**Scottish Fencing Ltd**



MEETING of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED held on 9 August 2017 at 18.00

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| Present | David CarsonMartyn FoleyGeorge ListonHugh Kernohan  | Finance Director (DWC)Director Events (MF)President/Chair (GDL)Director Governance/Performance (HK) |
| Apologies | Sheila AndersonRoss Morrison Mike O’DonnellGail PrinceWilliam Steele Jennifer Griffin | Director HR/Equality (SA) via teleconferenceDirector, Safeguarding/Development (RM) Director, Interim CEO (MOD)Director, Events/Communication (GP)Director, Selection Manager (BS) sportScotland Partnership Manager (JG) |
| In Attendance | Liz Anderson | Administrator (LA) |

**MINUTES**

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|  | **Item** | **Who** |
| **1** | **Welcome**Apologies were received from: Sheila Anderson, Ross Morrison, Mike O’Donnell, Gail Prince, William Steele and Jennifer Griffin.The Chair noted that the meeting was not quorate. **Declaration of conflicts of interest**There were no new conflicts of interest. |  |
| **2** | **Minutes of Previous Meeting and Matters Arising** 2.1 Review of minutes for accuracy.**Action**Email those who have given apologies and confirm they have no changes. 2.2 Matters arising: review of Action ListThe Action List was reviewed and updated accordingly.  | **LA** |
| **3** | **Chair’s Report** |  |
|  | 3.1 **COO Recruitment**GDL advised the Board that, subject to the receipt of satisfactory references, the COO role had been offered to Vinny Bryson and that he had accepted. His projected start date was 29 August. **Action**Ask V Bryson for a CV (with photo) which the Board can use to introduce him to the membership. 3.2 **SGB Investment Process and Annual Plan for 2018-2019**GDL summarised the process: written submission of SF’s Annual Plan for 2018-2019 to **sport**Scotland by 29 September; this would be followed a presentation by the COO and Chair to **sport**Scotland on 11 October. The submission would be an Annual Plan for the coming financial year which would also outline the direction of travel for the following two years (2019-2021). GDL stressed the importance of all Board members contributing to this Plan, as this needed to be owned by the Board. He would continue to work on the wording to ensure that the terminology used was current, discuss the next draft with both the COO and JG, then prepare and circulate a draft, for further comment, in advance of the September Board meeting.GDL advised the meeting of RM’s concerns regarding his production of a draft costed Development Plan for 2018-2019, given that performance against the 2017-2018 could not yet be assessed. The Board agreed that it was better to have an outline Plan well in advance of the start of the coming year than to enter it without a plan; the draft would evolve, reflecting learning from the current year’s development activities.The Board discussed how to reflect sporting success in the Plan. It was agreed that the Board should still set some goals as evidence of progress of the development pathway. HDK agreed to consider some realistic goals and propose them for inclusion in the Plan.DWC asked the Board what the financial impact of SF not meeting **sport**Scotland’s targets was? It was agreed that some in-year funding would potentially be recovered if not spent; additionally, any inability to meet current targets would doubtless colour **sport**Scotland’s consideration of SF’s Request for Funding for the coming year.**Actions**Draft Annual Plan to be prepared and circulated in advance of the September Board meeting.Development Pathway goals to be considered and proposed for inclusion in the Plan. | **LA****GDL****HDK** |
| **4** | **sportScotland Relationship**The working relationship with **sport**scotland continued to develop. |  |
| **5** | **Record of Decisions made Outside a Board Meeting**None to record. |  |
| **5** | **Chief Operating Officer’s Report**1. Review of Targets
2. Review of Audit Actions
3. Development Plan - progress
4. Operational Plan - progress
5. SFA Summer Camp - update
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|  | MOD gave his apologies so there was no report.**Action**LA to circulate updates on progress against coaching and membership targets with the papers for September’s Board meeting. | **LA** |
| **6** | **Directors’ Updates**6.1 **Finance**DWC reported that the year-end accounts for the period to 31 March 2017 were complete. SF made a £35k profit and the tax charge was around £5k. DWC circulated a summary of the cash position which showed receipt of **sport**Scotland’s quarter two payment.**Action**DWC to continue to work with LA on SAGE chart of accounts and account codes with the aim of automating the financial reporting systems.6.2 **Performance** HDK reported that the fencers were now at the point of collecting results for selection for the Commonwealth Fencing Championships (CFC). He was planning to produce a monthly list so that competing fencers could see their ranking within the selection period, rather than rely on the rolling ranking lists which BF published. It was discussed that these lists would also highlight those fencers who wished to represent Scotland but who still needed to register.HDK was looking at how SF could prepare the CFC team and how to develop the SFA.6.3 **Governance**HDK advised the Board that he would be conducting an audit of policies, to both identify gaps and ensure that policies which were in place remained current and fit for purpose. HDK would also look at levels of decision-making, to ensure that there were clear guidelines on the delegation of authority from the Board. 6.4 **HR and Equality**Interviews for the CDO role would be held the following day. Three candidates would attend for interview.6.5 **Selection**No report.6.6 **Events**MF was arranging for information on the Scottish Open (SO) website to be updated so that people could enter.MF was also looking at what other events SF were hosting and whether SF could align these with the summer training camp.It was suggested that a longer-term project would be to consider different categories of events, who ran them, where gaps existed and where there was an appetite for additional or alternative events. The scope of this would consider goals for equality, inclusion as well as development. The experience of other SGBs could also be considered. **Action**MF to ensure that online entry to the SO was available ASAP.MF to provide an updated brief on BF’s new licensing system for events.MF to continue to review events.6.7 **Safeguarding**GDL reported that AA has no changes to the safeguarding. LOD will complete and MOD will circulate the final version with the Board.6.8 **Development**AA and LA would attend training on **sport**Scotland’s mySport system on 16 August. Salle Holyrood and Salle Ossian were considered by the CDO to be close to achieving Swordmark. RM would write up conditions for grants which were for clubs offering to run “come and try” events at the SO. The Board discussed the feasibility of persuading those who fenced at Culloden (which is a club run by the local authority) to join as members. AA was working with the University of Edinburgh with the aim of creating a version of Swordmark which was appropriate for university clubs. It was advised that, in order to ensure that clubs offering courses to specific groups could meet their needs, they should pilot bespoke courses and assess their impact before planning repeat courses. **Actions**RM to write up conditions re grants for come and try sessions at SO.6.9 **Communications**GP had circulated a draft policy for comment. The deadline for comments was 22 August. As this was a Policy that was needed to address a significant gap, the revised Policy would be circulated as soon as it was finalised, for the Board to agree this by email.6.10 **Coach Development**GDL reported that there had been one applicant for the coach education development role, which was Phil Carson. **Action**GDL and PC would meet within the next month to take this forward.  | **DWC****MF****RM****GDL** |
| **7** | **AOB** **Dates of Next Meetings**13 September, this meeting is now in person at Caledonia House. 26 October, in person, Caledonia House. |  |
|  | **Meeting closed 20.00** |  |