

BRITISH FENCING BOARD MEETING MINUTES

Last Updated: 14th March 2019

Date of Meeting	14.03.2019
Location	Schroders
Present	JC (Chair), TC, YH, CH, MO, CO, JT, PA (by phone), A-CS (by skype)
Apologies	ML, TCJ, RE-S and Jack Magill
In Attendance	CEO, DM, KR, LB (part by phone)

1. INTRODUCTION

Chair welcomed everyone to the meeting.

New Declarations of Interest: There were no new declarations of interest.

Conflict of interest on Agenda items: None

Interim Decisions/Actions: Board were asked to approve the Draft Olympic Nomination Policy. Board approved the policy out of session then formally approved it at this Board meeting.

Papers to note: None

Action List: See Agenda

New Risks: No new identified risks.

Chair Opening Remarks:

Notable Results- Chair and Board congratulated Caitlin Maxwell on her Junior European Bronze Medal, Richard Kruse on reaching the world number one spot on the international rankings and the CEO on her appointment as a BOA Board Director. This had been discussed with AGRC and no arising conflicts of interest had been identified.

Upcoming Events: CEO asked for Board presence at the BYC's being held in Sheffield and Senior Nationals held in London. Board members agreed to be present at, at least one event.

ML asked the Chair of the meeting to let the Board Directors know that he had, together with the CEO, attended the ADP, Steering Group meeting which was useful and productive. They also attended the UK Sport announcement for their new 2021 strategy for the next cycle, again in an informative meeting.

The Board Directors expressed their condolences at the passing of Jon Milner to his

family and noted that CEO would represent BF at the funeral.

2. APPROVE PREVIOUS BOARD MEETING NOTES

TC noted that the meeting was not quorate and therefore could not be called minutes.

The Board approved the meeting notes of 21st November 2018.

3. FINANCE PART 1 COMMERCIAL SUMMARY

DM presented the commercial summary to the Board.

Financials as at 31st December 2018, come straight out of the Management Accounts. They show a considerable amount of the current surplus sitting in the Management Accounts commercial tab, in the areas summarised as Coach Education, Commercial Agreements and Designations. There is approx. £23,839 worth of surplus from Coach Education, Commercial Agreements are sitting at around £9,366 and Designations at £13,500, making almost £47,000 worth of surplus.

Partner Income: DM took the Board through the Partner Income slide, highlighting the value of the partnership products. PGL, for example are spending more money with us because of the good experience that they are having with us year on year,

Fibodo, Pixel, Leon Paul are value in kind partners.

Coach Education has 2 main areas. Core Coach is the training up of activity providers to deliver fencing. Introduction to Coaching Fencing – these are Coach Education course levels 1,2 and 3. Commercial Agreements: this is where customers with more than one site, for example PGL, get a license to train their own staff so that they can then train other staff around the country to deliver more fencing. Regular quality control and annual touchpoints helps to assure quality. All of the training is done with our training material.

Designations is the right to be called an official supplier.

4. FINANCE PART 2 18-19 Q3 MANAGEMENT ACCOUNTS

The Profit and Loss Summary 2 tab shows the time adjusted figures (removing funded zero balancing budgets), showing a deficit of £8,000 which is around £6,000 better than budgeted for the year so far. Commercial is above budget for the year, with a stronger target for the end of the year closer to a £75,000 surplus as opposed to the £55,000 budgeted. This is primarily why things are showing as better than budget.

There is a negative variance in Coaching and Workforce. This is because we have one unfunded staff member who is sitting inside a funded budget, which was an oversight in the budget preparation.

Membership is on budget and Corporate Services is slightly better than budget.

Events are on budget for the year with a better than budgeted for the Eden Cup. Nothing new to note except for the fact that as agreed by the Board.

PA asked what could be done to bring down costs on events.

The Board approved Q3 Management Accounts

5. FINANCE PART 3. 19-20 DRAFT BUDGET PRESENTATION

There is a deficit of just over £3,000 for next year.

Talent and development are zero balancing budgets.

Commercial has a surplus of just under £71,000 – we are expecting the surplus to be above.

Events are showing as a better result for next year, with increased entry fees for the BYC's and levy increases for the regional qualifiers. School teams and the Nationals show a similar result to last Year. Eden Cup has a budgeted loss of £10,000, because it costs us approx. £10,000 to run every year.



Corporate Services and Membership showed a variance increase in the membership income but not a drastic increase.

The other variances were staff costs, a staff member that was not included in the budget last year, the cost of bringing a Director onto the payroll and an increase in the CEO time from 2.5 to 3.5 days. There is also an inflation rate increase in pay across the board budgeted in.

The Board thank David for his hard work on the budget.

Board approved the draft budget.

6. ASPIRATION FUND/MEDAL SUPPORT PLAN/"ROAD TO TOKYO"

CEO reported on the Aspiration Fund. Board were sent the briefing paper, which is an update on how we have moved on since the last paper was presented.

We have not signed the contracts with UK Sport for either award as yet, the expectation is that we will sign the contract by the end of April. We have been given an extension on the aspiration fund. We have been asked to specify social impact targets. We have been asked to form a group of 2 people, the CEO, team manager and an independent Board Director. NomCom proposed that JC should take on the role of the independent Director

We are creating a new GBR Administrator position. We will be using some money from the Aspiration Fund supplemented by Talent to create a cross area role.

Management will be provided by an element of CEO time and that of MM, which is already budgeted in. [REDACTED]

There followed a discussion on the Aspiration Fund.

The Board were asked to support and agree a budget contingency. **The Board Agreed.**

The Board thanks the Epee Club and the BF Charity for their help in creating packages of support across all weapons.

7. BREAK

8. BOARD SUB-COMMITTEE ITEMS: AGRC

The AGRC reviewed the updated policies: The BF Reserves Policy, Whistleblowing Policy, Bribery Policy, Conflict on Interest Policy, Delegated Authority and Matters Reserved, and the Committee TORs.

Board approved all AGRC reviewed and endorsed policies and Committee TORs.

9. BOARD SUB-COMMITTEE ITEMS: NOMCOM

NomCom was not quorate therefore the committee did not make any decisions, only recommendations. Therefore the items were being brought to Board for approval.

BRITISH FENCING BOARD MEETING

NomCom recommended that the executive level on the BF Organisation Chart was fit for purpose.
Board agreed and noted it was fit for purpose

NomCom recommended the Annual Appraisal Process for Staff, CEO, Chair and Board. This was unchanged except for the evaluation template for the Chair which will be updated to reflect current working arrangements. Board will be asked to complete the appraisal for the Chair, which will be sent out to the Board in due course.

The Board approved the Annual Appraisal Process.

NomCom also discussed an Independent Board Champion for Safeguarding and are delighted to say that Yashmin Harun has agreed to be that person, subject to Board approval.

The Board approved the appointment of Yashmin Harun as Board Safeguarding Champion.

NomCom agreed to look for a Chair for the BF Charity, a replacement trustee and an Independent Director.

NomCom also discussed Equality and Diversity which will be covered in the later agenda item.

NomCom also discussed and confirmed

- The skills matrix is up to date and ready to be used to identify missing skills as part of the annual election process.
- The CEO time increasing to 3.5 days, not least due to the additional work around Aspiration Fund and Medal Support Plan.
- CEO would kick off HR Policy review

The Board noted the above.

10. BOARD AWAY DAY OUTPUTS

Away Day outputs will be reported on at the next meeting.

11. CEO INFORMATION ITEMS

- a) Q3 Balance Scorecard – will be changing slightly in the next financial year because of the new targets, in particular Talent.
- b) Summary of safeguarding, disputes, complaints – the log has been updated to reflect QE2 balance score card not showing a number of open items. CEO wanted Board to note that there is a lot going on at a high level and that we may have to draw on financial resources.
- c) CPSU Safeguarding Framework Review – we are working with a small group of NGB's at Sport England on a safeguarding project. CPSU are carrying out an independent audit of NGB websites. CEO has written to every club to remind them that they will need to add welfare details to the club profile and their websites. The

12. EQUALITY & DIVERSITY

2018 Equality & Diversity Survey Results

Nothing unexpected in the survey it was similar to last year and the year before. Survey challenging for the young which is an issue we have not managed to resolve. Liz Behnke will reach out to gymnastics to ask how they engage with young members. Liz pointed out that U14 members can respond to the survey but with a limited amount of questions.

Gender – women are under represented in most cases. However, we are moving in the right direction with the exception of membership. Membership measures show that membership data currently has a 30-70 split in gender. We are continuing to encourage more women into the sport – eg referees, coaches etc.

Ethnic profile – we are moving in the right direction.

JC asked LB to remove the ethnic assumption for the next survey.

Disabilities – questions were changed this year.

Mental health effect many young and old fencers, which is an issue we should address.

Religion – Muslim Girls Fence is getting more funding and continues to go from strength to strength.

Board membership more diverse than the fencing community.

Diversity Action Plan

4.1 of the plan remains unchanged – most already achieved. 4.2 the added targets are embedded in the balance score card.

It was agreed that we would reduce the membership female target to 35% then discuss at the next meeting once we had managed to pull together a set of data.

CO agreed to look at the data and gather as much information on the number of female fencers dropping out of membership. Once the data has been gathered we can decide if to invest in the research more.

In discussion with NomCom it was decided that BME would be worth retaining as a goal.

Recommendation from NomCom is to include a target of a minimum representation at Board level in 2021.

4.3.2 and 4.4.2 were new additions to the plan.

The Board agreed the plan subject to amendments discussed at this Board being made.

Equality Policies for Annual Approval

Board have, for reference, taken it as read and are approving it.

Equality Policy, Transgender

Adults at risk – this has changed from vulnerable adults to adults at risk.

Board thanked LB for her work.

BRITISH FENCING BOARD MEETING

The Board approved Equality, Transgender and Adults at Risk

13. AOB

PA updated Board on the working group progress and the members of that group. He will send an email with the group's proposals.

Date of next meeting June 25th 2019