

**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED  
5 SEPTEMBER 2018 at CALEDONIA HOUSE, EDINBURGH

Present	George Liston	President and Chair (GDL)
	David Carson	Finance Director
	Hugh Kernohan	Director, Performance and Governance (HK)
	Ross Morrison	Director, Safeguarding/Development (RM) - via Phone
	Gail Prince	Independent Director, Communication and Events (GP)
	Jennifer Griffin	<b>sportscotland</b> Partnership Manager (JG) – Item 7 Only By GoToMeeting
	Morven Shaw	By GoToMeeting
Apologies	Sheila Anderson	Director Human Resources and Equality
In Attendance	Vincent Bryson	Chief Operating Officer (VB)
	Jacqui Dunlop	Minute Taker

	Item	Action
1	<p><b>Introduction</b></p> <p>1. <u>Welcome, apologies for absence</u></p> <p>Apologies were intimated on behalf of Sheila Anderson. Morven Shaw was officially welcomed as a Board member.</p> <p>2. <u>Declaration of conflicts of interest</u></p> <p>There were no new conflicts of interested declared.</p>	
2	<p><b>Minutes of Previous Meeting and Matters Arising</b></p> <p>2.1 <u><a href="#">Review of Minutes of 27 June 2018</a></u></p> <p>It was unanimously agreed that the minutes of the meeting of 27 June 2018 were a true and accurate reflection of the meeting.</p>	

3.	<p><b>Chair's Report</b></p> <p>GDL noted he had attended the Commonwealth Cadet and Junior Fencing Championships in Newcastle and noted that there had been a strong performance by the Scottish fencers in both team and individual events. The team management had been strong and positive comment on this had been received from outwith the Scottish contingent. VB noted that he had conducted a feedback session with the team managers and notes following this had been circulated.</p> <p>GDL reported that there had been an issue regarding comments made on social media. The matter had not been escalated to the Board as it had been dealt with at appropriate level within Scottish Fencing, including direct engagement by the COO and CDM. Unfortunately, following this a Board member had resigned; GDL had written to him and asked that he reconsider but no response had been received. It was noted that, if the Director did resign, then the Board could take that opportunity to review the roles of its members.</p> <p>The importance of how Scottish Fencing communicates was highlighted and it was important that Scottish Fencing kept its members informed of what the Board was working on. GDL stated his intent to produce clear, regular communication for the membership on a monthly basis updating them on what the Board had been doing and this would be published on the website as well as on social media.</p>	GDL
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4	<p><b>Priority Areas</b> <b>Strategy Sub-Group Report and Discussion</b></p> <p>GDL reported that the final review of the written submission was almost complete. The presentation to sportscotland was scheduled to take place on 19 September; GDL and VB would collaborate to produce the presentation. The Partnership Manager had also seen the draft document and slides and had noted that they may need to be more concise. VB agreed to circulate the latest draft of the document to the Board, ahead of it being submitted to sportscotland on 7 September.</p> <p>Following discussion regarding the representation at the presentation, it was agreed that GDL and VB would attend the presentation on behalf of Scottish Fencing.</p> <p>As some of the additional investment being requested related to supporting fencers with disabilities, it was important that Scottish Fencing engaged with Scottish Disability Sport and the CDM was doing this.</p> <p>Although the Board was currently focusing on the Strategic Plan it must also ensure progress with delivering the operational plan, as it was important for Scottish Fencing to deliver what it said it would. GDL gave an update on some of the areas of the operational plan that still required the Board's attention, and he noted that updates on these items should form part of his Chair's update for the website.</p> <p>It was noted that the social media incident took up a lot of the COO's time and therefore progress against some items had slowed. The COO would, however, focus on the Strategic Plan and the sportscotland presentation over the next two weeks.</p> <p>GDL thanked the Strategic Planning sub-group, noting that the work had produced the clearest road map for the sport in Scotland with clear thinking about the process and how it would be delivered.</p> <p>As the Strategic Plan was a high-level document, GDL noted that a delivery plan would be produced for Scottish Fencing's implementation of the strategy over the first two years.</p>	VB
5	<p><b>Record of Decisions made Outside a Board Meeting</b></p> <p>Some directors and Staff had met on 20 August to contribute to the Strategic Planning process.</p>	

6.	<p><b>Chief Operating Officer's Report</b></p> <p>VB submitted a report (copy on file). The monthly summary was noted as:</p> <ul style="list-style-type: none"> <li>• Launch of adverts for RAG Group: several applicants had been received, but slightly "sabre heavy"; closing date in a week.</li> <li>• CFC Staff appointed (retained Andy Alderman and Michelle Johnston). COO had been in communication with both.</li> <li>• Membership currently 951 (Monday, 3 September).</li> <li>• Strategy Sub-Group: 5<sup>th</sup> Session, with major edits received and acted upon.</li> <li>• First of two preliminary Strategic Review meetings completed with sportscotland.</li> <li>• CJFC staff feedback received on one-to-one basis and distributed to Board.</li> <li>• Scottish Open 2019 entries would be launched on Monday, 10 September.</li> <li>• Partnership to deliver Alistair McCaw conference a success: special price tickets for Scottish Fencing members will go live on Monday, 17<sup>th</sup>.</li> </ul> <p>Other points which arose were:</p> <p>The CDM would be reprofiling the membership numbers as 24 members were required next month in order to recover performance.</p> <p>There was potential for new Club in Edinburgh, with a satellite club also being added to a club in Linlithgow.</p> <p>The SwordMark accreditation programme was underway. The CDM would be visiting clubs around the country.</p> <p>Work was progressing on the Scottish Open and the Administrator and CDM have cleared their diaries for the dates. Site visits for the Board could be arranged.</p> <p>For the Alistair McCaw Conference, Scottish Fencing would have access to 30 "early bird" tickets at a cost of £60 and then the tickets would go on general sale at £120. The event would be held at Peffermill. VB noted that Scottish Fencing was carrying a very low risk on the tickets as it was felt that the demand was high.</p> <p>Feedback had been received as to why there had been a Lead Coach appointment for the CFC and it was noted that it had been introduced for the cadet and junior championships in Cape Town to ensure that a coach would support the Team there. When there is a venue that coaches could attend easily, there may not need to be a lead coach. It was important that the Coach took responsibility for preparing the Team and worked alongside the Team Manager. It was agreed that this would be discussed further following the CFC. It was noted that an article was on the website regarding the potential to recruit volunteer coaches and VB agreed to look into this as the board was not authorising finances for anyone other than the Team Manager and Lead Coach to attend.</p>
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	<p>HK asked what were the timescales for the Governance Health Check and VB reported that it was June, but that an extension had been given. It was agreed that VB would send HK the information with the aim that it was completed this calendar year.</p>	<p>VB</p> <p>HK/VB</p>
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7.	<p><b>Sportscotland Update</b></p> <p>JG provided the update.</p> <p><b>Strategic Plan</b></p> <p>A draft of the Strategic Plan to cover the rest of the 2017-2021 cycle (2019-2021) was due for submission. As discussed previously, this had to be an integrated plan for the sport and include an investment request to <b>sportscotland</b> aligned to clear outcomes. In terms of the document, the information contained should remain at high level and clear direction was confirmed that “less is more”. It is appreciated that more detailed operational plans would follow this strategy.</p> <p><b>Strategic Review</b></p> <p>The 19<sup>th</sup> of September was the confirmed date of the review for Scottish Fencing. This was an opportunity for the organisation to bring the new strategy to life, along with the request for investment. The meeting would run as follows:</p> <ul style="list-style-type: none"> <li>➤ SGB presentation, 15 to 20 slides maximum, extracting the salient points regarding performance against the previous annual targets and the new strategy (20-30 minutes).</li> <li>➤ <b>sportscotland</b> questions and discussion structured as follows (45 minutes): <ul style="list-style-type: none"> <li>○ Governance and Leadership (15 mins).</li> <li>○ Development (15 mins).</li> <li>○ Performance (15 mins).</li> </ul> </li> <li>➤ Any points requiring further detail or clarification from item 3 above (15 mins).</li> <li>➤ Wrap up, next steps and the opportunity for the SGB to ask questions (15 mins).</li> </ul> <p><b>Coaching, Officiating and Volunteering (COV) Awards 2018</b></p> <p>Nominations for the COV Awards would close on Friday 7<sup>th</sup> September</p> <p>It was agreed that VB’s focus over the next two weeks would be to prepare for the meeting on 19<sup>th</sup> September.</p>	
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8.	<p><b>Board Meetings</b></p> <p>It was agreed that the Board meetings in October and December would be cancelled as it was felt that the Board did not now have the requirement to have monthly Board meetings, with the next Board meeting being held on 7 November 2018.</p> <p>It was agreed that the COO would continue to prepare monthly Flash Reports for the Board and if anything urgent needed to be discussed this would be done by GoToMeeting.</p> <p>It was agreed that there would be an email update to the Board following the sportscotland presentation.</p> <p>GP asked if the timing of the AGM was right as there had been some confusion regarding the financial year and what activity had taken place when. It was noted that March is also a very busy time of year for fencers. It was agreed that the AGM would be held on a date in June 2019 as this would allow the outcome of the sportscotland investment to be discussed and shared with the members. Additionally, there would be an Operational Plan for the next two years. Furthermore, draft accounts would be ready for 2018/2019, as well as the approved accounts for 2017/2018.</p> <p>Given the revised timing of the AGM, consideration would need to be given as to how the Board dealt with Directors approaching the end of their Board term and HK agreed to look at the options and provide recommendations.</p>	HK
8.	<p><b>AOCB</b></p> <p>a) <u>2017/2018 Accounts</u> DC reported that the first draft of the accounts had been received from the accountants and he had discussed this with LA. A further discussion would be had with VB and LA on her return from holiday. The accounts would then be returned to the accountant and should be ready for the he Board to approve formally at the November Board meeting.</p> <p>b) <u>Safeguarding</u> RM noted that he was working on the Safeguarding Action Plan and this woud be circulated to the Board.</p>	