



Board Minutes – October Board 2014

Date of Meeting	15/10/2014
Location	Beazley
Present	Chair, CEO, P Abrahams, T Cadman, C Halsted, G Paul, G Palmer, J Troiano, W Pitt (by video link), C Oliver, A Orge, B Speight
In attendance	J Magill, K Robinson, A Newton, P Smith (by phone), Marie Liston (by phone).

1. Introductions & Apologies

The Chair welcomed everyone to the meeting, with a special welcome to Caryl Oliver and Brian Speight, the two newly elected Board Directors. There was an apology from Janet Campbell. The Chair had some Board briefing to do which he would add to the agenda.

2. Declarations of Interest/Risk Management/Catch-up

Declarations of Interest – B Speight (BS) confirmed his responsibility for a club in Bournemouth and that he was a member of the British Veterans Association.

C Oliver (CO) confirmed that she was a member of the British Veterans Association.

There were no new *Risk Management* items.

There were no new *catch up* items.

3. Actions from last meeting

The Board noted, from the CEO, that Items 1-2 had been completed, item 3 was ongoing, items 4-9 completed, item 10 to be carried forward, items 11-12 completed.





4. Interim Decisions

There were no Interim Decisions.

A Newton (AN) reported to the Board on WCP progress; her slides are attached to these minutes. She asked the two new Board Directors to let her know if they were not up to speed on the briefings. AN informed the Board that there was a link for the recent webinar so Board members could see and hear what was discussed. JT and J Campbell (JC) were present at the webinar. The next webinar will be in December, which will cover the Annual review process. G Paul (GP) and C Halsted (CH) said that they had problems watching the webinar because it stops halfway through; AN will retest.

AN reported that British Fencing (BF) now has sixteen athletes instead of eighteen on the Podium Potential Programme. We negotiated ten places in men's foil with UK Sport but currently only have eight. We have brought in Sabre athletes and Pierre Guichot the new Sabre coach will be working closely with the athletes. The programme for Sabre is a podium potential programme.

There had been a short but intensive pre season. The new season started this month, with two international events approaching, a women's foil World Cup in Cancun and a men's foil World Cup in San Francisco. The Men's Sabre competition in Dakar has been cancelled by the FIE. J Magill (JM) asked if the Bordeaux event replaced the Dakar event.; AN confirmed it did not.

The UK Sport Annual Investment Review (AIR) process will begin next week. There are twenty five athletes in foil, thirteen in sabre and fifteen in epee on the Talent Programme. We have undertaken a Key Element Review with Sport England; AN discussed key points in this review with the Board. Sport England feedback on the review is that we are on track.

We are still a one year funded sport with UK Sport so we have to have annual investment reviews. The process will start next week with meetings with UK Sport. AN gave the Board a confidential briefing on the possible outcomes.

JT joined the Board meeting.

Chair reported on his attendance at the latest UKS Chairs meeting, where UK Sport confirmed that the aims for Rio are on course. Their key UKS aims are to evolve performance to the next level, to bring a higher quality strategy to leadership and coaching and to "individualise" athlete development. Chair thanked AN for briefing the Board; she left the meeting.





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WP left the Board meeting.

Actions Agreed

AN to retest webinar and resend future webinar dates.

5. CEO Report

GU noted Items for the Board: the equality review on employed staff was available for any Board member wishing to view it; the CEO Operational Report now included a quarterly Committee Chair Report and a President Report.

GP asked about the BF website and potential risk. CEO reported that Excalibur now gave monthly back ups of the database. It is also high on our priority list to replace the IT system. Beazley has done a design for the website which is being looked at by the Development team.

CEO reported that she will have a conversation with the Home Countries about the new membership scheme; a survey in conjunction with the Home Countries will go to members in due course.

6. Disciplinary Update

TC confirmed that the revised code had been circulated to the CEO, the Deputy Chair of the Disciplinary Committee and the Chair of the Disciplinary Committee. Comments had been received and will come to the Board for approval at the next Board meeting.

Actions Agreed

TC to send proposals to the Board members for approval at next meeting.

7. Self-Assessment - Final

CEO reported on the current status of the Self-Assurance document. Board members had been sent a self-assurance checklist; it was now urgent for the Board to agree and then for the CEO and the Chair to sign the self-assurance statement today.





The process has been for the CEO and team to draw together the documents. The CEO together with David Moseley had gone through the documents in details, with some advice and drafting from the Chair. JT as AGRC Chair was then consulted on provisional ratings and actions for the AGRC to consider, which was done that day, prior to this Board meeting.

BF Business Continuity Plan: the Board approved the Business Continuity Plan.

Delegated Authority and Matters Reserved for the Board: JT suggested £10,000 as the budget amount variation for CEO delegation. The Board approved the Delegated Authority and Matters Reserved for the Board document with JT's proposals.

Board Directors' Succession Plan: Board noted the succession plan drafted by Chair.

CEO noted that the majority of the *Governance sections* had been completed. The sections highlighted in red remained to be confirmed and completed. Section 2:8 - *Board Evaluation*; AGRC recommended this process was started and it was now for the Chair to drive forward, then for the AGRC to approve and recommend to the Board. To a question from GP, the CEO and Chair confirmed it was correct for Board members to review themselves.

Section 2.10 AGRC agreed in the event of a person acting in a non-independent way the CEO should alert the Chair and TC (as legal advisor). 2.12 Succession Planning was now complete and Board members have a copy to note.

The AGRC recommendation was that the *Governance section* should be marked as "Full", as defined for the self assurance process; the Board agreed.

Legal Section: all sections now complete; AGRC recommended that this legal section is marked as "Full"; the Board agreed.

Strategic planning section: CEO reported that a strategic plan was being put in place, with a Business Operational Plan; the AGRC noted the high key items in the operational plan and recommended that the strategic planning section is marked as "Reasonable" as there was still work to be done on the strategic plan. The Board agreed.

Financial Management Section: AGRC Recommendation is that financial management section is marked as "Full"; the Board agreed.

Human Resources, Organisational Policy and Risk Management sections. AGRC recommended that these sections were marked as "Full". The Board so agreed.

With all documents and ratings now recommended by the AGRC and approved by the Board, the Chair and CEO were authorised by the Board to sign off the Self-Assurance document.

On the Board's behalf, the Chair thanked the CEO, David Moseley and staff for the hard and focused effort this had demanded. Gill Palmer noted that this was valuable and essential work and in future it



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was important to value it effectively, with Sport England/UK Sport.

8. Any actions off-line

CH noted that she had sent out an anti doping rules statement to the Board which needed Board approval. The Board approved the statement .

ML explained that all Home Nations default to the BF doping rules so the Home Nations would need to see the statement. CH agreed to work with KR to send out the document to the Home Nations.

Agreed Actions

CH to send out documents to Home Nations.

9. AOB.

CEO asked the Board to approve the closing of two accounts that BF holds with Nat West; the Board approved. The Sue Wojciechowska fund is to be transferred to the active account.

To an AO question, the CEO confirmed that the nationals survey would form the basis for Board decisions on the next nationals. PA requested that the results be fed back to the membership.

Chair reported on a meeting that day with the Sport England Chair (alongside three other NGB Chairs), in which it was announced that SE will run a communications campaign in 2015 to encourage more women to take up sport; this will include for the first time adverts on national TV. All agreed it would be important for BF to take action to include fencing in the campaign; Chair suggested the CEO discuss with Phil Smith at SE.

The Chair thanked the Board, CEO and KR and closed the meeting at 19:39.

Date of next Board Meeting - 11th December, 5pm at Beazley

