



Present	Sheila Anderson David Carson Martyn Foley Hugh Kernohan George Liston Ross Morrison Mike O'Donnell Gail Prince William Steele	Director HR/Equality (SA) Finance Director (DWC) Director (MF) Director (HK) President/Chair (GDL) Director, Safeguarding (RM) Development Director (MOD)/ Interim CEO Director Director, Selection Manager (BS)
In Attendance	Liz Anderson	Administrator (LA)
Apologies	Jennifer Griffin	sportScotland Partnership Manager (JG)

Minutes:

Item	Who
1 Welcome and apologies	
1. Apologies and welcome	
Hugh joined at 18.10, George joined at 19:00. MOD chaired the meeting until GDL joined. Apologies were noted from Jennifer Griffen, sportScotland Partnership Manager.	
2. Declaration of Conflicts of Interest	
RM to return his form. There were no new conflicts of interest from the other directors.	
Action:	
RM to return his form.	RM
2 Minutes of previous meeting and matters arising	
2.1 Minutes of previous meeting	
Minutes of the meeting held on 26 April were agreed.	
2.2 Review of Actions	
The review of actions was updated and LA to circulate once actions arising from this meeting are added.	
Safeguarding Action Plan	
The board approved the safeguarding action plan.	
Action	
MOD to format and update for changes received and then circulate to AA for his comment.	

Once AA has seen and commented, MOD to publish on website, add to policy register and to Swordmark. **MOD**

LA to send Action Plan to clubs directly once published.

Action:

LA to update and recirculate SF BM Action list **LA**

2.3 School Games Selection

BS highlighted that there was another Senior Open event on the weekend of the School games and that this might lead to some fencers not being available for selection.

Action:

BS to create initial list and finalise the panel of selectors. **BS**

2.4 Allocation of Portfolios

Hugh: Performance and governance
Martyn: Events
Bill: Selection
Gail: Communications and Events.
Ross: Child protection/club development
George: Chair, President
Mike: Interim CEO- conflict of interest
Sheila: Equality/HR

MOD will look at other portfolios listed and see what's other areas of responsibility still need allocated. GP advised MOD to be aware that there could be a conflict of interest if he were to take on certain roles.

Actions:

MOD to ask GDL if he can take on the Coach Education portfolio. **MOD**

MOD to identify remaining portfolios and ask directors to take these on. **MOD**

3 Record of Decisions Made Outwith Meeting

3.1 Appointment of TM (Volunteer to cover maternity leave).

Chloe Dickson is appointed TM to cover school games. MOD is arranging TM training which is open to anyone interested.

4 Risk Register (circulated separately)

MOD circulated the updated risk register.

Actions:

All directors to revisit risk register and update for their area of responsibility and return to MOD by 5 June. **All**

MOD to compile and circulate in time for June meeting **MOD**

5 Interim CEO update

5.1 Budget 2017 – 18 (circulated)

MOD advised that these figures will change depending on the outcome of the decisions around the CEO post. Coach Education underspend is £900, performance £0 and development salary for AA unpaid leave is £3k. Clawback to sportScotland is £4k.

Action:

MOD/DWC to finalise the club membership initiative grants. MOD will issue a revised budget accordingly.

**MOD/
DWC**

6 Events

6.1 Scottish Open (SO)

MOD updated the Board on offers of help (Chris Hyde) and the background to the Scottish Open (flagship event). MOD will issue operational plan and any requirements for assistance. GP will assist with communications in the run up to the event. HK, as this is a mandatory event for selection SF needs to publish details soon.

MOD will discuss with RM/MF about the development opportunities identified from this years SO such as drop in come and try sessions/ plastic fencing festivals.

Actions:

LA to ask BF to publish SO dates on their website.

GDL will share details of his contacts for LA to circulate flyer to.

MOD to circulate SO operational plan

RM/MF/ MOD to discuss development opportunities come and try/ plastic fencing festivals.

LA
GDL
MOD
RM/
MF/
MOD

6.2 Scottish School Teams

Dates agreed.

6.3 Scottish Youth Championships

Dates agreed.

The Board agreed that the policy for SF events is that all external organisers of these events need to run them on the dates required by SF and to the standard set by SF.

6.4 u15 Qualifiers

MOD advised the Board that he would like to bring forward the qualification date for 2018 Challenge Wratistavia.

Action

MF/MOD to work together to plan a calendar-setting day to include Foundation for Scottish Fencing (F4SF), DMCK, YWC and any other interested parties.

**MF/
MOD**

6.5 Winton Cup

This event provides valuable experience as a team member for fencers; sections have not entered teams for many years. Two spaces have been confirmed as available for section teams from Scotland. (To note: there is also a team entry fee and a requirement to supply referees.) SF wished to stimulate the revival of teams from Scotland participating in this event.

Action

GDL to discuss with organisers and will look to entering at least one team.

GDL

7 AOB

7.1 Section Role and Events

GDL asked the Board to consider how to revive section fencing for consideration at the next Board meeting.

All

7.2 National Clothing Markings

In line with international practice, logos for BF kit are changing from stripes to patches. GDL recommended that SF develop a design, which would have to be approved by the CFF.

Action

GDL to speak to CH to come up with a design for SF.

GDL/
CH

Board away day

It was agreed to hold two away days and directors to commit to attending both if possible or at least one. Dates are 20 May and 3 June.

Actions

GP to facilitate 20 May. LA to ask JG to find a sportScotland staff member who could facilitate 3 June meeting.

GP

GP/LA to find venues for both dates.

GP/LA

CEO paper

SA has written a paper about how other SGBs are managed. Not all have CEOs. There is also differences in rates of pay. As the Board could decide to combine the CEO role with the Club Development Officer role recruitment for both roles is on hold while the Board explore options.

It was **agreed** that MOD continue in role while the Board discuss options.

Action:

LA to circulate SA's paper

Board to discuss in full at away day.

LA
GP

JCCFC

Junior and Cadet Commonwealth Fencing Championships are likely to take place in England.

Summer Camp

MOD updated the Board on plans for the Summer Camp which SF will hold in July at the National Sports Training Centre in Largs.

BM Operations

MOD/GDL to look at the following and discuss where to place these on the Board cycle of business/ whether these are standing items and so on:

- Equality Action Plan (this was due for discussion at the September board meeting).
- Equality Training – this needs added to a future Board meeting - SA can facilitate.
- sportScotland update – this could include updates on Investment targets, signing of investment agreements
- Events subgroup? Details of events are discussed outwith the Board meeting
- 2017 targets and action plan, which may include SF targets alongside those from sportScotland.
- KPMG recommendations
- Budget and finances.
- Induction checklist.

Action

MOD/GDL to continue working on the Board business cycle.

**MOD/
GDL**

Meeting closed at 8pm.

Date of next meetings:

14 June 2017 6pm Caledonia House
Board away days 20 May and 3 June

DR