



SCOTTISH FENCING LTD

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
22 AUGUST 2023 BY TEAMS

Present	George Liston	Chair (GDL)
	Giles Lomax	Independent Director (GL)
	Jude Salmon	Independent Director (JS)
	Paul Vaughan	Director of Talent and Performance (PV)
	Hugh Kernohan	Director of Governance (HDK)
	Colleen Walker	Finance Director (CW)
	Mhairi McLaughlin	Director (MM)
	Sam McLellan	Director (SM)
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 Moya Nelson, Director and Stan Stoodley, President.</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 14 June 2023</u></p> <p>The minutes of 14 June 2023 had yet to be approved.</p> <p>2.2 <u>Matters Arising</u></p> <p>It was agreed that most actions were completed from the minutes of 14 June 2023 with the exception of:</p> <p>a) <u>Storage Costs West Fife</u> – as this has been outstanding for a while, GDL suggested that an invoice was sent to West Fife and bank details requested.</p> <p>b) <u>New Bank Account</u> – CW confirmed that this was outstanding and that she would liaise with LA.</p> <p>c) <u>Skills Audit and Self-appraisal</u> – HK reported that he had contacted Sheila Anderson who would assist in carrying out the appraisals. HK would prepare a form that would be agreed with Sheila Anderson. Responses would go to Sheila Anderson who would then produce an anonymised summary of the Board’s performance. She would also carry out an appraisal of the Chair.</p>	<p>CQ</p> <p>CW</p> <p>HK</p>
3.	<p>Priority Workstream Updates</p> <p><u>People Development Subgroup</u> – GL reported that the original plan had been to run a pilot in October but, given that there was still a lot of work to be done on Brightspace, including</p>	

	<p>technical aspects and course structure, this timescale may be difficult to meet. GL suggested that it may be better to bring the new course structure to a Conference in March 2024, when Scottish Fencing would be in a much better position to sell the story, pitch and launch the course. Between October and March there would be an opportunity to conduct peer reviews within sport, as well as work on the cost model, training and upskilling of tutors.</p> <p>GL explained that CQ had done an enormous amount of work through Brightspace but work was ongoing on the system and mapping and there was still some way to go before a pilot would be ready. CQ explained that she was speaking to a few other sports about the Brightspace content to gauge what would be the right amount.</p> <p>Most other sports already had a foundation coaching course in place but Scottish Fencing did not, so was having to start from scratch. BC agreed to work with CQ to see what other sports had done and suggested that Scottish Swimming would be a good contact to make.</p> <p>CQ reported that four or five potential coach educators or tutors had been identified who needed to do a sportscotland course: not all had been able to get on the course. Most of the courses were held during the day and she had been liaising with sportscotland on this to request some evening sessions, although these would not be available until next year.</p> <p>GDL summarised by saying that a lot of progress had been made but some of the delays were outwith Scottish Fencing's control. It was agreed that a report would be submitted to the next Board meeting with an outline programme, against which progress could be monitored</p>	<p>CQ/BC</p> <p>CQ/GL</p>
4.	<p>Finance</p> <p>CW shared a report which detailed the Cashflow. She noted that membership income was considerably higher than the previous year and she would look into membership further. Whilst the cashflow figures presented projected that there would be a loss, no income had been included from any competitions. CQ agreed to liaise with LA on why no income was yet included.</p> <p>CQ reported that in 2019 an agreement had been signed with British Fencing for Blair Cremin to undertake a piece of work on behalf of the organisation. However, although a considerable amount of work went into the project, Blair Cremin left SF before it could be delivered. CQ has discussed with Georgina Usher (CEO of British Fencing) the outstanding work, which was around Pathways, but this did not have to be the focus going forward. CQ undertook to continue to work with British Fencing on this and would keep the Board updated.</p>	<p>CQ</p> <p>CQ</p>
5.	<p>Submitted Papers</p> <p>5.1 <u>Second Jobs Policy</u> – CQ circulated the policy which had been written by Sheila Anderson but there was no record of it having been approved by the Board. The Board approved the Second Jobs Policy unanimously.</p>	
6.	<p>Standing Reports</p> <p>Chair – GDL reported that he had attended the sportscotland Chairs' Network meeting, with 24 Chairs present from across the sporting spectrum. Two issues that dominated discussion were Safeguarding and Governance. Information was given about the sportscotland specialist</p>	

	<p>Safeguarding support, although discussions remained ongoing about the detail of this, and feedback was given to the Chief Executive and Chair of sportscotland.</p> <p>There were also discussions which centered around SGB audits and how the culture of a governing body could be captured, as well as the financial and governance aspects. Director appointments were also discussed and a governing body's ability to build, maintain and sustain the skills required of its Board, within the constraints of the existing Articles.</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 August 2023: 930. • Cash at Bank – (From Xero/Paypal) 1 August: c.£100,092. • CQ joined BF Gender Policy working group to contribute to development of Gender Policy for domestic events and attended first meeting in late July. • SF Club Welfare audit was in progress, some useful conversations and insights to date which should help support improved support of clubs and welfare officers. • Sportscotland had begun consultations on the use of Caledonia House, a survey and face-to-face meeting had taken place, now waiting on next steps. • The current kit supplier, PSL, had indicated changes are required to the current agreement, likely loss of online shop. Exploring options for new supplier. • The new Equality Standard, 'Moving to Inclusion' was now ready, SF had agreed to be one of the first sports to adopt. • Sportscotland had sought feedback from SGBs on their safeguarding capacity as part of the design of new expert resource to support with case management. <p>CQ explained that Georgina Usher was proposing to visit Scotland during the first week in November and would like to do a British Fencing and Scottish Fencing Roadshow at four clubs around the country in order to hear from members.</p> <p>JS noted that she was unable to access SharePoint and CQ explained that they still had support on this and were looking at a new structure which focusses on security. CQ and HK were working on this and hoped to set up appropriate levels of access and would provide an update at the next meeting.</p> <p>JS noted that she would be happy to support the review of the Directors' induction process. GDL thanked JS for the prompt and welcomed the offer of support.</p> <p>CQ noted that the Competitions Group had not been initiated and SS, the lead, had reported trouble getting people together. JS confirmed that she would be keen to be involved and also to look at ways to ensure that events do not run at a loss, also to try to get a secondary income from them. PV and SM also indicated that they would be happy to be involved and CQ agreed to liaise with everyone.</p> <p>Safeguarding</p> <p>PV noted that there was no formal update, however that sportscotland had given SGBs an update on the Specialist Safeguarding Support. There was further work required to map out how this service would work in practice.</p>	<p>CQ/HK</p> <p>GDL</p> <p>CQ</p>
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	<p>CQ noted that the Scottish Fencing Safeguarding Group was due to meet again in September. One of the previous actions was to conduct a Club Welfare Audit and work was ongoing, with 8 out of the 24 Clubs completing the audit. CQ reported that this was a really useful exercise and there had been good discussions with Clubs; additionally, responses gave a better idea of active coaches. Work was also ongoing to look at the British Fencing Welfare Officer Training to see if it would be appropriate for Scottish welfare officers to do, as they currently do the sportscotland/Children 1st course. This would need a mapping exercise done.</p> <p>There was a discussion around what could be done to engage the 16 clubs who had not so far engaged with the process and it was suggested by SM that, rather than sanctioning clubs, it may be better to ask Clubs how to improve communication and use this mechanism to engage with clubs.</p>	
7.	<p>Sportscotland Update</p> <p>BC reported that sportscotland was approaching the interim review period, which was six months into the financial year. A new online system was being introduced which would make it easier to feed into the tracker document. CQ reported that the next Board meeting would be face-to-face in Caledonia House and Directors would review the six-month strategy tracker.</p> <p>Sportscotland had appointed two new Directors: Craig Burn as Director of Sport, Rachel Barrington as Director of Operations.</p>	
8.	<p>Record of Decisions made Outside a Board Meeting</p> <p>There had been no decisions made outside a Board meeting.</p>	
9.	<p>AOCB</p> <p>a) <u>Accountants</u> – CW reported that she was looking at engaging an alternative Accountant, who would deliver better value for money. She agreed to circulate information to Directors, making recommendations and asking for agreement by October.</p> <p>b) <u>Selection Policy for Cadet and Junior Commonwealth Championships</u> – CQ noted that some questions about team selection had been received. CQ agreed to liaise with PV on the selection policy and circulate to the Board for approval.</p> <p>c) <u>Research Papers</u> – MN had asked whether it would be possible to access research papers to support CPD. BC agreed to check with a colleague at sportscotland on access in general to university papers and journals.</p>	<p>CW</p> <p>CQ/PV</p> <p>BC</p>
10.	<p>Future Meetings</p> <p>5 October 2023 – Strategic Review Session – Caledonia House 17 November 2023 – Board Meeting 12 December 2023 – AGM – online</p>	

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	Liaise with LA on income for cashflow report	ASAP
CQ	Work with British Fencing on Project	Next Meeting
CQ/HK	Liaise on updating SharePoint	Next Meeting
GDL	Review process for Directors' Induction	Next Meeting
CQ	Organise Competition Sub-Group	Next Meeting
CW	Circulate report on accountants	Next Meeting
CQ/PV	Liaise on Selection Policy and Circulate to Board	Next Meeting
BC	Contact colleague on access to research papers	Next Meeting