

# BRITISH FENCING BOARD MEETING

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

<b>Date of Meeting</b>	22.03.2018
<b>Location</b>	Eversheds
<b>Present</b>	Chair, PA (by phone), CO, BS, TC, GP, JC,ACS
<b>In Attendance</b>	CEO, KR, DM, PS (EF Vice President) T Curran Jones (Chair Youth Panel)

## 1. INTRODUCTION

Chair welcomed everyone to the meeting with a special welcome to Thomas Curran Jones Chair of the BF Youth Panel.

Apologies were received from John Troiano and Clare Halsted

**New Declarations of Interest** – none were received.

**Conflict of interest on Agenda items** – none were noted.

**Interim Decisions** – there were none.

### **New Risks**

It was noted that the President and Vice President of England Fencing were both stepping down. Tristan Parris has been elected as president and will be sworn in on Sunday 25<sup>th</sup> March.

Clare Halsted asked to add that the Events Manager was leaving which presents a small risk.

### **Board Vacancies**

The vacancies are on the BF site and on the UK Sport site

Chair encouraged the Board to reach out to their networks

Chair asked Directors to circulate the posts to their LinkedIn network

## 2. APPROVE PREVIOUS BOARD MINUTES

The Board approved the minutes of February 2018.

### 3. FINANCE

#### 18-19 Budget

The AGRC had reviewed the latest version of the Budget and were recommending this to the Board for approval.

DM summarised: Similar to budget presented at last meeting. Membership income now budgeted at 8% more than last year's budget. We are 4% ahead of budget for this year plus 3% inflation linked increase in fees with 1% additional growth.

Increased finance charges as they are linked as a percentage to the membership income. Increased legal/contingency fees, though the bottom line result is the much the same.

[REDACTED] It is a fairly conservative budget, therefore achievable. We are better than budget with a small deficit/break even for this year.

SE core funding reduces by approx £10k every year which poses a challenge for each successive budget.

PA asked about membership growth and the increase in deficit in certain events.

[REDACTED]. Conservative budget for senior nationals but we have good entry fees so far so result may be better than budgeted. Membership income 4% ahead of budget for this year plus 3% inflation linked increase in fees with 1% additional growth

Variances against last year include - increase in budget for office running costs. There is a variance in irrecoverable VAT as this is now included within each cost area instead of being split out. Increase in finance charges.

[REDACTED]

Commercial budget is conservative - coach education has been kept the same. Commercial agreements assumed to stay the same. Corporate offer line has been removed in line with focus on other products. Awards amount and merchandising reduced. Effectively, a more pared down commercial budget to reflect the tightened focus on core products.

Chair – Thanked DM for producing the budget on time and noted that the budget was very transparent.

AGRC recommended the budget for approval by the Board.

Board approved the budget

### 4. BOARD SUB-COMMITTEE ITEMS NOM COM ITEMS

#### Update on Succession Planning/Director Recruitment

In line with the Board Schedule, no Nom com meeting took place prior to this Board meeting.

The Chair updated Board on the following

1. Appraisals and Board Evaluation survey has been circulated. Staff appraisals are in progress, CEO appraisal is due in the next week or two.
2. JC will send out the documents for the Chair Evaluation.
3. The CEO reduction in days to 2.5 days from September was noted.
4. Nom Com is looking at the new membership Manager role and Job Description, which will, in principle, be a part time and maybe a contract position, depending on what the position involves.
5. Appointed Director – the position has been advertised.
6. BF Charity Trustee – the position has been advertised.
7. Panel Members – the position has been advertised.

### **Athlete Representative Elections**

CEO thanked TCJ (Chair of the Youth Panel) and Caitlin of the British Athletes Commission for the work put into producing the document.

Documents had been circulated to the Board

**Senior Athletes panel.** Athletes over 18 years old in the Top 20 of the Senior Rankings are eligible to stand for election to the panel. They must have represented GBR at senior World Cups, Grand Prix, European and World Championships in the current or previous season. The panel will be made up of 6 members plus the Chair of the Youth Panel. Nominations will open just before the senior nationals.

The BAC will support with communications and run the elections in May.

The Chair of the Youth Panel and the Senior Athletes Panel will be asked to take it in turns to attend the BF Board meeting.

Action – Chair to circulate the Membership Role JD to the Board

## 5. BOARD SUB-COMMITTEE ITEMS AGRC ITEMS

### **Board Director Register of Interests and Managing Conflicts**

TC - the important thing to note is the Companies Act legislation requires avoidance of potential conflicts therefore there should be pre-empted notification of interest, to that effect the position is that you should declare your current employment, fencing specific appointments, and appointments with other sporting bodies. All these items will go into the register. Then there are ad hoc conflicts that may arise during the course of the meeting, ie agenda items that may have a direct impact on you as in your capacity as an athlete or may have an impact to someone you have a club connection with or have given donations to individuals – you declare those items at the start of the agenda declaration of interest item. We have to demonstrate that we are managing the conflicts which have to be checked annually by Directors. TC also noted that all working groups should put a Declaration of Interest item on their agenda.

### **Policies to approve recommended by AGRC**

[REDACTED]

The Board discussed the delegated authority with respect to spending limits and agreed they were still appropriate.

The Board approved the policies

Action – Chair to draw members’ attention to the policies in the next member email.

## 6. BREAK

## 7. BOARD WORK GROUP UPDATES

### Events Advisory and Monitoring – PA

- PA – until the Events Manager is replaced it is difficult to get started on this group
- We will try and move the operational level target to break even
- Looking at increasing the number of events and competitors per event.
- Increasing the yield per competitor and then trying to reduce the cost per competitor

### Membership Benefits Communications - GP

- The group are currently outlining its terms of reference to align with the Home Country Groups
- The group would like a representative from the Home Country and a representative from the Youth Panel
- Improving and increasing communications to attract more members

### Performance Pathway Description – CO

- The name will need to be changed if it is to reflect participant journeys which include GBR representation
- There is a 3d model of fencing
- Meeting with Steve Kemp and have recruited JC and CH from the Board

### Fundraising - Chair

Chair to bring to the next Board

### Working Group on IT/GDPR/Website - ACS

- Looking at tactical rather than strategic help for the CEO and her team
- Looking at work colleague using their volunteer hours to help with the British Fencing IT requirements – ie the website

### Competition Format – CO and PA

Not much progress at present. Chair will come to the next Board with a set of next steps and priorities.

It was noted that most groups are complementary to the work of the management team and should not be in conflict with them. TCJ warned against overloading the Youth Panel members.

Board confirmed that they are happy with where the groups are currently.

### 8. BF CHARITY

TC confirmed that he will present on the Charity at the June Board Meeting in accordance with the last meeting.

CEO informed the Board that there had been a donation of £2,250 for the Under 23 European Championships which will be split between the athletes attending the Championships. The donation is from Imperium Investments whose CEO is a member of a London club.

The BF Charity has shared its website details in so the process of organising campaigns for the Senior World and European Championships can commence.

### 9. BOARD PRIORITY STRATEGIES & TACTICS

#### Board Away Day Output

##### Leadership, Culture and Governance

Board members are being asked to get more involved in activities.

The sports Governance Code: David Sales had completed his work and the results have been circulated to the Board. Once reviewed will inform Sport England.

June Board will focus on strategic discussions and discussions on oversight.

There followed a discussion on items the Board would like to bring to the June Board including suggestions such as:

- Inviting a weapon manager to the Board to report on the elite athlete progress
- Inviting an athlete, after the athlete elections, to the Board
- A more in depth look at the working groups
- Possibility of approaching smaller TV companies

TC pointed out that if Board are planning to discuss items at the next Board they need to ensure that the Executive has the time and resources to present on those subjects

##### Sustainability (inc Commercials)

DM – final quarter good commercially. The more focussed strategy is paying off. Development of licencing has proven successful so far.

##### Performance Pathway (inc Talent)

Best results from the European Championships was Silver in the men's Sabre event by Ian Ren and 8<sup>th</sup> place by Caitlin Maxwell. All the results are online on the BF site.

Athletes have been selected for the Junior and Cadet World Championships in Verona.

Talent held a pre-European Championships talent camp and will hold a pre-World Championships camp this weekend.

The Board congratulated Ian Ren on his medal.

### **Rankings and Competitions**

CH and the CEO are discussing the senior selections for the European and World Championships.

We now have a full complement of senior selectors, none of whom have a coaching relationship with the athletes seeking selection.

The Senior Selection proposal shared with the Youth Chair is in the 3<sup>rd</sup> review stage and will be going onto the website within the next month.

### **SE Funded Participation & Projects**

Work has gone into supporting Camden Fencing Club in their funding bid. BF have created templates that can be used by other clubs that want to bid for funding. We are currently supporting 4 clubs with their application.

Maslaha charity has passed the first stage of funding and are currently going through the 2<sup>nd</sup> stage.

### **Events Recommendations**

## 10. CEO INFORMATION ITEMS

**Safeguarding** – the Balanced scorecard gives the number of complaints and disciplinary cases going on.

CEO attended the NSPCC safeguarding workshop in Leicester as the NGB CEO Forum Representative on the Case Management and Strategic Steering group.

One takeaway was a recommendation that Board should ask CEO at meetings if, at any point during the safeguarding case management process she has overruled the Safeguarding Officer on any official recommendations. CEO confirmed that she has not overruled any safeguarding officer decisions.

It was confirmed that the agenda should include certain safeguarding questions as standard items. CEO agreed to expand the table on the balance scorecard to include these items once agreed.

Action CEO to speak with Liz Behnke on organising an updated Board Safeguarding course

### **GDPR**

Drafts are all online.

CEO will send email out to members

### **Grow Group**

The grow group met to go through the updated Memorandum of understanding which will go to both Boards to sign off. The grow strategy has been approved by both Boards



## 11. AOB

For noting – the rule on fencers having to attend the national championships continues to be enforced in line with the Board policy.

TCJ suggested that it would be helpful to publish an explanation so the athletes understand why this is in place.

CEO to work with TCJ to add a paragraph explaining the reasons why fencers must attend the nationals.

The meeting closed at 19.55

**Date of next meeting 27<sup>th</sup> June 2018**