



SCOTTISH FENCING LTD

In-person Meeting of the Board of Directors of Scottish Fencing Ltd.

0900, Saturday 9 May, 2026

In Attendance

Sam McLellan (SM)

Gregor MacCallum (GM)

Peter Drummond (PD)

Kate Daykiin (KD)

Paul Vaughan (PV)

Robin Paterson (RP)

Lorna Callan (LC) (Sportscotland Partnership Manager)

Daniel Baker (DB) (SF Staff)

Minutes

	Item	Who
1	Introduction SM welcomed everyone to Perth and thanked them for coming along to the meeting today. There was no apologies to note. Daniel Baker is here to support with taking the minutes. Only one conflict of interest was declared by GM in relation to point 7.	SM
2	Board Pre-Audit Self Appraisal RP provided a background and talked through the BDO audit beginning in September. A discussion took place on the critical areas of focus on when completing self-evaluation. LC confirmed the focus areas would be: structure & communication Sportscotland developed this process with other governing bodies, and support is available. RP took everyone through the draft he had started and asked for considerations on the documents that would supplement each area. This would support in knowing what auditors are looking for and allow us to submit correctly as required. An action plan would sit alongside this and help with tackling areas of development for the audit and the organisation. RP led the discussion on each area, with all directors inputting . LC suggested the Sport Governance Academy and the resources it can provide to support governing bodies. There was also a discussion on the SF data, the membership profile and representation of society. DB mentioned the equality data we can pull from Sport80 is good. A discussion on the learning from BF projects linked to diversity would also be useful to explore. RP thanked everyone for their input and would circulate updated documents following the conversation following the meeting.	RP
3	Strategy Exercise DB led on a conversation and exercise on looking at the priorities and focus for Scottish Fencing as an organisation over the next period. With	DB

	staffing and board gaps, this would be a good conversation for everyone to agree where to focus over the next period. Priorities that were highlighted: • Staffing/Board Recruitment Looking at getting staff member in to support with operations piece was identified as a key priority. Existing board members to consider their own networks on who potentially could be good fits for joining the board, with current vacant roles. • Money/Financial Sustainability It was agreed that this was a good time to review our finances as an organisation and plan going forward. This area was also linked to the opportunities for new monies funding available through Sportscotland. DB and SM would look to explore this and would also be discussed later in the day. • Competitions Unanimous was the need to have competitions available for members and work on getting the Scottish Open back in the diary for 2026 as a key priority. This would also be covered further later in the meeting.	
4	Competitions Update and Planning GM provided an update on competition and events. The Summer of Sport open and Scottish Schools both taking place next month in June. If the venue for schools works, this can then be used also for SYCs when that is back on the calendar next season. The other event planned is the veterans open taking place at the end of August. GM will keep linking with DB to keep pushing entries across all three comps. DT is sorted for the events and ask has went out for referees so hopefully get people coming forward to help. A discussion was had around maximising dates in the calendars for Scottish competitions to improve entries. It was also mentioned that the Summer of Sport Open and Veterans Open are new events so may take some time to establish. PV spoke about Challenge Wratislava as something to work towards, this would be further discussed later in the meeting. GM spoke about getting a BRC event added to the calendar and could be something to explore. After a discussion on youth events, it was agreed the lack of YDS impacted opportunities of events for young people. Everyone agreed following the discussion that we would look to use our competitions and events as development opportunities for athletes, referees, DT etc. And look to re-establish events back in the calendars for next season. GM and DB to look at this. DB was tasked with finding a venue in Edinburgh for 2026 to host the Scottish Open. It may be a loss be made to re-establish this event in the calendar, but all agreed unanimously it was vital it was back and running in 2026. The board will investigate and explore any potential sponsorship opportunities around our key events.	GM, DB
5	Director Club Tour SM presented on a Director Club Tour. The idea is for directors to go and chat to clubs, positive and engaging. There would be a semi-loose framework for following and matching up clubs and directors, with a regional approach and using teams where needed. Opportunity to listen	SM

	to what clubs are saying and allowing us to find out what they need from Scottish Fencing. SM & DB to pick this up further.	
6	Operational Assistant Recruitment Update SM provided an update on the Operations Assistant recruitment. There have been 15 applications for this role. He is looking for directors' support for sifting and interviews. Agreed people to read/sift applications – RP, PV, KD Agreed people for interview stage – LC, PD, SM DB meet and greet on the day. Sift completed by end of next week (18 th May) Job Description/Matrix/Details in password protected zip file. Interview date 1 st June 2026 at Sportscotland HQ Glasgow – Daniel to arrange this post sifting stage. Link in with Lorna to contact and complete Fire Assessment etc. to book things and be responsible person.	SM, GM, PRD
7	COO Recruitment Update SM and PRD provided an update on COO recruitment. A brief discussion followed.	SM, PRD
8	Sportscotland Club Support Programme SM provided an update that one club had reached out to discuss and would be preparing a business case to apply. A discussion with another club to take place and understand where they are sitting. It was agreed to share business cases with Peter for review. LC shared that there is another deadline in September which may prove more beneficial for clubs to take longer exploring their application.	SM, DB
9	Pathways Plan Conversation took place around on pathways, following on from brief conversations earlier in the meeting. DB shared a draft document with SM and PV to review and noted the deadline for submitting was 31 st May 2026. DB and PV will pick up a further conversation on this next week, and will also reach out to the pathway coaches for their input as well. SM said that with his next conversation with Georgina at BF, he will add this to discussion agenda. LC shared the systems masterplan through UK sport that could also be explored.	SM, PV
10	Safeguarding Update PRD started by updating the board that British Fencing were now responsible for managing concerns as an interim arrangement. There will continue to be discussions on development in this area. We do have Globalcall in place for reporting and monitoring minor concerns. It has been highlighted that we should consider how we encourage greater participation from clubs and reporting concerns. SF has previously had a consultancy role for Safeguarding previously and this could be added to the review as an option for consideration as well in the future. LC also suggested about looking at an action plan and audit with Children 1 st once roles filled and direction of safeguarding discussed further and agreed. It was agreed that PV, with support from PRD would explore options to discuss further at the next board meeting with then a paper to be produced on the options available to the board so as an informed decision on next steps can be made.	PV, PRD

11	BF Partnership The development of our partnership and working closer with BF has been discussed throughout the meeting. Everyone felt it would be a good idea to invite Georgina Usher (BF CEO) to future meeting as her input would be very welcomed. SM agreed to action this and invite Georgina to a future meeting. There was also a discussion if we could link with BF around wheelchair development linked to one of the other Sportscotland funds and what this would look like. SM and DB will arrange a meeting with Sportscotland to explore this fund further.	SM
12	A.O.B. SM asked the question to the board about how we support the people competing at the top of our sport and achieving great results. How do we support the people in need and where can we potentially help in targeting their local areas for assisting them with sponsorship? A discussion followed covering a range of areas and will be something that the board will continue to consider. It was noted the proud lineage of Scottish Refereeing and what do we do to produce more high-level Scottish referees. Monitoring future developments on this. SM noted changes happening with BF on referee structure and would update the board on this and link with DB for future training and courses. It was agreed to review existing agreement for social media support and structure in promoting results. Everyone felt at the very minimum national results and high-level international results recognition. SM and DB to take this on. DB asked board members to send updated photos and 3 sentence profile piece so that the Board page on the website can be updated. It was also agreed, DB will add previous minutes along with minutes from this meeting once completed and signed off to the website. PRD asked following discussion earlier on finances, if we need to get the accountants to get a full review of where we are financially? GM said that he can give an update to the board on current financial position. He did note there is a bookkeeper looking at all the finance codes etc. And will share this review with the board once completed. Following a brief discussion, it was agreed to ask the accountants to undertake this review. GM and PRD to take forward. LC suggested to also look at how the board wants the financial reports to be presented at board meetings. This would help both new staff and board members to know what to submit ahead of board meetings in relation to finances. GM & PRD provided a brief update on the existing SAR requested. LC suggested contacting Harper McLeod helpline for support. The board will be updated on this area as it continues to develop.	SM

Actions from Meeting

Action	Responsible	Deadline
Send a copy of templates to use for board appraisals.	PRD	Next Meeting
Undertake performance review of board members.	SM	Ongoing
Board skills matrix to be reviewed.		Ongoing

Review the board induction pack and programme.	PRD	Next Meeting
Consider a “you asked we done” approach to engage with members	SM	Ongoing
Contact venues in Edinburgh re Scottish Open	DB	Ongoing
Continue pushing entries for competitions on socials/newsletters etc.	DB	Ongoing
Send spreadsheet round to Directors to log club visits	DB	12.05.26
Directors to arrange visits to clubs to engage and listen	All	Dec 2026
Update log and notes of club visits	All	Dec 2026
Zip file OA applications, matrix and job description and send to Paul, Robin & Kate for sifting	DB	11.05.26
Complete Sift of OA Applications with recommended Shortlist for Interviews	PV, RP, KD	18.05.26
Arrange induction at Templeton to book for interviews	DB	20.05.26
Contact Applicants Successful/Unsuccessful for Interview	DB	19.05.26
Complete Interviews for OA Role	GM, PRD, LC	01.06.26
Continue providing support and conversations to clubs on Club Support Programme	SM, DB	22.05.26
Support with reviewing any club applications	PRD	22.05.26
Submit club applications for club support programme into SGB portal by deadline of 22.05.26	DB	22.05.26
Hold an online meeting and invite pathway coaches to further discuss application for pathways fund	PV, DB	13.05.26
Share initial draft document with SM & PV on pathways fund	DB	11.05.26
Submit application for pathways fund by deadline of 31.05.26	DB	31.05.26
Produce a paper outlining the options available to SF for next steps on safeguarding to be presented at next meeting	PRD	Next Meeting
Sam to pick up conversation with Georgina (BF) on several topic areas discussed at meeting.	SM	Next Meeting
Sam & Daniel to arrange a conversation around Growth and Innovation Fund to utilise this for development of Wheelchair fencing in Scotland	SM, DB	Next Meeting
Board to consider inviting Georgina to future board meetings	All	Ongoing
Contact previous Finance Director around SF Kit	DB	Next Meeting
Explore full review of SF accounts and keep board updated on progress	GM & PRD	Ongoing
Share Harper MacLeod information with GM	LC	Next Meeting
Board members to send round updated headshot/photo with small blurb to add to the website	All	Next Meeting