

SCOTTISH FENCING LTD

Meeting of the Board of Directors of Scottish Fencing Ltd.

26 March 2026



In Attendance

Sam McLellan (SM)

Gregor MacCallum (GM)

Peter Ruadh Drummond (PRD)

Robin Paterson (RP)

Daniel Baker (DB) (SF Staff)

Lorna Callan (LC) (Sportscotland Partnership Manager)

ACTIONS

Who	Action	When
GM/DB	Add AGM Minutes to the website	Next meeting
SM	Pass on board self appraisal and matrix system to RP	Next meeting
DB	Review MOU with Solution Riposte and share for feedback	Next meeting
DB	Look at how we can use socials for thanking Sportscotland/Lottery for investment for projects	Ongoing
SM	Formally notify chair of CFFC we would not be sending a team.	Next Meeting
GM	Email the enquiry on CFFC team of decision.	Next Meeting
All	Consider how decision communicated to membership on CFFC.	Next Meeting
RP	Prep and deliver short session around self-evaluation for audit at Perth away day	May 2026
DB	Meet and discuss with BF on club compliance piece	Next meeting
DB	Pull working group together to explore new monies funds available	Next meeting
GM/PRD	Follow up with SSA to get more information on PVGs outsourcing	Next Meeting
GM	Pull together and circulate options for PVGs process	Next Meeting
GM	Circulate administrative assistant job description to board	Next meeting
PRD	Arrange SF gift for LA	Next Meeting

MINUTES

	Item	Who
1	Introduction SM welcomed everyone to the meeting and thanked Daniel for attending for taking the minutes and to Lorna our partnership manager at Sportscotland. Apologies noted from Paul Vaughan (PV), Kate Daykin (KD) and Collen Walker (CW). Val Wright (VW) (safeguarding lead) also noted her apologies. There were no conflicts of interests declared.	SM
2	Minutes of Previous Meeting and Matters Arising Minutes of the board meeting 24.02.26 were approved. Short discussion around formatting of minutes documents to check before sending which all agreed.	SM
3	Record of Decisions made outside of Board Meeting GM noted the purchasing of equipment for events that was agreed. The Scottish Schools was moved to St Moden's HS in Stirling taking place 20 th /21 st June. A veterans competition is being organised at the Albert Hall in Stirling taking place in August this year.	SM

	SM took place on name of events and considering memorial competition after Patsy Nicholls and something to consider around end of year awards for a Mady Kettles memorial award as things for consideration. PRD raised around masks being purchased and payment. DB provided clarity these were for clubs expanding for Solution Riposte project, with the agreement in principle these would be returned to SF if sessions no longer being delivered by club. SM asked about agreement with Solution Riposte. DB updated a very basic MOU is in place, and will review this to tighten up for clear transparency on partnership. DB also to look at how SF and clubs thank Sportscotland/Lottery funding for making projects happen. GM updated that an in person board away day would be held on Saturday 9th May in Perth.	
4	CFFC 2026 Nigeria SM provided an update on the current position from discussions with PV. A decision would have to be made tonight on this. There has not been risk assessments forthcoming from CFFC, despite requests from PD. The costings for SF for risk assessments and no evidence other home nations have any more information than we do. Vote taken with unanimous decision agreed to not send a team. Sam to contact CFFC and formally notify them of this. GM will reply by email to the enquiry we have had. Consideration how this will be communicated to members of coming weeks. SM wished to note and thank PRD for all the work he has done around this area.	SM
5	Draft Risk Register RP provided an overview on the document circulated prior to the meeting. Illustrated a format risk register and how it could work from us. There would be a register under each portfolio area which in turn matches our action logs and board minutes. Responsibility for these would sit with COO once in role and responsible for liaising with portfolio leads to review, collate and update each month in advance of board meetings. All thanked RP for his work on this and noted this format and structure is exactly what is needed for us going forward.	RP
6	Audit Preparation RP updated on this area. Started by thanking LC for sight of BDO document and that this is in advance of audit in September. RP felt there were two benefits for completing the self-evaluation; shows our commitment to continued development and highlighting strengths, weaknesses and areas for development. RP offered to prepare a template to go through as an exercise at the board away day in May – which all agreed. LC asked if board had sight of terms of reference for the audit, to which SM would action to circulate this to board. LC gave some further information that there would be a list of documents they would want to see. The Sports Governance Academy has lots of good templates for using if needed and that she would be able to support as well. SM thanked RP for this update and to LC for the continued support in this area.	RP
7	Safeguarding Update GM provided an update in this area. VW submitted her resignation from lead safeguarding role at end of the week along with a report prior to the meeting. Some support from LC and sportscotland may be needed in this area. DB suggested using BF as an option for interim cover, provided of course all required legislation difference are adhered to. SM would take up a conversation with Goergina Usher around support areas from BF. GM further updated on BF club compliance and agreement across members of the board this has been highlighted to that a good approach to have for our clubs with a clear transparent process that is fair and honest to all clubs.	GM

	All in agreement this should be explored and carried forward. DB to pick up conversation with Sam at BF around this and consider how we can have consistent approach and communication with BF on this piece of work. DB also updated that SF is the counter-signatory for PVGs, has got a PVG check completed and that welfare officer training will be completed next week. Discussion finished on this area confirming all board members now PVG checked.	
8	Finance Update No update report provided as CW not present. GM has had no contact from finance director or any finance or accounting reports submitted ahead of this meeting. GM proposed the finance update be rescheduled for 11am Saturday 28th March at 11am, with request for documents submitted 24 hours before. All agreed with this.	CW
9	Governance Update PRD provided an update starting with policies. On 31.1.2026 the board approved the Barred and Under Consideration Policy with 2 minor changes. A small update circulated on the recruitment policy to not offer role until PVG check completed. Version 5 of this document was circulated and looking for approval. Finally, Disciplinary policy was updated in 2024 and reflects changes required. PRD asked for board approval of all these policies – approved unanimously. PRD thanked GM for support in going through existing policies as look to reviewing these by the board in an ongoing basis. Currently identifying correct versions of each policy and then update will be shared with Directors at meeting in Perth in May. VHSR continue to provide SF with support around a couple of policies being reviewed externally.	PRD
10	Sportscotland Update LC provided an update on the new monies that will be available for NGBs, partners and clubs to apply for. There is tight timelines around these with a bit of information need, this will all be shared over the coming weeks on the Sportscotland website. DB updated on the presentation at the Coach Network meeting by Sportscotland CEO last week and session delivered online yesterday and if up to date on all of this area. Discussion was around the opportunities available with LC happy to support however she can. DB will look into a short term working group on exploring these opportunities and areas. All of the board agreed happy to help DB with elements as required. LC also suggested looking for people beyond the board who could also support with this, a great suggestion welcomed by all.	GMcG
11	AOB GM just updated more information will be circulated to board members on meeting in person on 9th May in Perth. A discussion on staffing vacancies and roles. Some suggestions on linking jobs as an option and looking to get someone in as soon as possible are priority areas for the board. GM will share to board and LC for feedback on administrative assistant role, as opposed to operations manager role to get someone in to support where we need it. Discussion on PVGs outsourcing took place with SSA as an identified option. Initial conversation has taken place and GM & PRD will take up follow up conversation with SSA on scoping and costings. It was agreed all the options	SM

	available on this would be produced for all board members to see in advance of 9th May (if not earlier). PRD provided that there is an ongoing advice on COO role with anchored hybrid. Office space is something to consider, and PRD will look into this further. LC mentioned Templeton can be available for touchdown space if required for staff. PRD provided an update to the meeting on other areas around GDPR matters ongoing. PRD will look at gift for LA on behalf of SF for her time with the organisation. SM thanked everyone for their attendance and input. Looks forward to seeing colleagues in Perth on 9th May and closed the meeting.	
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