

# BRITISH FENCING BOARD MEETING

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Last Updated: 22<sup>nd</sup> February 2018

<b>Date of Meeting</b>	21.02.2018
<b>Location</b>	Eversheds
<b>Present</b>	Chair, PA (part), JT, BS, TC, JC, GP, CH
<b>In Attendance</b>	CEO, KR, DM, JM

## 1. INTRODUCTION

Apologies were received from Caryl Oliver and Anne-Catrin Sallaba.

New Declarations of Interest – none were received.

Conflict of interest on Agenda items – none were noted.

Interim Decisions – The Complaints Policy and the Safety Guidelines were approved by the Board offline.

New Risks –

It was noted that the President and Vice President of England Fencing were both stepping down. England Fencing were holding an election to appoint replacements.

It was noted that in respect of GDPR risk of non-compliance/breach low, work in progress. This risk was discussed at previous AGRC meeting.

## 2. APPROVE PREVIOUS BOARD MINUTES

Board approved the minutes of November 2017.

## 3. BOARD SUB-COMMITTEE ITEMS NOMCOM ITEMS

NomCom had received a letter from [REDACTED] asking for her to be put forward for an Honour. NomCom agreed to put the name forward.

*Action – BS to complete the details*

NomCom approved the staff, CEO, Board and Chair appraisal process and the staff survey.

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Board vacancies – it was agreed to fill the Appointed Director slot with either a Director chosen by the Board or an Independent Director. With the resignation of PW it meant that there was another gap in the Board with a Director position to fill with someone with accounting experience, NomCom had agreed that the position could be filled on a casual basis until the roll is filled with a formal election.

The Youth Panel Chair will be invited to come to the Board meetings as an observer as an interim position pending Athlete Rep elections.

It was agreed that we would look for independent members to sit on various committees, ie Disciplinary Panel, Selection Appeal Panel.

NomCom also discussed executive level roles with a request from the CEO wanting to go down to 2.5 days. NomCom agreed subject to figuring out transitional arrangements around it. NomCom also agreed to have CEO continue as CEO.

*Action – NomCom to go into more detail in defining the Board position roles then share with the Board.*

*Action – Chair to invite Chair of Youth Panel to attend Board meetings as observer*

*Action – CEO to circulate proposed org structure and related JD changes once agreed with NomCom*

## 4. FINANCE

### **Part 1. 17-18 Q3 Management Accounts**

Management accounts to 31<sup>st</sup> December, profit and loss summaries shows a summary of actual result for each department. First summary gives an idea of the actual result for the whole organisation however the most relevant slide is profit and loss summary two which removed the UK Sport and Sport England funding from the result showing an actual time adjusted figure.



WCP has not changed from the last meeting. We have filed our final return with UK Sport.

Talent shows a significant underspend because of it being a new programme. We have reduced the amount we claim from Sport England in Q3 and have not claimed anything in Q4 which will provide a larger budget for next year in the Talent programme.

Projects and Programmes show some underspend. We have again claimed less in Q3 and Q4 so the grant is increased next year. All delivery budget was weighted into the first year in our bid to Sport England.

Events has 2 slides one the standard P&L and the second showing the results for the individual events. We are looking better than budget on the Events department.

Commercial is a reasonable amount behind budget but it is important to say that we have had a very strong Q4 with Commercial with a solid forecast for the balance of the year.

Corporate Services is on budget.

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Membership is on budget. Membership numbers are up by approx. 3% against budget at the end of January 2018

### Summary

Both membership and Corporate services are on budget, Events better than budget, Commercial worse than budget but we are expecting a strong Q4.

We are also developing a trademark and working on brand protection.

Action – CEO list of items to come under legal budget to be sent to the Board offline

### Part 2. 18-19 Budget

Board were being asked to note the final figure of the draft budget.

Draft budget of 2018-19 is for a deficit of £8,500.

Talent and Development are budgeted as zero.

Commercial is a conservative commercial budget, it shows an increase showing against last year's budget due to budgeting for the events manager in the roll, this cost has not been included this year. Coach education breaks down into a number of core products then there is a commercial agreement section which is the same as the budget for this year.

The amount budgeted for merchandising has been reduced significantly.

EFC FIE licences section will move to membership.

Results are fairly similar with the only significant difference being the Senior Nationals largely due to the absence of sponsorship income.

There followed a discussion on the level of an Events Manager and the Events portfolio.

Corporate Services – Membership shows an allowance increase of 3.5% growth over the year which can be an increase in fees or an increase in member numbers.

JT suggested we recognise the membership properly and put in a contingency.

There is an absence of UK Sport Transition funding which is no longer in existence.

Sport England core funding is reduced by £10,000 every year.

Addition to the income is a management charge for AASE of 10%.

Board agreed with the direction of the budget subject to the final numbers.

## 5. BREAK

## 6. BOARD AWAY DAY OUTPUT - WORK GROUPS

It was agreed at the Away Day to set up some Board Working Groups.

TC asked who was responsible for populating the Working Groups.

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The Board agreed that the Chair/Lead of the Work Group would be appointed by the Board. Members of the Work Group were appointed by the Chair of the Workgroup in consultation with the CEO. Then brought to the Board for information.

The following groups were agreed:

**Events Advisory and Monitoring Group** – Outline terms of this group would be to advise and provide input to the British Fencing Events Manager and staff and monitor the financial aspect of the current event portfolio.

PA to lead. BS said he would be happy to help.

PA is also working on the Competitions & Rankings Group.

### **Membership Benefits Communications Group**

Outline terms would be to draft member communications on membership benefits, membership campaigns to increase membership numbers. This group would not overlap with the Home Country Working group.

GP to lead. PA to be a member.

### **Performance Pathway Description Group**

Outline terms of this group would be to describe the training and competition pathway options/journeys fencers could take through the sport as they develop and get more experienced. Capturing the experience of those that have already been through that pathway. This group does not have the remit to develop the pathway. This needs to align with/support the work being done in Talent and Coaching.

CO to lead.

### **Fundraising Group**

Outline terms of this group would be to identify various non-BF charity fundraising campaigns.

Board Chair to lead.

### **IT Group**

There was an offer from ACS and TC to support operational work on implementing GDPR, the website and IT. This was to be further discussed with the CEO and any work in this area would report to the CEO.

ACS to lead

### **Competition & Rankings Group**

At the current time PA and CO were on this group. This group was set up to look at how the Senior Ranking and Competitions in the UK could be changed/structured to meet the strategic objectives of the Board.

There was a discussion with regards to how this group related to the Events Advisory and Monitoring Group, which related to the operational portfolio management of the BF events.

PA/CO to confirm lead

## 7. BOARD AWAY DAY OUTPUT - CULTURE

Chair had circulated the document on the values and leadership on the Board. Summary is the Executive spend a great deal of their time on disputes and complaints. Much of the time is spent managing the impact of the behaviour of the complainants rather than dealing with the actual complaint itself. As a result the complaints policy has been updated to make it more robust.

Board were asked to give ideas on how the Board could show some positive leadership.

There then followed a discussion on thoughts and ideas on Board leadership.

There was general agreement in how complaints should be dealt with in accordance with the policy circulated. However it was noted that while this is a mechanism for dealing with complaints, it does not address the underlying culture from which aggressive complainants arise.

There is an associated risk that staff and volunteers will not remain working in the sport if they continue to be on the receiving end of some of the unpleasant behaviour that is currently being experienced.

It was agreed that the Board should think about how as a whole and as individuals could impact cultural change in this area.

## 8. BF CHARITY

TC has asked NomCom to look to recruit more people outside of the Board on to the Charity. The position would not need to go through open recruitment.

The Trustees meeting is to be rescheduled.

The year-end accounts for year to March 2017 have been filed.

Income this year will be greater and a full report will be presented at the June Board meeting together with the general reporting on the Charity.

There is a request to launch a Funding page for the Cadet, Junior and Senior European and World Championships.

CH noted that it was probably too late for the C&J Europeans now as the championships had already been organised and fencers already being asked to pay.

The CEO asked for all Charity communications going to members and volunteers to come from the Charity email and copied to her so she is up to date with the information being given out and the donations that are being made.

*Action JC to take back the recruitment question to NomCom and have a discussion off line.*

## 9. BOARD PRIORITY STRATEGIES & TACTICS

### **Sustainability including Commercials**

Already covered

### **Performance Pathway**

Already partly covered.

Cadet and Junior Europeans leave in 2 weeks. C&J Worlds selected.

Senior Selection proposal – CEO met with the weapon leads, selectors and Chair to look at changes to the senior selection policy for 18/19.

Senior Europeans is in Novi Sad and the Worlds will be in Wuxi, China.

### **Rankings and Competitions**

No further update in meeting.

### **SE Funded Participation and Projects**

No further update in meeting.

## 10. CEO INFORMATION ITEMS

- a) GDPR – Drafted a new privacy statement, privacy policy and guidance for clubs.  
TC offered to review.
- b) Athlete Representation/Youth Panel – Still in contact with BAC. Draft documents sent through. Will move forward to elections for Athlete Representatives at some stage.
- c) Grow Group meeting - A meeting has taken place with the next one scheduled for March.
- d) Partner Day/SRA Piece - The 'Art of Fencing' partner day had taken place and the write-up forwarded to Board. Excellent feedback from existing and future partners.
- e) BF Youth Code of Conduct – In Board pack. Updated to reflect current structure. CEO has worked on it together with CH
- f) Modern Slavery Statement – SGS college procurement required us to have a statement. Draft contained in Board pack. May need to be signed off by the Board
- g) IAPS Memorandum of Understanding – In Board pack. We have established a closer working relationship with IAPS initially led by desire to ensure coaches at events are registered and safeguarding risks are reduced.

## 11. AOB

There was no other business.

**Date of next meeting 22<sup>nd</sup> March 2018**