**Scottish Fencing** **Ltd**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED

9 FEBRUARY 2023 BY TEAMS

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| Present | George Liston  Stan Stoodley  Sheila Anderson  Giles Lomax  Jude Salmon  Paul Vaughan  Hugh Kernohan  Colleen Walker | Chair (GDL)  President (SS)  Director of Operations (SA)  Independent Director (GL)  Independent Director (JS)  Director of Talent and Performance (PV)  Director of Governance (HDK)  Finance Director (CW) |  |
| In Attendance | Clare Queen  Daniel Baker  Jacqui Dunlop | COO/Head of Pathways (CQ)  Club and Community Manager (DB)  Minute Taker |  |

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|  | **Item** | **Action** |
| 1 | **Introduction**  1.1 Welcome and Apologies for Absence  The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Mhairi McLaughlin, Director and Barry Cook, Partnership Manager, sportscotland.  1.2. Declaration of conflicts of interest  There were no new conflicts of interest declared. |  |
| 2 | **Minutes of Previous Meeting and Matters Arising**    2.1 Review of Minutes of 16 November 2022  The minutes of 16 November 2022 were approved out of Committee and published on the website.  2.2 Matters Arising  It was agreed that most actions were completed from the minutes of 16 November 2022 with the exception of:   1. Storage costs for West Fife – an invoice has been requested for this. 2. People Development – SS and GL are to meet. 3. Setting up of new bank account – LA is looking into options and CQ and CW will liaise. 4. Forging the Future Programme – CQ to contact British Fencing. 5. SIMD/Girls and Womens Group – it was confirmed that the groups have merged and now called EDI Sub-Group, with the first meeting having taken place. 6. No Tosh Consultancy – work has started with groups of fencers having been contacted. The group will include coaching and staff team and the junior and cadets who were at the Commonwealths. There will be an update provided at the end of the month with the report being produced in March and CQ will provide an update at the next meeting. 7. IT Support – 3 months free IT support has been agreed through a Board contact. CQ has met with him and an audit of IT provision has been carried out, resulting in a saving of £500 in licenses. He is also looking at back-up procedures and tidying up some systems. Scottish Fencing will be in a better place with its IT systems at the end of the 3 months, and should not need support but he has offered to provide some on a reduced cost if required. 8. Member Newsletter – CQ confirmed that this is being issued fortnightly, and seems to be well received, with an open rate of close to 50%. 9. Scottish Sport Futures- Scottish Sports Future have offered training, but it was not the right fit currently, but will be kept on the radar. | SS/GL  CQ/CW  CQ |
| **3.** | **Review of Strategy Tracker**  CQ shared the Strategy Tracker, noting that some targets are for year one of the strategy and some are specific sportscotland targets. BC will be issuing the annual sportscotland tracker shortly and this needs returned by 31 March 2023. The undernoted targets were discussed:  Increasing Women and Girls Participation – an initial meeting of the EDI sub group took place in January. There will be rolling monthly meetings with the aim of working towards an action plan. CQ spoke to British Fencing regarding their Muslim girls programme, but the costs of a similar programme may be prohibitive.  Increasing Women and Girls Membership – CQ confirmed that this has increased significantly with the biggest increase in U18 girls.  SIMD Member Gain - CQ reported that there wasn’t a baseline from pre-covid on what the numbers of members were from an SIMD area. CQ will discuss with BC whether the sportscotland measurement is for members or participants.  West Region Action Plan – It was noted that engagement from clubs in the West has been a struggle and the issues are well known. This action will be tied into people development as it is important to get more volunteers on the ground to support the development.  Formal Competition Management Group – CQ reported that there has not been any progress but preliminary work has started on identifying people to join the Group. SS noted that there may be a challenge in who the competitions are run by, is an event a Scottish Fencing Event or a private club event and what is the partnership, but the formation of a Group would help to establish boundaries. CQ felt that the expectation from members is that events are run by Scottish Fencing which causes significant issues due to the small staff team and there needs to be a conversation around what is realistic. GDL noted that the healthy outcome would be for Clubs to be running events which Scottish Fencing running one or two events a year, such as the Youth Championships, Scottish Student Championships, Scottish Championships.  Changing Lives/Accessible Club Methodology – CQ explained that a minority of clubs are engaging with the Changing Lives model and felt that it could be added to Sword Mark and become part of what clubs do. CQ would be liaising with BC on what other governing bodies do. There was a discussion and it was agreed that the target related to encouraging clubs to undertake activity which is about accessibility or working with their community around the changing lives principles. GDL noted that work had started with Blair Cremin and there was a small core of clubs who had been quite active, but Scottish Fencing could be better at telling these stories. CQ agreed to clarify with BC the specifics of the target and it was agreed that it did not relate to Sword Mark but was about increasing awareness and understanding of the changing lives work and identifying success when lives had been changed.  Complete the Equality Healthcheck before the end of March – LA and CQ were working on this and it should be completed soon.  Creating People Development Strategy – work was ongoing with a survey about to be issued which will be followed by more in-depth interviewing of groups such as coaches, referees and club volunteers. This should allow the first draft of the strategy to be completed and then consultation would be planned.  CIMPSA – CQ noted that this action wouldn’t be completed by the end of the year, although there had been good progress within the previous six weeks. Work was ongoing with sportscotland on the Brightspace platform.  En Garde Intro Award – Work was ongoing to refresh the “Ready, Steady, Fence” programme which would sit below Level 1 and was not mapped to SQA. This award could be targeted at young leaders and there was also the opportunity to get the content onto the Brightspace platform.  In-person Coaching Conference – no date had been confirmed as yet, but linking into the People Development Strategy, it may be a Fencing Community Conference, rather than purely focusing on coaching. The aim was to tie in with the launch of the Level 1 course.  Focus Clubs – engagement with clubs had not been as successful as Scottish Fencing would have wanted, so a change of approach was being considered. DB had been working with some clubs, and one Club had been successful in securing funding following support with the application. SA noted that it would be good to highlight these success stories.  GDL thanked CQ for the update and it was agreed that, going forward, items would be discussed by exception. HK suggested that in terms of the agenda it would be useful to discuss the priority workstreams ahead of the tracker as there was overlap. It was also agreed that the strategy tracker would indicate whether there had been a change from the previous meeting. | CQ |
| **4.** | **Priority Workstream Updates**  People Development – GL reported that this work was complex, and complicated by the fact that Scottish Fencing did not have an official framework to transfer from so the qualifications had to be built from scratch.   A survey would go to coaches, referees and volunteers and there would be a systematic analysis of the results followed by focus groups. The way in which sportscotland subsidises coaching qualifications was also changing to a supplementary investment application and GL was working with CQ on a budget which would sit alongside the workforce strategy. Work would also be done to understand the candidate, as the courses need to be a one-stop shop and be affordable.   Another strand of the work being undertaken was the formal qualification and the current work may have the Level 1 course pitched slightly too highly within the SQA Framework, this will be assessed by the SQA. The courses, when complete, would sit on sportscotland’s Brightspace system and the content would be modular.   It was noted that Scottish Fencing needed to be mindful of the intellectual property aspects of the courses. CQ confirmed that she was working on a contract for this and agreed to liaise with HK and Harper Macleod.  JS sought clarification if the courses level 1 to 3 built on each other and GL confirmed that coaches would need to complete Level 1 first and then progress. The Level 1 course would have the same principles across sports, with some technical aspects build into it, then become increasingly technical in the higher levels. | CQ/HK |
| **5.** | **Finance**  Accounts – CW distributed the financial reports which included a historical profit and loss statement with data going back to 2014. She was predicting a £17,000 deficit for this year and although not ideal, this means that there would be no corporation tax payments required for this period.   Coach education was higher this year as there had been no coach education through COVID and the courses that had been scheduled have had good uptake with a further course planned at the end of February, and this may reduce the predicted loss for the year.  sportscotland have indicated that they may claw back some of any salary underspend and work was ongoing to ensure that all budget codes had been allocated correctly. SA asked whether, if sportscotland recovered any staffing underspend, would the £17,000 deficit increase: CW confirmed that this would be the case.   For the new financial year there was likely to be an underspend as HMRC provided NI relief of £5,000 which had to be allocated to staffing costs.  It was agreed that there would be a fuller discussion of the implications of the potential staffing underspend and the HMRC relief outwith the Board meeting.  GDL asked what were the main drivers of the deficit; CW agreed to circulate greater detail.  ***Review of the Minutes 9 February 2023***    *In Section 5 Finance. The deficit mentioned in the 9 February 2023 minutes did not take into account that a £15k donation to cover the CFC preparations was paid in the previous year. This reduces the minuted deficit to £2k.”* | CW |
| 6. | **Submitted Papers**  **6.1**  Scottish Fencing Policy Reviews – CQ circulated a report which outlined policies which had been reviewed. There had been some comments back from Directors and SA noted that she would be meeting LA to discuss these. The revised policies, as submitted to the Board, were not approved pending further work.  6.2 Volunteer Mileage Rates – a paper had been circulated regarding the Volunteer Mileage Rates. It was noted that there had been no recommendations on the paper, and it would be necessary to understand what the annual costs would be for each of the options. CQ agreed to update the paper to include a detailed cost analysis of the financial implication and what it would look like for the end user, for discussion at the next board meeting.  6.3 Income Generating Working Group – CQ had discussions with a member regarding the funding of the Pathways programme, as there was no sportscotland investment for performance programmes. He believed that that there were people within the fencing community who had expertise in bringing in commercial income and it was agreed that a sub-group should be set up. | LA/SA  CQ  CQ |
| 7. | **Standing Reports**    **Chair** – GDL noted that this will SA’s last Board meeting as she has served her terms of being a Director. Scottish Fencing are indebted to her contribution over many years and she was thanked for her commitment in terms of both volume and quality. Thanks were also noted for AS’s contribution throughout his term. PV was thanked for standing for re-election for a further term as a Director.  SA noted that she had circulated a paper on the Directors’ Induction process and this was approved. SA agreed to take this forward and organize dates.  **COO/Head of Pathways**  CQ submitted the COO/Head of Pathways Report, the two-month summary was noted as.   * SF Membership Number on 1st February 2023 - 883 * Cash at Bank – (From Xero/PayPal) 7 November c.£115,097 * Plans to launch Changing Lives project at The Phoenix Centre in Easterhouse in early March, have secured a coach to deliver and agreed dates and timeframes with the centre. * Pathways programme began in January with 18 sign-ups, first session held at Salle Ossian with input from S&C coach. * Review of IT systems underway with support from Diagknows.     SS noted that importance of a communications plan and he has noticed a difference with the support of a volunteer. CQ reported that the volunteer’s contract ran until the end of March when she would graduate from University; Scottish Fencing would be keen to try and extend this.  JS asked if as well as membership figures does Scottish Fencing record participation. CQ confirmed that participation is not currently captured, but will be done going forward.    **Safeguarding** – Gavin Forrester has finished his contract but will be staying to provide some volunteer support until the end of March. CQ reported that Scottish Fencing would need to find a volunteer to fulfil this role from the start of April. | SA |
| **8.** | **Record of Decisions made Outside of a Board Meeting**  There had been no decisions made outwith a Board meeting. |  |
| **9.** | **AOCB**  a) Board Meeting – SA agreed to email Directors to find out the most suitable days and times for Board meetings.  b) March Discussion Topic – It was agreed that the CFFC Report would be the focus of the March Board Update meeting.  c) Caledonia House Lease – Scottish Archery were in discussions with sportscotland about having a more flexible approach to office space and no longer wished to share the Scottish Fencing Office. CQ agreed to keep the Board updated on any developments. | SA |
| **10.** | **Future Meetings**  16 March 2023 – Board Update  27 April 2023 – **Board Meeting** – Caledonia House  15 June 2023 – **Board Meeting** – online  22 August 2023 **– Board Meeting** – online  5 October 2023 – Strategic Review Session – Caledonia House  17 November 2023 – **Board Meeting**  12 December 2023 – AGM – online |  |