

# BRITISH FENCING BOARD MEETING MINUTES

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**Last Updated:** 26<sup>th</sup> June 2019

<b>Date of Meeting</b>	25.06.2019
<b>Location</b>	Schroders
<b>Present</b>	Chair, JC, YH, CH, CO, PA (by phone), A-CS
<b>In Attendance</b>	CEO, DM, KR, VB (part), LB (part), JM

## 1. INTRODUCTION

Chair welcomed everyone to the meeting.

**Apologies** were received from: JT, TC, RE-S, TCJ, MO

**New Declarations of Interest:** YH informed Board that she is now a London FA Elected-Director.

**Conflict of interest:** None

**Interim Decisions:** Aspiration Fund contract reviewed by TC, Chair and the CEO and signed. Contract was agreed offline.

### **Chair's Opening Remarks:**

Chair noted that it was important to discuss the amount of work that the Board do as a whole, within the fencing community.

Since the last meeting Chair has been involved in a number of things; discussions with England Fencing around the Armed Forces; have met with Hilary our President to get updates on FIE matters and to what extent she should start attending Board meetings. She will be at the September meeting. Attended at least one commercial group monthly meeting as well as the GBR ADP steering group meeting and a lottery birthday celebration.

Had a number of meetings with Janet and Georgina around appraisals and a meeting with the Philanthropy Company who are helping us with some philanthropy funded by Sport England. We also had discussions on the Senior Europeans and how it should be managed

**Notable Results-** There were no results to note.

**Upcoming Events for Board Attendance:** Cadet and Junior Nationals, 21/22 September SportsDock, London

## 2. APPROVE PREVIOUS BOARD MEETING NOTES

The minutes were approved subject to adding that the Board discussed equality targets.

Agenda Items from the minutes: CEO reported that she had done work on the increase in both male and female membership –difficult to extract exact data. It was agreed that a strategy should be created rather than getting actual numbers.

*Action: VB to provide further diversity statistics*

## 3. BOARD CONFLICT OF INTEREST REGISTER

The register had been sent to Directors offline and has been updated/amended and contained in the Board papers. The Board noted the conflict of register.

## 4. BOARD AWAY DAY REVIEW PROGRESS

Key points - to look at whether the Board need more KPI's at top level above those in the Balanced Scorecard.

Sustainability – had discussions looking at the point of view of stakeholders such as parents. Looked at safeguarding and key safety items. Board re-iterated that CEO and team to take a strong approach on ensuring safeguarding standards were implemented.

Exec team is working on a volunteer survey with questions led by Sport England the production of which should be by the next Board meeting.

More work as always to be done on communications and social media. New section on website for parents on the website under a section called GBR Parents.

Work is being done on getting more clubs to sign up their members. Defining club structures and how clubs and membership work together a 2019-20 season project

PA reported that he has a working group in place for the Ratings Event but is struggling to get a meeting with Sport80. The Ratings Event should hopefully be available next season.

Volunteer survey should produce results in September/October.

*Action: Chair to discuss KPI's with CEO*

## 5. SPORT ENGLAND

Virginia Bailey shared the following statistics with the Board

**Headline stats from our Sport England Projects and Programmes Portfolio:**

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- Retention rate in P&P portfolio: 67% (based on attendance at a minimum of 60% of sessions) compared to the retention rate in 17/18 of 59%
- Number of courses delivered as part of the P&P portfolio: 23
- Number of coaches upskilled as part of the P&P portfolio: 227

### Higher Education highlights:

**Retention rate:** 61% in Yr. 2 compared to 40% in Yr. 1 (based on attendance at a minimum of 60% of sessions)

**London Youth:** Over 60% of those who took part in fencing were female

**Retention rate:** 70% in Yr. 2 compared to 64%

We have attributed the above to the 4 following key factors:

1. Strong and effective partnerships
2. Co-creation with partners and target audience
3. Insight led and continuous monitoring, evaluation and learning
4. An adaptable Coaching Framework

## 6. SPORT FOR SOCIAL CHANGE

- Working with Change Foundation.
- Evaluation process opportunities becoming more and more.
- Supporting social change.
- CEO will be starting social change as part of website.

CEO will bring back draft strategy to the Board towards December.

YH reminded the Board that BF were doing better than many NGB's.

Board thanks VB for all work done so far and stated that the Board are fully committed in their support.

## 7. DIRECTOR SAFEGUARDING RESPONSIBILITIES

Liz Behnke, Equality and Safeguarding Manager to the Board through safeguarding responsibilities covering key legislation that exists for NGB's and risk management.

She spoke about and covered the following points:

- Board individual roles in safeguarding, protecting not just children but also adults at risk
- Understanding risks
- The amount of cases BF have undertaken ranging from parents, athletes and coaches.
- CRB checks
- Culture of safety, equality and protection
- Senior Board level lead talking responsibilities
- Staff safeguarding training – all staff have completed the training online

- Safeguarding adults
- Being aware of the care act and the mental capacity act
- Principles of safeguarding adults
- BF's challenges, including one-man bands, schools using unregistered coaches, people not buying into safeguarding, the online world, welfare officers, SAR's
- What we are doing
- Our solutions
- SE pilot project
- Ensuring coaches, parents, welfare officers properly trained.

The Board thanked LB and reiterated its commitment to Safeguarding.

## 8. BREAK

## 9. FINANCE - 18-19 Q4 MANAGEMENT ACCOUNTS



### Main departmental variances

#### Coaching & Workforce variance from budget [REDACTED]

This variance relates to the ongoing issue where additional staff costs for a team member budgeted incorrectly.

The budget for 2019/20 has accounted for this team member so the variance is not expected in next year's figures.

#### Events variance from budget - [REDACTED]

The events portfolio finished [REDACTED] better than budgeted. This is due to a positive result in the Senior National Championships and second School Teams Championships (there were 2 in this financial year). There was also [REDACTED] revenue generated from Event Licensing that was not budgeted for.

#### Commercial variance from budget - [REDACTED]

As previously reported to the Board, the commercial activities of BF have grown a lot this year. The department now has the ability to generate significant surplus for the organisation and this is expected to continue growing in 2019/20.

### Other points to note

The results for Membership and Corporate Services have been split to allow for better analysis and to assist in financial reporting to Sport England. However, it is important to consider the two results together as there are many overlaps between the departments and a combined result gives better

context to the performance of the two departments.

## 10. BOARD STRATEGY - EVENTS

PA talked the Board through the events presentation noting the following:

- Attendance
- Costs
- Objectives to create a 4-year programme to deliver high quality events
- Agreed events strategy
- [REDACTED]
- Increasing the number of competitors
- Creating new events
- Dynamic pricing
- Reduced qualification criteria
- Entry fee increases

Next Steps

- New events
- Increase fees
- Locations, economically viable

## 11. BOARD SUB-COMMITTEE ITEMS: AGRC

**Policy Approvals** - Board to note Procurement Policy feedback any views prior to formal approval. It was agreed that the policy is fit for purpose.

**Risk Log** – AGRC reviewed top 10 reviewed as well as risk management strategy and procedures and agreed these were fit for purpose.

**Auditors Board attendance** - The auditors have requested and AGRC agreed in light of very few issues in the accounts the auditors will be attending the September Board meeting but not the pre AGRC meeting.

## 12. BOARD SUB-COMMITTEE ITEMS: NOMCOM

During the following discussions CEO, Finance Director and Staff left the room.

**CEO appraisal** - Board accepted/agreed the summary provided by NomCom.

**Chair Evaluation** – 100% return on the evaluation. Chair happy with the proposals being shared with the Board.

**Board appraisal** – summary in the Board pack. Discussed at NomCom who agreed it was a little cumbersome.

There followed a discussion on the Board appraisal. It was noted that the Board are not spending as much time on risk/governance because all the processes are in place. Compliance overview in Board folder gets provided to SE for review. Overview demonstrates that we are compliant.

It was also noted that NomCom had received 2 applications for the Chair of Trustees position. NomCom will progress to the next stage with the 2 applications.

### 13. CEO ITEMS

**Balanced Score-card** – The purpose of the quarterly scorecard is to give KPI's and metrics that link back to the VMost. Exec team monitoring work that they do against these. Quarterly data is analysed. Scorecard data represented in Smartsheets and generated to illustrate targets. Board to email CEO with any questions they may have.

CEO asked Board to note the update to the Complaints Policy.

### 14. STANDING ITEM - SAFEGUARDING

No exceptional items to report.

### 15. STANDING ITEM - EQUALITY & DIVERSITY

Covered above

### 16. APPROVAL OF SELECTION POLICIES (CADET&JUNIOR)

Documents with a summary are online. Selection now based on one ranking and some discretionary. [REDACTED]

### 17. AOB

**Update on Customer Complaints**- covered above

**Staff Changes** – will cover offline

**UKAF agreement** – to note ongoing discussions. CEO to forward MOU when ready.

**Procurement**- discussed as part of AGRC items above

Date of next meeting September 18<sup>th</sup> 2019