

SCOTTISH FENCING LTD

Meeting of the Board of Directors of Scottish Fencing Ltd., 15
January 2026



In Attendance

Sam McLellan (SM)
Gregor MacCallum (GMac)
Robin Paterson (RP)
Peter Drummond (PD)
Colleen Walker (CW)
Paul Vaughan (PV)
Kate Daykin (KD)
Daniel Baker (DB) (SF Staff)
Geraldine McGuire (GMcG) (Sportscotland Lead Manager)

ACTIONS

Who	Action	When
SM	Write to Jude Salmon expressing thanks on behalf of the organisation for her time on the board.	Next Meeting
PD	Review financial procedures policy	Next Meeting
PD & GMac	Look at timeframe for review of policies and procedures. Liase with staff team on this and update board.	Next Meeting
DB	Send report on Solution Riposte to board.	Next Meeting
PD	Update on risk register to the board	Next Meeting
CW & LA	Colleen and Liz to pick up on variance reports and CW to provide update at next board meeting.	Next Meeting
SM, GMac, DB, LA	Pick up conversation on events including youth events for 2026.	Next Meeting
SM, RP	Add complaints monitoring to policy review and provide update	Next Meeting
DB	Look at list of previous award winners and share with RP	Next Meeting
All	Consider categories for awards for later in 2026	Ongoing
SM	Reach out to other home nations to establish positions on Commonwealths	Next Meeting
SM, PD	Keep board updated on progress of Exec role job description and timelines for recruitment	Ongoing
All	Support for sifting stage & interview stage any directors who wish to be involved let PD know.	Ongoing
SM, PD	Continue engaging with sportscotland re. new COO role	Ongoing
PD	Look at method for signing policies off by board online via email	Next Meeting
All	Review and sign off submitted policies	Next Meeting
PV	Conduct double check of Anti-bullying policy and inform PD when ready for sign off/final review	Next Meeting
LA, DB	Work on current underspend so as not to return unused money to Sportscotland	End of March '26
GMcG	Follow up on any/all information circulated to CEO forum as no staff presence on that group to keep SF in loop	Next Meeting

All	Board members to check their email addresses and access all ok and contact GMac if any issues	Next Meeting
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MINUTES

	Item	Who
1	Introduction SM welcomed everyone to the meeting, especially to Geraldine McGuire from Sportscotland who is serving as our interim Partnership Manager until Barry Cook's replacement is appointed. There are no apologies submitted for the meeting this evening. Daniel Baker is present to support the board with taking minutes. SM asked if there were any conflicts of interest, to which the only one that could potentially was related to point 6. declared by SM.	SM
2	Appointment of Chair SM formally announced Jude Salmon's resignation as Co-Chair and thanked her for her contribution during her tenure. The board agreed that SM would write to Jude conveying the Board's thanks for the time she had given to her role on the board and to the sport. With a slight restructure, the Board agreed to appoint a Chair and Vice Chair, with Sam McLellan and Gregor MacCallum appointed to these roles respectively.	SM
3	Minutes of Previous Meeting and Matters Arising PD provided an update to the Board on the directors' recruitment pack and Board training he was organising to which there will be a further update at the next meeting. A Positive meeting took place between SM and Georgina Usher (CEO, BF) and there is continuing dialogue on how we can best work together in the best interests of taking the sport forward. CW noted that the financial management policy was in SharePoint with scrutiny required to which PD offered to check this policy. A discussion took place on policy reviews, with RP suggesting a period no longer than 3 years between policy reviews. GMac said that sharepoint can be set up to support whatever term of length required and notify when a policy needs to be reviewed. It was also discussed about the benefit of having a different person review the policy at each review point. PD would consider how the board can best to go about this. SM updated that conversations around events are ongoing. He and GMac will meet with staff and update at the next meeting. He was also aware the board may not have the updates on Solution Riposte so asked DB to send this on to the board. A few other pieces were discussed and actions noted for the relevant person.	SM
4	Record of Decisions made outside of Board Meeting SM formally announced that CEO Alan Martin has now left the organisation and thanked him for his contribution to Scottish Fencing. SM & PD have met with Sportscotland in December and are meeting again the 16 th January and will update the board on outcome of this meeting in due course. The proposal to staff on working week to reduce hours down to 35 per week from 37.5 with 2 additional days of holidays has also now been agreed.	SM
5	AGM The SF AGM is taking place on Tuesday 20 th January at 6:30pm and everyone should have sight of the agenda now. A discussion took place on the awards as SM suggested this be deferred to the Scottish Open and hold a ceremony as part of this in-person. RP said there is some updates needed to some of the existing awards for engraving so him and DB would work on this. Everyone has agreed to consider what categories we would want for awards and that we could also ask the fencing community their views as well.	SM
6	CFFC 2026, Nigeria PV provided an update on CFFC 2026 to be held in Nigeria. Bulletins with information have been quite late with the second one only coming out to us in December. Wales have put out expressions of interest, NI have announced their team and there is no	SM

	info on England Fencing position at present. There was a meeting with BF + home nations back in autumn time, with not much other information shared since. PV noted three key areas if SF sending a team • Selection Policy & Process • Support team • Cost A discussion took place on these areas and other points related to commonwealths. There is the challenge of getting our own risk assessments and estimated costs of £10k for this to be conducted, along with then costs for security. PD said it is our responsibility if we choose to send a team to carry out full risk assessment and investigate security possibilities. GMcG gave the suggestion to reach out to Commonwealth Games Scotland chief medical officer as an option to gauge further information. It was agreed by all that SM would follow up with the other chairs of Home Nations to find out more on their positions, to report back to the board.	
7	Executive Director Recruitment 1. Job description and person specification PD provided a detailed update on areas of job description, including salary scale, job title, matching across sector and other expectations on visibility at events. Some of the feedback from other board members; Leadership experience, project management, Manage/responsibility for risk register and Communications strategy/planning and passing knowledge of IT systems and day-to-day management. PV asked about the job title? Not heard of this type of role (Executive Director) across other SGBs/LAs. GMcG said this would be something we will discuss further when meet on 16th, and offered some caution on what you are looking for with the variety of roles. There is a challenge of retention across the Scottish sport sector and taking the time to get this right before going out to recruit. Sportscotland would be part of the recruitment panel once it got to that stage. 2. Governance update PD provided an update that Liz has submitted safeguarding policies that must be reviewed and approved by board. We must look at how we complete and sign policies or approve them as a board and have a method that works for us all. Any help from the board in reviewing policies in the future would be a great help. RP noted that we should also consider where the equality and impact assessments fit into the policy review as well, so this is something that is just completed.	SM, PD
8	Submitted papers 1. Barred and Under Consideration Policy 2. Anti-Bullying Policy 3. Safeguarding update PD suggested that all Directors review policies again before the next meeting and he will explore a virtual method for Board to sign these off in the next fortnight. PV is also going to review the anti-bullying policy given expertise and recent legislative changes.	SM, PV
9	Finance Update CW provided an update on the finances and that we were on course to not have a deficit, tracking against budget and year to date. There are a few areas of underspend showing, but working with staff to ensure this is covered before the end of the financial year. A discussion was had on the importance of events and the impacts on the finances this has on us as an organisation. CW felt that SF should look to have a conversation with BF on 2 points; unlocking bigger percentage of membership money and the timeline it takes for BF to pay membership money as at present 9 months is quite a while. This was something the previous CEO was exploring but not sure of position on this.	CW
10	Sportscotland Update GMcG outlined the welcome increase in sportscotland's budget following the Scottish Government's budget and the streams which are available to SF. Updated on CEO forum and other courses, training opportunities will be circulated to SM. SF's	GMcG

	new partnership manager, Lorna Callan who will take responsibility for SF c. 2 nd March.	
11	AOB	SM