



**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED  
25 May 2018 at CALEDONIA HOUSE, EDINBURGH

- Present            Sheila Anderson    Director HR/Equality (SA)  
                       Gail Prince            Independent Director, Communication and Events (GP)  
                       Martyn Foley        Director, Events (MF)  
                       Hugh Kernohan     Director, Performance and Governance (HK) - via GoToMeeting  
                       Ross Morrison      Director, Safeguarding/Development (RM) - via GoToMeeting
- Apologies        George Liston        President and Chair (GDL)  
                       David Carson        Finance Director (DC)  
                       William Steele      Director, Selection Manager (WS)
- In Attendance    Vincent Bryson      Chief Operating Officer (VB) – Chair of Meeting  
                       Jennifer Griffin     **sportscotland** Partnership Manager (JG)  
                       Jacqui Dunlop      Minute Taker (JD)

	Item	Action
1	<p><b>Introduction</b></p> <p>1. <u>Welcome, apologies for absence</u></p> <p>Apologies were intimated on behalf of George Liston (Chair), David Carson (Finance Director) and William Steele (Director/Selection Manager)</p> <p>2. <u>Declaration of conflicts of interest</u></p> <p>There were no new conflicts of interested declared. VB noted that he was Board Member with another governing body and JD noted that she was employed by another governing body.</p>	
2	<p><b>Minutes of Previous Meeting and Matters Arising</b></p> <p>2.1 <u>Review of Minutes of 18 April 2018</u></p> <p>Minutes were agreed as an accurate record of the meeting.</p> <p>2.2 <u>Matters arising:</u></p> <p>There were no matters arising from the minutes of the meeting 18 April 2018.</p>	
3.	<p><b>Chair’s Report</b></p> <p>VB noted that the main focus of the Chair’s work since the last Board meeting had been on finance, selection and appeals and that these would be covered later in the meeting.</p>	
4.	<p><b>Chief Operating Officer’s Report</b></p>	

	<p>VB submitted the Chief Operating Officer’s report at 21 May 2018 (copy on file). The monthly summary was noted as:</p> <ul style="list-style-type: none"> <li>• Club Development Manager joined April 23rd</li> <li>• CJFC staffing adverts issued</li> <li>• Membership currently <b>964 (Monday 21<sup>st</sup> May)</b></li> <li>• Strategy Sub-Group 3<sup>rd</sup> session – VMOST nearly complete</li> <li>• Coaching Advisory Group – ToR’s drafted</li> <li>• Refereeing Advisory Group – ToR’s drafted</li> <li>• BF require nomination for “referees person” from SF – CDM likely to recommend Jennifer Sancroft</li> <li>• <b>CW2019</b> review feedback collated by DIRDEV</li> <li>• Patches for CJFC currently being sourced by VB (MJ recommended)</li> <li>• Office connectivity updated – Virgin Media Broadband</li> </ul> <p>Items which arose were:</p> <p>Scottish Fencing are GDPR compliant.</p> <p>HK noted that he will be arranging a time to meet with Blair Cremin when he is in the North meeting with the Clubs.</p> <p>Phil Carson has been nominated to lead the Coaching Advisory Group and Jen Sancroft the Refereeing Advisory Group, with Blair Cremin sitting on both groups. SA noted the importance of Scottish Fencing having ownership of these areas and VB agreed to share the Terms of Reference with the Board Members.</p> <p>Two patches had been submitted and these are currently with CFF for approval. It was agreed that these would then be submitted to the Membership to choose the preferred patch, with the aim of having a patch agreed by the end of June. HK agreed to find the correspondence regarding Ben Paul and forward this to VB.</p> <p>#ThisGirlFences has not progressed, however LA will now be leading, and this project and a recovery plan put in place.</p> <p>VB displayed a copy of the Membership Spreadsheet which he explained would be used to monitor membership numbers. Data for the membership statistics is taken on a monthly basis on the 28<sup>th</sup> of the month. VB noted that Blair Cremin and Liz Anderson will each be given four of these sheets covering different areas to focus on. The Board will be given access to these documents through the shared drive.</p> <p>Phil Carson had suggested that a coaching week and SA noted that a business plan should be created to make it self-funding.</p>	<p>VB</p> <p>HK</p>
5.	<p><b>Priority Areas – Strategy Sub-Group Report and Discussion</b></p>	
	<p>GP reported that the Strategy Sub-Group had met a few times since the last Board meeting and four key objectives had been agreed:</p> <ul style="list-style-type: none"> <li>- Strong and Inclusive Clubs</li> <li>- Talent System for Coaches and Athletes</li> <li>- Community of 1300 Members</li> </ul>	

	<p>- Scores of Competitions</p> <p>Blair Cremin and Adam Szymoszkowskyj had been added to the sub-group. It was noted that Adam, who is employed by Basketball Scotland, has been given time to contribute to the group by Basketball Scotland, during his working day. VB explained that the documentation will be circulated to the Members for consideration and this will be a total of 5 pages which will include the overall graphic, then a page for each of the headings with further detail added. VB agreed to circulate to the Board following the meeting.</p> <p>SA noted that the document looked good but felt that the 175 target for coaches was a lot. VB explained that this was exponential with a small bit added on top, he noted that it was a stretch however this was the 2025 target.</p> <p>It was agreed that a notice would go on the website explaining that the sub-group had been expanded and the support which Basketball Scotland were giving, ahead of the consultation document being issued.</p>	<p>VB</p> <p>VB</p>
6.	<b>Record of Decisions Made Outside a Board Meeting</b>	
	<p>a) <u>Selection Ratification</u> – A Board paper was submitted by the Chair (copy on file) regarding the Selection Policy. HK noted that the policy should refer to Ranking and <b>Result</b> information, not just ranking information. This change was approved by the Board, and VB agreed to amend the paper.</p> <p>SA noted that she felt that the proposal was not a minimal change, but additional work would be required. It was noted that Bill Steele and GL[Ch1] had discussed the paper and it was agreed that the new approach gave better transparency. It was noted that a positive outcome was that the Selectors are required to have an exchange of information regarding the selection.</p> <p>There was an implied recommendation that the coaches should not used as Selectors and that the recommendation was that the Board consider how to select a pool of selectors.</p> <p>Noting the one change to the paper, the Board approved the Selection paper in principle and need a recommendation and decision on the use of the coaches for the selection panel and the composition of the selection panel from the Chair and Bill Steele.</p> <p>b) <u>Selection Appeal</u> – An appeal had been received from an athlete and this had been dealt with.[Ch2] The learning from the appeal had been noted and this had been included into the new Selection Policy which had been approved by the Board.</p> <p>It was agreed that VB would confirm the situation with the person [Ch3] who had made the appeal and Phil Carson so that they were aware that action had been taken.</p> <p>c) <u>CW2019 Feedback</u> – a survey had been carried out and collated by RM and a proposal had been issued. RM noted that there had been good feedback with 15 or 16 responses. The parents and coaches had different views with the parents wanting to keep the U13 teams and the coaches more concerned about the methods of selection. The Selection process had been discussed and it was agreed that next year Scottish Fencing could look at ensuring that the Scottish Championships did not clash</p>	<p>VB</p> <p>GDL/WS</p> <p>VB</p>

	<p>with anything else as this was mandatory for selection. Scottish Fencing would organize the travel and accommodation for the U15, with the parents being responsible for organizing and travelling with the U13s, with Scottish Fencing coaches having responsibility for them only at the competition. The Board thanked RM and endorsed his report. It was agreed that the Report would be issued to Board members.</p> <p>It was agreed that a report would be put on the website thanking everyone who had contributed and noting that the final report would be issued shortly.</p>	<p>VB</p> <p>VB</p>
7.	<b>Budget Review</b>	
	<p>VB reported that that it was a year of intense competition at a Scottish level this year and that the organisation currently had a deficit of £8,000. This would reduce to £6,000 if the company kept all staff this year due to a HMRC rebate.</p> <p>It was agreed that VB would discuss with JG the WR2019 Funding as this competition fell within the current financial year. The financial discussions taking place regarding the Commonwealths were in relation to Scottish Fencing’s own funds, and not sportscotland performance investment.</p> <p>VB agreed to contact Commonwealth Games Scotland to see if there would any financial support for the Commonwealths this year, as they had previously supported this event by £10,000 although this was when it was a home event.</p> <p>A decision would need to be made if Scottish Fencing would contribute £1,700 in entry fees for the Commonwealths for the Juniors and the Cadets. It was noted that the competitors had already been given the costs for the event, including a contribution for staff of £120, but not including the entry fees. It was noted that if Scottish Fencing pay the £1,700 this would increase the deficit, as the current £8,000 deficit does not include this contribution.</p> <p>VB noted that deficit is predominantly due to the bearing of the costs of the COO role. This is expected to only be the case for 2018-19 as the strategic review will request at least fifty percent of the COO role to be subsidized by an increase in sportscotland investment under the “Effective Organisation” heading. SA noted that when the COO position was originally put forward to the Board they were assured that the money for the post was available for both years, and the Board made the decision to spend the money. She was concerned now that the COO position had now produced a deficit. SA noted that she was not prepared to consider cutting the COO position and HK noted that the decision had been taken regarding the appointment and felt that the Board could not go back on this. The advice was that the money was there for the duration of the contract.</p> <p>VB noted that there had also been less income generated by Scottish Fencing over the period as they did not run the SFA day and the First Aid courses were facilitated by Clubs so Scottish Fencing did not make any profit from them. It was noted that Scottish Fencing need to think commercially. Had these events been run it would not have eliminated the deficit but would have softened the blow.</p> <p>VB noted that Scottish Fencing can do better on income generation and this year had seen an increase in entry fees for the Scottish Championships[Ch4]. The Scottish Open last</p>	<p>VB</p> <p>VB</p>

	<p>year cost £2,500 and work is currently being carried out to look at a venue which would not cost as much.</p> <p>VB suggested that the Board put a ceiling on the size of the deficit and the staff would work within that. MF asked if fundraising could be done for specific projects and it was agreed that this could be done.</p> <p>GP asked where Scottish Fencing saw the peak of their sport in performance terms and it was agreed that Olympic and GB representation is the peak, with the Commonwealth behind that.</p> <p>It was noted that budget should have been agreed in January and SA and GP were uncomfortable with the deficit and that Scottish Fencing were not aware of the implications to the budgets by not having the SFA Day and First Aid Courses.</p> <p>VB confirmed that DC had confirmed that he was comfortable with the proposed £8,000 deficit (this would be £6,000 if the HMRC rebate was included).</p> <p>The Board agreed that due to the timescales involved and the fact that communication had already been issued regarding the costs for the Juniors and the Cadets, that Scottish Fencing would pay the £1,700 entry fees.</p> <p>It was not agreed that Scottish Fencing would pay the entry fees for the senior Commonwealths. The costs for this had not yet been released and it was agreed that affordability of the event would be considered along with the size of the team. It was agreed that fundraising would be done for the Senior Commonwealths. It was noted that performance activity could take place this year and this could help towards the funding of the senior commonwealths.</p> <p>As the £1,700 was being paid for the team entry for the Junior and Cadet Commonwealths it was agreed that the ceiling for the Deficit would be £10,500 and the staff would work within this limit.</p>	
6.	<p><b><u>AOCB</u></b></p> <p>a) <u>Scottish Youth Championships</u> – MF noted that the Scottish Youth Championships will take place on 16 and 17 June and that volunteers are required to move equipment from Wellwood to the Event. VB agreed to put out a call for volunteers on the website.</p>	VB
7.	<p><b><u>Date of Next Meeting – Wednesday, 27 June 2018</u></b></p>	