



In attendance:

Jude Salmon – Co Chair, Director of Club Development JS

Sam McLellan – Co Chair, Director of People Development SM

Paul Vaughan – Director of Performance PV

Collen Walker – Director of Finance CW

John Bryden – Director of Marketing JB

Robin Paterson – Director of Communities RP

Peter Drummond – Director of Governance PD

Gregor McCallum – Director of Competitions GM

Barry Cook – Sportscotland BC

Alan Martin – CEO AM

	Item	Who
1	Introduction	Chair
	<i>Conflicts of interest</i> None declared <i>Record of Decisions made Outside a Board Meeting</i> - Decision made to co-opt Kate Daykin as Director of Equality until the next AGM. Induction will follow with Directors. - AM to check the recruitment pack is up to date and send to JS and SM - BC highlighted free sportScotland training for Directors	AM
2	Minutes of Previous Meetings and Matters Arising	Chair
	<i>Minutes of June Meeting</i> - JS encouraged all Board to respect the two-week deadline to approve minutes of previous meeting <i>Matters arising (summary)</i> - SM and CEO met with Georgina Usher on SF-BF partnership and requests re. sport80; follow-up meeting to be held on Monday 1 Sept - AM and LA to redraft financial procedures policy and send to PD and CW (then circulate to Board) - RP requested schedule for when policies will reach review date - JB to meet with staff team at weekly meeting re. marketing - AM to report on membership trends, including three-year trend - Staff team to look at plan for competition delivery, will relate to GM's competition proposal	AM, JS, SM AM, LA, PD, CW AM, PD JB AM AM, DB, LA
3	CEO Report	CEO

	- AM answered questions Directors sent in advance of meeting on CEO Report - AM to explore a tracking report that shows high level info with narrative: gave qualitative example which was well-received - AM to provide Board with scheme of delegation on CEO Report contents with quantitative targets or projected outcomes and timeline for delivery, review and evaluation report to Board - AM and BC to liaise on Moving to Inclusion framework. - Progress report on solution riposte for board - Share risk register with PD for review and Board approval. - Ahead of governance audit share complaints procedure with board for review. - Staff team to present at next board meeting (9 Oct) on Changing Lives so the staff/board vision is aligned - DB to provide reports on club fund projects when completed - AM and GM to finalise plan for youth events <i>1. Website preview</i> SM encouraged colleagues to join the site working group if keen to support website building	AM AM AM/BC DB AM, PD AM AM, DB AM, GM SM
4	Safeguarding	PV/CEO
	AM reported that LA continues to track PVG's in clubs in continued response to legislative changes	AM
5	Board Governance	
	<i>1. Policy approval/update</i> - PD to approve policies as per 2.2 <i>2. Equality/Environmental Portfolios</i> - Kate Daykin will take on Equality and SM will take on the Environmental board portfolio - RP asked about complaints policy and whether numbers of formal and informal complaints could be shared at Board. AM affirmed there is a complaints and appeals policy and that this item would be included in Governance going forward.	PD KD, SM RP, AM
6	Financial Performance Performance against plan and projection	CW
	CW to compile a variance report after meeting with AM and LA	CW
7	Performance	PV/CEO
	- AM and/or PV to attend CFF AGM - Further meeting required with home nations to establish position on CFC 2026 (no dates for the event exist yet)	AM, PV AM, PV

	- Concerned raised re. logistics and practicalities of sending a team, but Board await further info - AM to continue dialogue with Nordic Fencing Union	AM
8	AOCB	GM
	<i>1. Competitions Proposal</i> - PV suggested that the contents of the paper had already been agreed re. responsibility for events. Called for review into keeping a free weekend for the Scottish Open, as was past precedent. Feels SF need to be more ambitious in the events space and should look into holding a BRC or Vet competition. - The proposal passed, affirming that the SF staff continue to hold operational responsibility for the Scottish Open, Scottish Youth Championships, Scottish Schools and circuit of youth events - SM and GM expressed concerns re. state of Scottish Open and SYC 2025	PV AM, LA, DB SM
9	Date of Next Meeting 9 October (online)	Chair

Who	Action	When
AM	Check recruitment pack is up to date and send to JS and SM	Next meeting
AM, JS, SM	Follow up meeting with Georgina Usher	Next meeting
AM, LA, PD, CW	AM and LA to redraft financial management policy, PD and CW to check and finalise (then circulate to Board)	Next meeting
AM, PD	Schedule for when policies will reach review date	Next Meeting
JB	Meet with staff team	Next meeting
AM, DB, LA	Look at plan for competition delivery	Next meeting
AM	Explore tracking report templates (including membership trends)	Next Meeting
AM	Provide Board with scheme of delegation on CEO Report contents with quantitative targets or projected outcomes and timeline for delivery, review and evaluation report to Board	ASAP
AM, BC	Liaise on MTI	Next meeting
DB	Progress report on solution riposte	Next meeting
AM, PD	Share risk register with PD for review and Board approval.	Next meeting
CW	CW to compile a variance report after meeting with AM and LA	Next Meeting
AM	Share complaints procedure with board	Next Meeting
AM, DB, LA	Staff team present on Changing Lives at next board meeting	Next meeting
DB	Reports on club fund projects sent to board	When completed
AM, GM	Finalise plan for youth events	Next meeting
JS	Establish complaints monitoring process	Next meeting
CW	Compile variance report	Next meeting
AM, PV	Attend CFF AGM	Next meeting
AM, PV	Request follow up meeting with home nations	Next meeting