equality and Diversity Policy Review</u> CQ confirmed that the Equality and Diversity Policy had been reviewed. The EDI policy statement, which was at the beginning of the document, had been published on the website and job titles had been refreshed, with no changes to the actual policy. The Board approved the Equality and Diversity Policy.</p> <p>PV noted that British Fencing had issued a survey on Transgender athletes and CQ reported that she was on the BF-led Working Group.</p>	CQ
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6.	<p>Standing Reports</p> <p>Chair</p> <p>GDL explained that each Commonwealth Championships presented a financial challenge to identify how essential support would be funded. In general, all such costs fell to the athletes and this led to affordability affecting the ability of athletes to aspired to selection. The Board had previously discussed varying the subscription rates and the submitted paper had presented an option to increase subscriptions by a fixed amount, regardless of membership category, to generate a sum of money that could be ring-fenced to allow for the payment of “overhead costs” such as Team Manager, Welfare Officer, Referees, Team Event entry fees to be funded to attend the competitions. In effect, this would spread that cost across all members, rather than on those selected to compete. Scottish Fencing wanted the best fencers to be able to represent Scotland and to minimise the impact of cost on equity of opportunity. Noting that it was not a panacea, GDL suggested adding £10 per annum to each category of subscription. He will check whether it was essential to put this to the members or whether it was a decision that could be taken by the Board.</p> <p>JS noted that she did understand the arguments in terms of the costs associated with young people competing but as Scottish Fencing was trying to increase the membership, she felt that to add £10 to all membership for it to benefit the elite squad, did not sit well with her and that equity is more about those who need it. She felt that there were other ways that elite squads could be funded, but noted that it was a problem and needed to be addressed.</p> <p>PV felt that any increases in membership to sustain a performance team should go to an AGM and not be a Board decision and that there should be consultation first. He also suggested that, as a registered charity, the Foundation may be a vehicle to help with raising funds.</p> <p>GDL noted that he wasn’t expecting a decision immediately but the issues were not going to go away. Anything which was decided would be most unlikely to have an impact on the costs associated with the New Zealand event. CQ suggested that any consultation was done as part of the strategic development plan. Exploring additional options, PV had spoken to a contact regarding sponsorship and would continue to progress this.</p> <p>The Board needed to consider a consultation with the membership regarding this.</p> <p>COO/Head of Pathways</p> <p>CQ submitted the COO/Head of Pathways Report, the two-month summary was noted as.</p> <ul style="list-style-type: none"> • SF Membership Number at 1st November 2023: 925. • Cash at Bank (From Xero/Paypal) 1 August: £151,108. • sportscotland 6-month tracker accepted and second investment payment received. • SF Club Welfare audit ongoing. • Sam McLellan won Young Official of the Year award at the sportscotland COV awards. There were 10 fencing nominations across the categories. • Sportscotland and Children 1st were consulting with SGBs on the design of the Case Management Support Service to support SGBs with safeguarding investigations. <p>CQ noted that the Information Management changes should be completed by the end of the month, involving some restructuring of SharePoint and improved control of access.</p>	All
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The Senior Five-nations' Match would takes place on 18th November. The Scottish Open would be held on 25-26th November, incorporating a Seated Fencing event.

CQ was starting to pull together reports for the AGM.

Safeguarding – CQ circulated a paper about changes which would be required to the PVG process. There was an issue with data sharing for a lot of governing bodies. LA was speaking with Disclosure Scotland and other sports to come up with a workable solution. CQ agreed to keep the Board updated.

CQ

7.	Record of Decisions made Outside a Board Meeting None to record.	
8.	AOCB a) <u>Scottish Fencing Awards</u> Nominations for the public vote had been received. The award of the Sword of Merit was for the Board to determine and paperwork had been circulated by SS for the Board's consideration. b) <u>Proposed Board Dates 2024</u> The proposed dates for 2024 were circulated and any feedback should be sent to GDL. c) <u>UKAD Update</u> CQ reported that the UKAD prohibited list comes into effect on 1st January 2024 and Tramadol was one of the prohibited substances; this would be communicated to members. UKAD would attend the Scottish Open to help raise awareness. Anti-doping education would be incorporated into the training plans for the Commonwealth Championships squad in 2024.	All All
10.	Future Meetings 12 December 2023 – AGM – online.	

Actions

CQ	Organise West Fife Invoice	ASAP
CW	Liaise with LA on new Bank Account	Next Meeting
HK	Arrange Skills Audit and Self-Appraisal	Next Meeting
CQ/BC	See what other sports have in place for Foundation Coaching Course	Next Meeting
CQ/GL	Produce Report on Coaching Outline Programme	Next Meeting
CQ	Work with British Fencing on Project	Next Meeting
GDL/JS	Organise Directors Induction	Next Meeting
CQ/SS	Organise Competition Sub-Group	Next Meeting
PV	Speak to YDS contact.	Next Meeting
CQ/JS	Liaise with Daniel Baker on Pheonix Project	Next Meeting
CQ/JS	Look into Leaders Programme	Next Meeting
BC	Provide information on Active Scotland Outcomes	Next Meeting
GG/BC/CQ	Liaise on sportscotland representation to update on sporting landscape	Next Meeting
CQ	Establish when the GB Rankings are completed for January	ASAP
All	Consider Sword of Merit Nominations	ASAP

All	Consider 2024 Board Dates	ASAP
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