

SCOTTISH FENCING LTD



Meeting of the Board of Directors of Scottish Fencing Ltd.,
24 February 2026, held via Zoom

In Attendance

Sam McLellan (SM)
Gregor MacCallum (GMac)
Robin Paterson (RP)
Peter Drummond (PRD)
Colleen Walker (CW)
Paul Vaughan (PV)
Kate Daykin (KD)
Lorna Callan (LC) (sportscotland Partnership Manager)
Val Wright (VW) Safeguarding Lead Officer
Liz Anderson (LA) (SF staff) - minutes

ACTIONS recorded of complete

Who	Action	When
SM	Write to Jude Salmon expressing thanks on behalf of the organisation for her time on the board.	Complete
PRD	Review financial procedures policy	Not discussed
PRD, GMac	Look at timeframe for review of policies and procedures. Liase with staff team on this and update board.	ongoing
DB	Send report on Solution Riposte to board.	Complete
PRD	Update on risk register to the board	See minutes
CW, LA	Colleen and Liz to pick up on variance reports and CW to provide update at next board meeting.	See minutes
SM, GMac, DB, LA	Pick up conversation on events including youth events for 2026.	Complete
SM, RP	Add complaints monitoring to policy review and provide update	ongoing
DB	Look at list of previous award winners and share with RP	Complete
All	Consider categories for awards for later in 2026	See minutes
SM	Reach out to other home nations to establish positions on Commonwealths	See minutes
SM, PRD	Keep board updated on progress of Exec role job description and timelines for recruitment	See minutes
All	Support for sifting stage & interview stage any directors who wish to be involved let PD know.	See minutes
SM, PRD	Continue engaging with sportscotland re. new COO role. Final JD agreed and now with Board for comments	See minutes
PRD	Look at method for signing policies off by board online via email	superceded
All	Review and sign off submitted policies	See minutes
PV	Conduct double check of Anti-bullying policy and inform PD when reBoard Minutes 24 February 2026 draft minutesady for sign off/final review	See minutes

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LA, DB	Work on current underspend so as not to return unused money to Sportscotland	See minutes
GMcG/LC	Follow up on any/all information circulated to CEO forum as no staff presence on that group to keep SF in loop	ongoing
All	Board members to check their email addresses and access all	See minutes

Actions 24 February 2026

SM/DB/LA	Publish AGM minutes	By 1 March
SM	Add equality impact assessments to next SF BM agenda	For next meeting
ALL	Update policies – look for procedures to adopt and review via SharePoint	For next meeting
RP	Draft a high level risk assessment	For next meeting
PRD	Draft correspondence to CFF re their risk assessment – share with SM/GMac before sending to CFF	6 March
PV	Call veterans captain regarding CFF	6 March
PRD	Contact Peter Osvath (Sec Gen at CFFC)	ASAP
SM/GMac/PRD	Update COO and OM job descriptions and share with Board	By next meeting
RP	Consider preparations (self-evaluations) ahead of audit	On-going
PRD	Update VW contract	By next meeting
PV	Prepare briefing paper on the recruitment of directors	By next meeting

MINUTES

	Item	Who
1	Introduction SM welcomed Lorna to the meeting. KD joined at 7.15 pm VW joined the meeting at 7.30 pm and left after the safeguarding discussion PRD joined the meeting at 7.50 pm	SM
2	2.1 Minutes of Previous Meeting It was recorded that there were no conflicts of interest. The minutes of the meeting held 15 January 2026 were approved with no amendments. RP added a suggestion to do equality impact assessments with regard to the adoption of policies. It was agreed to add this to the agenda for the next meeting for further discussion.	
	2.2 Matters Arising See the table above and the additional notes below: 2.2.1 Review of policies GMac explained there has been a challenge with SharePoint and the general tech infrastructure which is now corrected. Documents will go to directors shortly as the Board now have the ability to review and adopt policies using SharePoint.	SM

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	2.2.2 Solution Riposte The Board thanked DB for his report. The Board discussed options to evaluate this project and it was agreed quantitative targets would be valuable. The option of finding a research partner was also discussed. SM added more budget information would also be useful. 2.2.3 Youth events GMac updated the meeting to confirm SF has five events planned. 2.2.4 SF Awards SM added that it is important to widen awards to include volunteering, officiating, supporting events for example to bring more relevance and value to the fencing community. 2.2.5 CFFC – see later 2.2.6 Sharepoint GMac will send links to Board members soon. GMac asked all to check their email addresses and check they have access. Any issues contact GMac. Going forward, no one person will have admin rights, these will be shared appropriately.	
3	Record of Decisions made outwith Board Meeting The Board formally agreed to GMac’s competitions proposals, already circulated via email.	SM
4	AGM Minutes The Board agreed the AGM minutes , these can now be published.	SM
5	CFFC 2026 Nigeria The board had a lengthy discussion on how the other home nations are dealing with CFF selections. It was mentioned that there has not been a lot of interest from SF members. PRD advised that SF has a clear and legal abiding duty of care to members and any staff team, paid or volunteer. As none of the directors know if it is safe the Board cannot, at present, in all good consciousness send a team to Nigeria. No-one can enter this event without SF nominating them. However, if they are a veteran the individual is an open event which anyone can enter and the teams event participants are selected by the Scottish Veteran Team Captains. PRD warned that this may still have consequences for SF. PRD added that whilst CFF have issued a risk assessment, for SF to have confidence in this, SF would need to: 1. See the full and unabridged risk assessment, and 2. Find out what terms of reference were given to the author (to know whether they were given a specific question to answer).	SM

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	Even with this information as SF has a duty of care to fencers it would be regarded as extremely foolish, regardless of cost, not to do our own risk assessment. Concerns were raised about whether SF have sufficient funds to undertake this work. PV suggested that the Board need to demonstrate to members that they have done everything they could. It was suggested that the Board email Peter Osvath, CFF secretary and ask him for the full risk assessment including the terms of reference. PRD offered to draft this correspondence with support from a volunteer who has legal experience. PRD will share draft with SM and GMAC early next week. Once this information is provided, The Board will be better able to form a reasoned conclusion. LC suggested checking SF's insurance around events, if no cover then this is an added reason not to send a team. PV will call a veterans team captain who has been in touch to reaffirm the position that SF does not hold liability nor responsibility for Commonwealth Veterans competitions.	
6	COO Recruitment SM, GM, PRD sportscotland have provided comments on the job description. Further changes agreed: • change Executive Director to COO • 37.5 hours to 35 hours • Add safeguarding duties as this role will be the strategic lead on all safeguarding issues. SM added that some tasks may change between COO and OM roles in coming weeks. PV asked if the role was to cover IT. He added this would not be expert knowledge, operational as opposed to technical and more about setting up access for example. This could also be passed to the OM role. RP agreed to support with sifting. Interview panel will be SM, GMAC, a sportscotland representative and one other external party either Georgina Usher or another member of the BF senior executive team. Regarding managing budgets in a small organisation, LC clarified this wording was used to reflect this role spans operational as well as strategic duties. Someone managing budgets in a larger organisation a leader would have a team to do the work; this is not the case in SF.	
7	OM Recruitment SM, GM, PRD As discussed some tasks will move between COO and OM role. SM, GMAC and PRD are working on these job descriptions and will share with the Board in due course.	

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8	Audit Briefing GMac and PRD had a very positive initial discussion regarding the audit. This audit will look at the robustness of procedures and what systems are in place. There are different areas which the auditors can explore along with varying degrees of approach from light to heavy. The approach is set by the premise of what will be of greatest benefit to the organisation. Due to the amount of documentation required the bulk of SF's audit will happen in September. LC added that sportscotland are here to work with the Board and to support the Board's progress. The auditors are also very understanding regarding the position that board members are volunteers. The need for a plan, self-evaluation and peer reviews was discussed. CW added that the Board's self-evaluations are due and this would be good preparation as well. LC confirmed that the Board will receive a list of documents the auditors will look at. GMac sent a link to Audit information LC advised that more information on what is required will follow and to ask her if the Board required anything further. RP offered to support preparations ahead of the audit.	SM, PD
9	Safeguarding Update – taken after item 3 Culture VW expressed her concern over the lack of engagement from certain WO in clubs. There are very few referrals which is unusual. She is also concerned that club WOs don't have a good understanding of safeguarding; those attending the Hot topic calls for example are the WOs who are engaged and knowledgeable. PVG Changes VW explained that the PVG old system was a lifetime membership where most organisations required three-year scheme updates. Disclosure Scotland provided continual monitoring of criminal behaviour. The only purpose being the sharing of information which would require a SGB/club to remove someone in a regulated role. VW used the example of a coach who was required to drive athletes but who was banned from driving. Being banned from driving would only be known to the club if the coach disclosed this ban or through a scheme update. A scheme update is not a renewal of PVG membership. BF have been asked to send renewals notifications to coaches to make sure they renew every five years. This is causing an anomaly as updating every three years to maintain coach registration will missed the five year renewal date. Coaches are then committing an offence along with their committee or employer as they are no longer PVG members. Penalties are severe including sentences up to 5 years.	VW

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Note: No decision made as to whether to continue with scheme updates at year three and renew at year 5 or renew at year 5.

Discussion

SF is currently not 100% compliant with Children 1st assessment due to outstanding policies. This is the only area which is amber, all other parts of the assessment are green. LC advised the Board to update their assessor as soon as these policies are adopted as being non-compliant will result in SF moving to quarterly payments.

It was suggested SF's Children 1st assessor attends the next meeting to suggest what resources are required and what support Children 1st can provide to help the Board.

RP added that the Children 1st assessment is largely around policies when there are concerns around culture. RP added he would welcome a further more in depth discussion regarding culture and the risks. RP added that SF needs a risk register and he will start work on this to bring to the next meeting.

It was added that advocacy is required for clubs. Who can communicate with clubs for SF to be more proactive? VW is only contracted for two hours a month. PV added that SF needs officer support as this can't be delivered on a small contract or a Board member with strategic oversight. There is too much at stake and a small minority of clubs are not pulling their weight with SF is not getting the responses we need. As a Board this is not acceptable. SF needs to look to suspend club membership in future. It was suggested clear guidelines on safeguarding should be part of club's membership requirements.

LC added that there is a no blame culture but there is a capacity issue.

LC suggested that money for clubs including the summer of sport funding might motivate clubs to become more engaged.

PV asked LC what came of smaller SGBs having a safeguarding contract they could buy into. LC explained that this is the Case Management Support Service (CMSS) and SF would need to sign up to this. LC added that SF would need to make provisions in policies and make amendments to articles to allow for CMSS support. VW replied that with her expertise SF would not need the services of CMSS as it only provides guidance and she has more experience and knowledge in case management. SF needs operational time and energy.

VW suggested safeguarding should be a standing item on every agenda. Safeguarding lead and board member should have more integrated communication at an operational level which is then fed up to Board. SM replied safeguarding is discussed at every meeting and PV replied that LA supports the board meetings.

PRD will update VW's contract.

10 Finance Update

CW was unable to access finance reports due to SharePoint issues so there are no finance reports.

CW

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	LC advised that whilst SF will be required to return the salary underspend she added that this could be used to fund an interim position. The Board would need to discuss options with sportscotland but this support could be available if requested. CW confirmed that there is nothing budgeted for CFFC as any spend will need to come from reserves. 10.1 Development Budget Update CW shared an updated development budget position and SF is now looking at an overspend. New potential club grants – Bellahouston solution riposte project, Dunedin New Scots Project, Salle Holyrood Women and Girls.	
11	Governance Update PRD will circulate this part of the minute with the Board.	PRD
12	sportscotland Update LC reported that the government has increased investment in sport. Using the annual return and staff breakdown sportscotland will calculate an uplift to SF's budget. It is for the Board to decide how to spend this but the intent is for staff salaries to be moved to reflect the going rate in other sectors whilst recognising that not all staff have salaries that are below average. LC is happy to discuss further with the Board. Following the earlier discussion LC suggested that the Board may wish to invest in safeguarding resources. LC added that there will be other areas where investment will increase and SGBs will be able to apply for these funds. LC will update once more information becomes available. LC confirmed that DB's coach bursary application was accepted. SM thanked LC for her help and support.	LC
13	AOB 13.1 Recruitment of Directors The Board agreed that recruitment of directors will take place in the coming months. LC suggested the Board do a skills gap analysis before recruitment to enable the Board to target people with relevant experience and knowledge. CW recommended Scottish Women In Sport and LinkedIn for additional advertising but added that these adverts would need a job specification with clear areas of responsibility. It was agreed there is only one independent director vacancy.	SM

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	PV agreed to put together a briefing note.	
	13.2 Environment Working Group	
	PV agreed to take on the environment portfolio.	

The meeting closed at 9.25pm.

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