

**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED  
 25 APRIL 2023, Caledonia House, Edinburgh.

Present	George Liston Stan Stoodley Jude Salmon Paul Vaughan Mhairi McLaughlin Sam McLellan Hugh Kernohan	Chair (GDL) President (SS) Independent Director (JS) Director of Talent and Performance (PV) Director of Equalities (MMcL) Director (SMcL) Director of Governance (HK)
In Attendance	Clare Queen Barry Cook	COO/Head of Pathways (CQ) Sportscotland

	Item	Action
1	<p><b>Introduction</b></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 Giles Lomax, Director, Moya Nelson, Director and Colleen Walker, 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><b>Minutes of Previous Meeting and Matters Arising</b></p> <p>2.1 <u>Review of Minutes of 9 February 2023</u></p> <p>The minutes of 9 February 2023 were approved out of Committee and published on the website.</p> <p>2.2 <u>Matters Arising</u></p> <p>It was agreed that most actions were completed from the minutes of 9 February 2023 with the exception of:</p> <p><u>Storage costs for West Fife:</u> This has been outstanding for a long time. SF have spoken with West Fife directly several times. CQ to follow up again.</p> <p><u>New Bank Account:</u> This is still outstanding. CW/LA to complete this process.</p> <p><u>Income Generation:</u> Ben Hanley to put CQ in touch with a member who may be able to support this area. JS volunteered to support.</p> <p><u>CFC report:</u> The board has still to meet with Keith to review his CFC report. CQ to get some dates from Keith and arrange a call.</p>	<p>CQ</p> <p>CQ/LA</p> <p>CQ</p> <p>CQ</p>

3.	<p><b>Priority Workstream Updates – EDI Group</b></p> <p><u>The Phoenix Centre</u> The Phoenix Centre project is in week 8 of the initial 10-week block. There has been a steady number of 6 kids attending each week but there is capacity for around 5/6 more. DB speaking with the centre to look at next steps and a possible summer project. The board discussed the importance of measuring outcomes from the project and looking at the possibility of specifically targeting certain groups in the area depending on need.</p> <p><u>W&amp;G focus project</u> Discussions have taken place with Fife Active Schools/Community Sports Hub to look at the potential for a W&amp;G focussed project in the Levenmouth area. The sports team have identified three target groups for their wider project, school leavers, young mums and people of retirement age. The Sports team are now assessing where fencing might have the best fit. SF also keen to explore other potential projects and the EDI group will meet again in May to discuss.</p> <p>It was agreed that there would be a board discussion on the EDI projects at the end of the summer when there has been a chance to review the initial project. Date and time for this discussion to be confirmed when there is a timescale for data collection and analysis.</p>	CQ/DB
4.	<p><b>Finance</b> – There was no finance report submitted for this meeting.</p>	

5.	<p><b>Submitted Papers</b></p> <p>5.1 <u>Scottish Fencing Policy Reviews</u> Anti-Corruption policy – The board approved the policy subject to the following amendments. The text should be amended to say that the Governance Director will act as the Betting Integrity Officer for SF unless the Board chooses to appoint a volunteer to the role. This will become part of the role of the Governance Director and the need to appoint at the AGM will be removed.</p> <p>- The remaining policies were approved.</p> <p>5.2 <u>Volunteer Mileage Rates</u> The board agreed to increase the volunteer mileage rate to 0.35p per mile. This rate will apply to all volunteers using their own vehicles.</p> <p>5.3 <u>Board Skills audit, chair &amp; board self-appraisal</u> The board agreed that this process would be carried out. HK will take the lead on ensuring the self-assessments and skills audits are carried out, HK will then extract the results to assess the boards strength and weaknesses. It was agreed that Sheila Anderson would be asked to conduct the Chair appraisal.</p> <p>5.4 <u>SF Community Conference</u> There was a discussion around holding a Scottish Fencing Community Conference. It was proposed that the conference could include CPD for coaches, officials and volunteers, as well as a keynote speaker and presentation of the SF awards. There was some discussion around the best time of year for this and August was identified as a good time. This may not be possible for 2023. CQ to come back with a more detailed proposal.</p>	<p>HK</p> <p>CQ</p>
6.	<p><b>Standing Reports</b></p> <p><b>Chair</b> – No report from the Chair.</p> <p><b>COO/Head of Pathways</b></p> <p>CQ submitted the COO/Head of Pathways Report, the two-month summary was noted as.</p> <ul style="list-style-type: none"> <li>• SF Membership Number at 1<sup>st</sup> April 2023 - 966</li> <li>• Cash at Bank – (From Xero/Paypal) 1 April c.£72,171</li> <li>• Sportscotland targets agreed and investment approved.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Changing Lives project at The Phoenix Centre in Easterhouse launched in early March with an open day before sessions started.</li> <li>• Pathways programme completed in April. Good attendance and engagement from fencers. Review underway.</li> <li>• People Development survey carried out, small response. Action plan drafted and plan to gather feedback on plan from membership.</li> <li>• Completion of 3 months IT support from Diagknows.</li> </ul> <p><b>Safeguarding</b></p> <p>Val Wright has taken on the role of Scottish Fencing Lead Officer for Safeguarding, Child Wellbeing &amp; Protection effective 1 April 2023. Val has a wealth of experience in safeguarding and is currently the Head of Safeguarding for the National Federation of Young Farmers Clubs. An initial meeting has been held between the staff team, Val and the British Fencing Safeguarding Lead and Val will spend some time with Liz to familiarise herself with the current processes.</p> <p>Giles Lomax has proposed setting up a short-term working group to assess the current landscape of safeguarding in clubs, to agree on some key action points to ensure minimum standards are met. The board agreed this would be worthwhile. PV will Chair the group, the other members of the group will be Giles Lomax, Val Wright and the three staff members. CQ to set up an initial meeting.</p> <p>PV made the point that safeguarding should not focus solely on child wellbeing &amp; protection, and that adult wellbeing is also a priority. The board recognise this.</p>	CQ
7.	<p><b>Sportscotland Update</b></p> <p>BC gave an update from sportscotland on the following areas:</p> <p><u>Sportscotland Coaching subsidy</u> – There has been a change to the subsidy model and the focus is now on helping governing bodies provide access to coach education for people from under-represented groups. SF has previously not been able to access the subsidy as the current Coach Education system is not on a recognised framework. This will change when the new CIMPSA/SCC qualification is ready and SF will be able to access the subsidy.</p> <p><u>Race &amp; Racism Conference</u> – BC provided details about the upcoming Race &amp; Racism in Sport Conference. The conference will take place 2-3 May in Glasgow.</p> <p><u>Environmental Sustainability</u> – Sportscotland are carrying out a sector wide consultation on environmental sustainability in sport. Sports are encouraged to share the survey with clubs, members and community organisations involved in delivering sport. CQ agreed to share the survey link with the board.</p> <p><u>Sportscotland L&amp;D programme</u> – The programme is being updated and BC asked the board for feedback on any training needs they have or comments on previous courses run.</p> <p><u>Forbes Dunlop, Sportscotland CEO</u> – Forbes has been in his post for just over 3 months now and has been meeting with governing body staff and other partners. Forbes is working with the government to ensure the commitments made to support sport remain. PV raised the concerns around the need for clarity and financial backing from the government, in particular in relation to ensuring facilities are able to remain open and operational through the current cost of living crisis. BC assured the board this is very much a priority for Forbes and Sportscotland team.</p>	CQ     ALL

8.	<p><b>Record of Decisions made Outside of a Board Meeting</b></p> <p>The minutes of the previous board meeting on 9 February 2023 were approved out of a board meeting.</p>	
9.	<p><b>AOCB</b></p> <ol style="list-style-type: none"> <li>1. <u>UK Anti-Doping Assurance Framework</u> – CQ gave an update on the UKAD Assurance Framework. Governing bodies must commit to meeting agreed minimum standards throughout the course of the year, including providing education opportunities for relevant athletes and communication to members. Scottish Fencing provide the annual submission of evidence to UKAD in March and the submission has been approved as having met the required standards. This will an annual requirement and key actions are built into the staff team operation plan.</li> <li>2. <u>People Development Action Plan</u> – CQ gave an update on the People Development strategy. The plan is to publish a summary of the key pieces of feedback from the survey along with an outline of what we will do to address the questions raised. The action plan covers the key priority areas and will take us through to the end of our investment cycle in March 2025, however it is recognised that People Development will remain a key area for the development of the sport. CQ invited the board to feedback on the draft action plan if they have any comments.</li> <li>3. <u>Selection Policy – Senior 5 Nations 2023</u> – The draft policy for the 5 Nations and 2024 CJFCF has been circulated to the selection committee for feedback.</li> <li>4. <u>Updated Equality Action Plan</u> – The Equality action plan has been updated to reflect the new strategy. CQ invited the board to feedback on the plan. The plan will be published on the website.</li> <li>5. <u>Confirmation of remaining Board Meeting dates 2023</u>  14 June 2023 – <b>Board Meeting</b> – online  22 August 2023 – <b>Board Meeting</b> – online  5 October 2023 – Strategic Review Session – Caledonia House  15 November 2023 – <b>Board Meeting</b>  11 December 2023 – AGM – online</li> </ol>	