



BRITISH FENCING BOARD

Minutes of the meeting held at Russell Cooke, London: Sunday 17th May 2009 at 12.00am
Approved by the Board on Saturday 1st August 2009

Present:

Keith Smith	President and Chair	KS
Andrew Brannon	Treasurer	AB
Tom Cadman	Director	TC
Steve Jackson	Director	SJ
Penny Spink MBE	Director	PS
Ismay Cowen	Director	IC
David Sach	Director	DS
Rodney Francis	Director	RF
Mike Thornton	Director	MT
Libby Payne	Director	LP

Also in attendance (non-voting):

Roy Clarke	Scotland Representative	RC
John Ramsay	England Representative	JR
Jack Magill	Northern Ireland Representative	JM
Jon Milner	Technical Director	JMi
Ahmed Rosowsky	Athlete Representative	AR
Piers Martin	Chief Executive	PM
Graham Watts OBE	Performance Director	GW

Apologies for absence:

Dame Mary Glen-Haig	Life Vice-President	MGH
Catherine Nicoll	Executive Director	CN
Bob Turner	Wales Representative	BT

Ref	Minute	Action
13.	<u>General:</u>	
13.1	KS welcomed the Board to the meeting and thanked Peter Cadman for the use of the Russell Cooke offices.	
13.2	KS made the Board aware of the death of Bobby Winton. PS requested that he be recognised by BF in some way, for example a Bobby Winton Fund to support younger fencers. PS agreed to progress this on behalf of the board.	PS
13.3	KS raised the fact that a donation had been made of £7.5k from Jeannette Lovely's estate.	
13.2	KS made the board aware that MGH was stepping down from her position on the board on health grounds. The board thanked her for her very lengthy involvement.	
13.3	KS highlighted the fact that Sam Brightman had been banned for a period of 7 months. RF clarified to the board that he had in fact been banned for 1 month for an admitted black card offence and the Disciplinary Committee had activated a 6 month suspended sentence as per the disciplinary regulations.	
14.	<u>Apologies for Absence:</u>	
	Apologies were received from Catherine Nicoll and Bob Turner.	
15.	<u>Online Membership and Website Presentation:</u>	
15.1	KS welcomed Syd Nadim from Clock web marketers. The Board received a presentation from Clock Websites on the project, drawing specific attention to the following key points: <ul style="list-style-type: none">▪ Clock as a company have worked with the BBC, iplayer, Radio 5 Live, Channel 4, The Times, Saracens Rugby and the British Athletes Commission (BAC).▪ The project was looking at addressing issues of online membership, online competition entry, web communications and marketing to internal and external stakeholders.	

- 15.2 The Board noted that the presentation was an update and to progress the matter further, established a working group of LP and TC to consider the project, in particular the finances, for proposal to the Board for approval. LP,TC
- 15.3 It was raised that the Home Countries might benefit from being involved in this project if they so wished and PM agreed to discuss this with them. PM
- 16. Minutes of 7th February 2009:**
- 16.1 The minutes were approved as a true and accurate record with the following amendments:
- 16.2 2.1: GW raised with the group that the Board had not agreed the direction of the strategy. It was consequently agreed to replace "agreed" with "noted".
- 16.3 9.2: The Board agreed for RF to amend this minute with PM to explain more clearly the board's agreement.
- 16.4 9.3: It was made clear that it was British Fencing who set the standards for coaching and not England Fencing or any other Home Country. British Fencing set the standards and the HCs deliver.
- 16.5 10.9: It was agreed to replace the word "over" with "over-spent".
- 16.6 9.6: It was agreed that the Referees Committee should update on SwordMark at the next board meeting. MT/DS
- 17. Actions Outstanding from the Minutes:**
- 17.1 6.6: DS asked for an update on the International Manager and Weapons Coordinator Job Descriptions. These were not yet ready and PM explained that he had been asked by KS to consult with the IC, which he planned to do at the next meeting on the 1st of June. It was agreed consultation was needed in preparing all the job descriptions.
- 17.2 11.5: IC made the board aware that there were still a number of members who had not completed CRB disclosure and would be contacting them to ensure they were up to date.
- 17.3 11.7: KS explained that the FIE has not banned WUXI, as the SEMI Commission of the FIE had not done so.
- 18. Matters Arising Not on the Agenda:**
- 18.1 9.10: GW raised the point that the Talented Athlete Scholarship Scheme (TASS) funding was part of the World Class Programme. PM responded by explaining that the minute stated that TASS funding had been part of the Sport England Submission and that whilst he had not been involved in the discussions with TASS, he hoped that there would be some cross-over.
- 19. Correspondence:**
- 19.1 KS informed the Board that he had received a letter from UK Sport and also from Yorkshire Forward, both confirming their support for the European Senior Championships in 2011, in Sheffield. £130k from Yorkshire Forward and £275K from UK Sport. This meant a total of £405,000 towards the running of the competition.
- 19.2 KS informed the Board that he had received a letter from UK Sport confirming their International Influence funding of £17,500.
- 19.3 KS informed the Board that he had received donations for Belfast from a number of individuals, most of whom wished to remain anonymous. He had written personally to thank them. Just under £3k had been donated.
- 20. Any Other Relevant Business**
- 20.1 JMi raised the issue of the foil bib regulations for the Junior and Cadet Nationals. KS agreed to take up the matter with Peter Jacobs. KS
- 21. CEO Report:**
- 21.1 O14: JR pointed out to the Board that the issue of a joint AGM had been raised with only board members not the England Fencing Board as a whole. RC asked if Scotland were to be involved in the AGM, KS said that clearly all HCs would be involved in the BF AGM. He added that the idea was that England Fencing would have an AGM, followed by British Fencing to allow people to attend both in one day. KS also said this model could be repeated throughout the Home Nations. (as the AGM had already been held recently in Scotland and Wales.)
- 21.2 LP suggested that the possibility of a conference and dinner on the same day was discussed. The Board agreed this was a good idea and asked LP to look into the idea and report back to the board. LP
- 22. Delegated Authority:**

- 22.1 JM and MT presented a paper on delegated authority and TC proposed a more detailed document and the board unanimously agreed the following:
- 22.1 1. The Board retrospectively ratified all decisions taken by the CEO (Chief Executive Officer), and all documents signed on behalf of the organisation and to carry them into effect.
- 22.1 2. The Board grants the CEO delegated authority:
- 22.1 a. To exercise all Board functions not expressly reserved or otherwise delegated to any other person or committee.
- 22.1 b. To act as the spokesperson for the Association within such framework as agreed by the Board.
- 22.1 c. To authorise payments up to £2,500 and payments up to £10,000 with the agreement of the administrative directors.
- 22.1 d. To authenticate documents for legal proceedings.
- 22.1 e. To execute documents to give effect to Board decisions whether or not expressly authorised by such decision.
- 22.1 f. To administer the Sport England Award Agreement
- 22.1 g. To administer the Youth Sport Trust Award Agreement
- 22.1 h. To administer the UK Sport Award Agreement.

23. Governance and Business Transformation Paper:

23.1 PM gave a presentation on Governance and Business Transformation to support the paper and associated *Transitional Organisational Structure* document. The following key points were raised:

- The paper was the outcome of part of the Fencing: 2020 Strategy, which had been a wide and focused consultation, with a skills-based working group established through open recruitment.
- The paper had been presented to the elected board members prior to the board for comment and had been amended during the process.
- The paper asked the board to objectively identify the end point and the roles of the board, president/chair, CEO, committees etc. and then milestones towards achieving this end point.
- The “strategic flow” was based on three levels of governance:
 - Gold: Strategic
 - Silver: Operational
 - Bronze: Tactical
- The *Transitional Organisational Structure* was a visual representation of the organisation’s activities grouped into functional areas which would report back to the Board on progress against objectives set by the Board.

23.2 PS asked if she could be sent the presentation by Suse Wesley from the last board. PM agreed to send to the Board. PM

23.3 JM pointed out to the Board that the paper highlighted the need to review the Home Countries Agreement.

23.4 It was agreed that whilst the *Transitional Organisational Structure* had the approval of the board in principle, more detail was required and consequently the board appointed a group to include KS, MT, PS and TC to work with PM and the core strategy group. This working group would report back to the next Board meeting. KS,MT,PS, TC, PM

24 Management Accounts

24.1 DS asked where the funding for refereeing was. KS replied that International Influence funding had been used to support international referees and also UK Sport had included a figure for refereeing in the WCPP.

24.2 The Management Accounts for the end of the year were agreed.

25. Review of the Articles of Association:

25.1 TC presented a review of the Mem and Arts with some proposed changes. The Board agreed with the proposed changes and asked TC and LP to liaise and produce a final version for the board. TC,LP

25.2 The Board also asked TC and LP to produce a draft Conflict of Interest Policy in accordance with the Terms and Conditions of Award for UK Sport and Sport England and also best practice for companies in receipt of public funding. TC,LP

26. Safeguarding Proposal:

26.1 The Board agreed the Safeguarding proposal and specifically resolved to:

- 26.2 1. Appoint a Safeguarding Chair, in either a voluntary or paid capacity, up to the budget maximum as previously agreed by the board.

- 26.3 2. Establish a Safeguarding Committee.
26.4 3. Mandate PM to oversee the recruitment process and to establish the committee and report back at the next meeting with Terms of Reference.

27. SwordMark:

27.1 The Board agreed the SwordMark proposal and specifically resolved to:

- 27.2 1. Mandate PM and the working group to work in consultation with the International Committee and Weapon Committees to commence the SwordMark: Camps and Competitions licensing process for the 09/10 season, for GB Junior, Cadet and younger only.
- 27.3 2. Request PM to report back to the board on those trips which may have failed to achieve licensing standard, and the reasons behind this.
- 27.4 3. Operate all trip finances through British Fencing Head Office.
- 27.5 4. Accept the recommendations of the Remuneration and Claims Committee across licensed trips.
- 27.6 5. Allow only "registered" Team Managers to apply for Team Manager and Chef de Mission positions on SwordMarked Trips**
- 27.7 6. That all Chef de Mission, Team Managers and Referees are selected from applications in this way and, where appropriate, have achieved the agreed standard, registration or SwordMark licence.

27.8 **this resolution was returned to, following the agreement to establish the Remuneration and Claims Committee.*

27.9 ***For the avoidance of doubt, a "registered" Team Manager is one who has an in date CRB disclosure, has attended a relevant SPC course/update and who has successfully completed the British Fencing Team Manager Training Programme. This register is held at British Fencing Head Office and may in time be replaced by SwordMark licensing.*

28. Board Elections:

28.1 The Board noted the paper from Teddy Bourne and agreed the following:

- 28.2 1. To hold the AGM on the 12th September 2009.
- 28.3 2. To set the qualifying date and the nomination date as the 1st July 2009.
- 28.4 3. To set the closing date as the 1st September 2009.
- 28.5 4. To engage the ERS (Electoral Reform Society) to run the electoral process in its entirety.
- 28.7 5. To nominate Teddy Bourne as the Electoral Officer.
- 28.8 6. To accept the proposed new Administrative Procedures for the 2009 elections.
- 28.9 7. To accept the proposed changes to the Bye-Laws.
- 28.10 8. To accept the proposed nomination form subject to the removal of "date of birth"
- 28.11 The Board thanked Teddy Bourne for his proposals.

29. Remuneration and Expenses:

29.1 The Board considered a proposal from PM on remuneration and expenses

29.2 The Board agreed to appoint KS, RF and MT to a working group to propose a series of standard levels of remuneration and expenses across the sport.

KS,RF,MT

30. Equality:

30.1 The Board considered a proposal from LP and PM on Equality.

30.2 TC agreed to rephrase point 2.1 of the Equality Policy to ensure it was legally acceptable.

30.3 The board then agreed the following:

- 30.4 1. To adopt the draft Equality Policy, with amendment to 2.1.
- 30.5 2. To mandate PM to oversee the consultation process and report back with a final policy at the next meeting.
- 30.6 3. To adopt the Job Description for the Equality Champion.

30.7 The Board thanked LP and PM for their work on this area.

31. Board Communications Protocol:

31.1 The Board then considered a paper by PM on Board protocol. PM explained that the paper was for discussion only, however the Board agreed it should approve the principles.

31.2 It was therefore agreed to adopt the principles of the paper, amending point 4. to read 14 days rather than 7 days.

31.3 It was also agreed to allocate resources to pay for a minute taker for future meetings.

32. Items for Information Only:

32.1 PD Report

32.2 It was noted that the PD Report contained an item for decision regarding selections for both

the European and World Championships which would need to be ratified by the Board.

32.3 The Board agreed that once the International Committee had selected the team, the Board would vote via e-mail, with members declaring any conflict of interest and not voting.

32.4 The board thanked GW for his report.

32.5 Belfast 2009

32.6 KS gave a verbal update on the Cadet and Junior World Championships, thanking specifically JMi, Kate Smith, Rochelle Dazely, Maggie Lloyd-Jones and Johnny Davis.

33. Date of the next meeting:

33.1 It was agreed to move the date of the next meeting to the 1st August 2009.

34. Close:

34.1 With no further business the meeting was declared closed by the chair at 17.10

Signed:

Date:

Keith Smith, President and Chair

Signed on behalf of the Board