

**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED  
19 AUGUST 2021 BY MICROSOFT TEAMS

Present	George Liston Sheila Anderson Paul Vaughan Mhairi McLaughlin Stan Stoodley Adam Szymoszowskyj Ross Morrison	Chair (GDL) Director of Operations (SA) Director of Talent and Performance (PV) Director (MMcL) Items 1-6 President (SS) Items 1-6 Director of Development (AS) – Item 1-3 Safeguarding Lead
In Attendance	Barry Cook Vincent Bryson Jacqui Dunlop	Partnership Manager, sportscotland Chief Executive Officer Minute Taker

	Item	Action
1	<b>Introduction</b>  1.1 <u>Welcome and Apologies for Absence</u>  The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Hugh Kernohan.  1.2. <u>Declaration of conflicts of interest</u>  There were no new conflicts of interest declared.	
2	<b>Minutes of Previous Meeting and Matters Arising</b>  2.1 <u>Review of Minutes of 14 July 2021</u>  It was agreed that as the minutes had not been reviewed by all Directors that the approval and actions arising would be done at a later date.	
3.	<b>Commonwealth Selection</b>  PV presented a PowerPoint presentation on the Commonwealth Championships 2022 Project Overview.  The aim of the project was to send the best squad available, delivering training, development and competition experience. Events for all age groups (Cadet, Junior, Senior and Veteran) will be held in London between 8-20 August; the full competition programme was now available.  A consultation ran from mid-July to early August; Liz Anderson had circulated the 60 responses to the Board which provided good quality feedback and suggestions. 135 athletes had indicated their interest. PV noted the selection discussion related to Cadet, Junior and Senior athletes, with the Vets already having agreed their approach. One para-fencer had also indicated an interest.	

The majority of responses indicated that there should be a hybrid approach to selection using rankings, performance at a Scottish competition and squad development. There would also be the requirement for a Selection Committee and Appeals Panel to be formed.

The first criterion would be rankings and there was a discussion about the start date of the selection period; it was agreed that, as Scottish Fencing had indicated that athletes would not be expected to travel to attend competitions whilst there were COVID restrictions still in place, that it would be unfair to include any competition from earlier in the year. It was therefore agreed that any event from 1 September and contributing to the GB Rankings as published at the start of April would be included in the selection criteria. British Fencing's points system would be used and both international and national competitions would count. Fencers could seek to qualify in more than one category. Related risks that there could be insufficient competitions was recognised, particularly if further events were cancelled.

The second criterion would be performance at Scottish Competitions. For Cadets and Youths this would be the Scottish Youth Championships and for seniors the Scottish Open. The Vets had already decided on attendance at the Scottish Open. This would support the resumption of Scottish Competitions. Related risks would be the ability to deliver competitions in a timely fashion.

Squad Training would be the third criterion and this would include pre-selection attendance at squad training days, supported by submission of training diaries for those unable to attend. This would link with Scottish Fencing's development approach and indicate an athlete's willingness to train and engage meaningfully with the squad. It did allow scope for those unable to attend due to distance and competing priorities. Related risks would be not establishing appropriate time for training and not completing recruitment of coaches, team managers and support staff.

It was suggested that the Selection Committee comprised five members, with the Director of Performance as Chair. The Committee would include the Safeguarding Officer and 3 others, potentially including an external member, or members of the High-performance Group. The aim would be for the Committee to meet in the first week of April. SA noted that she felt that the composition of the Selection Committee needed further consideration although this could be done at a later date.

An Appeal panel would consider whether there had been a material inaccuracy in the rankings used for selection or incorrect application of the stated selection policy. If an individual had been ranked outside the top 10 they may be offered a place but would have no right of appeal, although consideration needed to be given as to whether this met the objective of sending the best team.

SS asked whether, if a junior wanted to fence on the senior team, they had to use senior competitions for the selection: it was agreed that this would be the case.

SS suggested that, for those selected for the team, it should be a condition that they attended squad training. PV agreed that for the pre-selection athletes it was not mandatory but once the team was selected it would be expected that those on the team attended squad training. He noted that Scottish Fencing may be in a position to help those selected for the team if finance were an issue.

It was confirmed that the Scottish Open didn't have to be one of the 3 scores submitted for a ranking but attendance and performance at the Scottish Open would be considered as part of the selection process.

	<p>VB confirmed that he had been working with British Fencing and sportscotland to develop the submission to sportscotland for investment although not currently related to the selection process currently it should be in place towards the start of April.</p> <p>PV agreed to write a short document on the Selection Criteria and Process for the published it on the website and social media, liaising with SA to ensure that the Vets were also included in the communication.</p> <p>PV was thanked for his work on the Commonwealth Championships Selection process.</p>	PV/SA
3.	<p><b>Reports</b></p> <p>VB submitted the CEO Report, the one-month summary was noted as:</p> <ul style="list-style-type: none"> <li>• Home-based remained <i>status quo</i> – likely October before any access to Caledonia House was granted but home or hybrid working would remain for all staff.</li> <li>• Beyond Level 0 restrictions were in place nationwide – it was anticipated that there would be updates after 3 weeks regarding case numbers and any next steps.</li> <li>• SF Membership Number – 627.</li> <li>• Events Group met July 27th.</li> <li>• Strategy Sessions underway.</li> <li>• PM accepted onto sportscotland Leadership Programme.</li> <li>• Pathways dates live for 2021 with others TBC.</li> <li>• Cash at Bank – (From Xero/Paypal) Aug 11<sup>th</sup> £89K approximately.</li> </ul> <p>VB noted that the Pathways Manager had visited a few Clubs in person.</p> <p>VB had met with the Sports Minister, who had made a commitment to smaller sports. The key themes remained equality, inclusion and removing barriers to participation.</p> <p>Work was ongoing on the revised Strategy and this would continue over the next two weeks; the Board may need to convene a meeting ahead of the next scheduled meeting in order to meet the timeline for submission to sportscotland.</p> <p>SA noted that it would be useful to have an indication of the planned spend in terms of the sportscotland investment, as discussed at the June meeting. VB agreed to produce this information for the next meeting.</p> <p>There was a discussion about a likely date for the Scottish Open, with SA noting that it was important to get this issued to members.</p>	VB
4.	<p><b>Priority Area</b> <b>Lockdown Activity – Beyond Level Zero</b></p> <p>VB reported that the latest Guidance was issued on 9 August 2021. The staff team were thanked for getting this issued promptly.</p>	
5.	<p><b>Sportscotland Update</b></p> <p>BC noted that there had been good engagement with the Olympic Athletes on the National Lottery Campaign and there are similar plans to engage with the athletes at the Paralympics.</p>	

	<p>Sportscotland would be returning to their adoption of monthly themes and BC noted that these were:</p> <ul style="list-style-type: none"> <li>• September – Leadership</li> <li>• October – Women’s and Girls' Sport</li> <li>• November – Community Champions</li> <li>• December – Thanks to Sport</li> </ul> <p>There was a joint campaign with SAMH, “Try Something New”, which was about physical activity and mental health and VB noted that he was liaising with sportscotland on this campaign to see if Fencing could be used as part of the publicity.</p> <p>The next Sports Hour was to take place on 6 September and would focus on Leadership. BC noted that this was a good opportunity to get Fencing noticed on a national stage.</p> <p>BC highlighted the SDS resources on Return to Sport and noted that they had also launched an e-learning opportunity for those new to coaching and people could sign up directly with SDS.</p> <p>BC would be issuing the paperwork shortly for the six-month review which would focus more on subjective stories rather than numbers, which had been the focus in the past. He noted that this was a real opportunity to reflect on the work which Scottish Fencing had carried out over the previous six months. BC and VB agreed to liaise on the 6-month review.</p> <p>BC noted that Inverclyde had been offered by sportscotland as a venue for Board re-engagement sessions for SGBs. The use of Inverclyde would be free for an overnight session for team building and he noted that he would be happy to speak off-line with the Chair and CEO on how other governing bodies had approached it.</p>	BC/VB
6.	<p><b>Financial Update</b></p> <p>DC submitted a report in his absence. The cash figure had increased slightly to £76,434 and financially things were better than had been anticipated with the year-end position having improved. Almost all activity was planned for the end of the financial year so this may drop. The second investment payment from sportscotland was scheduled to arrive sometime during late August or September.</p> <p>VB agreed to provide a line-by-line budget for the next Board meeting.</p>	VB
7.	<p><b>Records of Decisions Made Outside a Board Meeting</b></p> <p>VB confirmed that the Board had approved the updated COVID-19 Guidance on 9 August 2021.</p>	
8.	<p><b>Submitted Paper and Areas for Discussion</b></p> <p><b>1. Strategy Progress</b></p> <p>VB reported that the Strategy Group had been meeting virtually, with one or two members meeting face to face. It was noted that this was work to refine the Strategy which would retain the best of what we had and reflect what had changed over the preceding 18 months. VB shared a PowerPoint presentation and the main points were:</p>	

It was agreed that the Vision – Forging the Future – would be kept.

The Mission Statement was discussed and there was agreement from those present on the preferred option. VB agreed to solicit approval from those Board members not present.

The Core values of Scottish Fencing were:

- People – we value people and their development journey.
- Inclusion – fencing is inclusive.
- Collaboration – we collaborate to innovate.
- Curiosity – we are curious, not judgemental.

The Strategic pillars had been rebranded to be:

- Fencing Communities
- Social Change
- Inclusion
- People Development

Another slide on organisational governance was being considered for the sportscotland presentation.

The delivery aspects of the strategy would be worked on by the Pathways Manager, AS and VB at the end of the process.

GDL highlighted that it was important to note that nothing had been taken out of the Strategy, everything in the current draft was included in the previous high-level objectives but the social change element had been added, the inclusion element highlighted and the Strategy would still be recognisable to all those in the fencing community.

VB noted that Scottish Fencing did not have to be overt about growth and assign specific numbers to the Strategy and this gave an opportunity to develop the qualitative aspects. It was noted that the Strategy had not been developed to increase sportscotland investment, these were choices that the Strategy Group had been comfortable to make and behaviourally Scottish Fencing was already lining up behind the new strategy.

PV suggested that in the future the social change and inclusion pillars may merge. He also noted that Scottish Fencing should be careful that it did not overextend itself as there were also some actions from the previous Strategy which needed to be considered. GDL explained that the Strategy encompassed what Scottish Fencing intends do if given the resources to do it. The Strategy showed the actions which Scottish Fencing thinks it should be taking, how we intended to do it and why it should be done.

There was further discussion on the strategy including various suggestions and inputs to the phraseology and VB thanked the Board for the healthy debate.

PV suggested that, following the update to the draft it would be worth circulating it to the members for consultation. VB noted that this was the intention of the Strategy Group, and he would also hold some online sessions to receive the views of members.

It was agreed that the draft Strategy would be circulated to the Board so that those not present could comment.

VB

VB

VB

	<p>Thanks were expressed to the Strategy Group for their work.</p> <p><b>2. Event Planning – Way Ahead</b></p> <p>GDL circulated a report on Event Planning – the Way Ahead. It was agreed that as the Scottish Open and Scottish Youth Championships formed part of the selection criteria for the Commonwealth Championships that these should be priorities.</p> <p>It was agreed that the staff would complete a feasibility study and develop a budget with the aim of getting approval at the September Board meeting. The aim would be to hold the Scottish Open in March, the Scottish Youth Championships in February and the Scottish Schools Championship before the end of June 2022.</p> <p>PV suggested that information is issued to the membership that the Scottish Open and Scottish Youth Championship would be run and that dates would be notified as soon as possible.</p> <p>VB agreed to form an Organising Committee and the staff would complete the feasibility study and budget.</p> <p><b>3. Board Portfolios</b></p> <p>SA submitted a paper on Board Portfolios and it was agreed that there would be consultation with the Board members not present. GDL agreed to hold the Anti-Doping Portfolio. SA agreed to get agreement on the Portfolios by email.</p>	<p>VB</p> <p>SA</p>
<p><b>9.</b></p>	<p>Any Other Business</p> <p>a) <b>Safeguarding Training</b> – SA noted that she and HK had both attended the virtual Safeguarding Training for Board and both thought that although it provided a good introduction, the system was a bit clunky and could be improved. BC agreed to feed back the comments but asked that those who had completed the training complete the feedback form as this goes directly to the team who developed it.</p> <p>GDL asked if attendance on the course was recorded by sportscotland and it was noted that only the numbers attended by each organisation are held, and that individuals should let LA know who was attending courses so that Scottish Fencing could also record it.</p>	<p>BC</p>
	<p><b>Date of Next Meeting</b> Wednesday, 15 September 2021</p>	