

BRITISH FENCING BOARD MEETING MINUTES

Last Updated: 17th March 2020

Date of Meeting	17.03.2020
Location	By Video Link
Present	Chair, JC, TC, MO, PA, TCJ, CH, JT, CO
In Attendance	CEO, KR, DM, FG

1. INTRODUCTION

Chair welcomed everyone to the meeting. There followed a brief discussion on Director attendance at Board meetings.

Apologies were received from: YH, RE-S, AC-S, Jack Magill.

New Declarations of Interest: JC declared appointment as trustee for the National Youth Jazz Orchestra.

Conflict of interest: None

Interim Decisions: None. It was noted that significant executive time had been taken up with the UKS submission.

Notable results: A Bronze medal and 2 last 8 results in men's epee.

It was noted that the financial policies had been reviewed by AGRC, noting that the reserves policy will be revisited in light of current events. There will also be minor changes to the Terms of Reference.

Action Items: Chair briefed Board on Action items.

New Risks: Coronavirus. CEO briefed Board.

International Events: Attention drawn to the BF website dedicated page. CEO took Board through FIE decisions to postpone Olympic qualification events as well as cancelling other world cup events.

CEO briefed the Board on the AGRC conversations around the Coronavirus situation and advise to be given to clubs based on following government guidelines.

Board was asked to approve/support the postponement of the Senior Nationals the BYC's and the GB Cup, and the cancelling of all BRC's up until mid-August. Will be publishing the information on the website tomorrow. PA put across the suggestion of asking the venue to give credit notes for future events held there.

Board approved in principal recognising there may be a need to use the reserves.

Strategy & Objectives: Chair pointed out the new appendix to the Agenda linking to balanced score cards.

2. APPROVE PREVIOUS BOARD MEETING NOTES

The minutes of November 2019 were approved.

3. FINANCE PART 1.19-20 Q3 MANAGEMENT ACCOUNTS

JT briefed Board on update from AGRC: 1. Guidance given on Coronavirus, advice on government recommendations. AGRC recognise the risk of making statements that go above the government advise. AGRC will have another meeting in 3-4 weeks to discuss and come back to the Board to discuss what the budget should look like. Both meetings will be before the next Board and hopefully in April.

DM reported that the results were better than budget, variances are as they have been in previous quarters. Membership income slightly better than budget.

The cash position is strong, and we have reserves.

4. FINANCE PART 2. 20-21 DRAFT BUDGET PRESENTATION

Budget had been prepared as business as usual.

Based on the current budget we have budgeted for a deficit of around £5,500 in contrast to last year which was just over £3,000. The reason for the higher deficit is the loss of SE money each year and next year being the last year in that cycle.

Commercial: is showing an increase from the previous year.

Events: competitions are in a healthy condition with Event Manager and piste hire new costs. ■

Chair pointed out the Commercial PSRP which was positive.

There followed a discussion around increased event costs, piste hire and staff costs.

5. INSIGHT-LED PARTICIPATION CENTRED PROGRAMMES

Moving into the last quarter. Will be doing end of year reports for SE which will release the funding for the end of year. We are currently ahead of targets and confident we will hit end of these targets.

Social impact Board paper. Priority for a joint application with the Change Foundation, has pushed back workforce development. Bid has been submitted.

6. BREAK

7. GBR ATHLETE SUPPORT AND DEVELOPMENT

UK Sport update

Board were asked to note the documents in the folder. CEO took the Board through the process for Phase 1 and 2. Phase one completed, reviewed and feedback received from UK Sport.

Phase 2 includes additional information on 'Progression', feedback due late May

[REDACTED]

[REDACTED]

8. BOARD SUB-COMMITTEE ITEMS: AGRC

All actions covered above.

AGRC undertook annual review of Board group TORs. Follow-up action for the Board to approve the Chair being part of the AGRC in consideration of skillset. Board approved.

Additional action to update NomCom TOR with additional description of responsibilities in respect to BF Charity.

AGRC undertook annual review of Financial policies - all noted, agreed and to be recommended to Board for approval as appropriate. No material changes. Noted Reserves policy will be reviewed again in light of unfolding COVID-19 situation. Expenses policy in a WIP review. Board approved.

9. BOARD SUB-COMMITTEE ITEMS: NOMCOM

[REDACTED]

Board succession plan discussed.

Nomcom agreed it would use the same process and templates for all evaluation/performance reviews - Board, Chair, CEO & staff – as last year.

10. BOARD AWAY DAY OUTPUTS

Chair briefed Board on the output template and asked Board Directors for feedback on Regional review; Environmental policy; Automated rankings.

11. CEO INFORMATION ITEMS

Q3 balance scorecard. Most of scorecard items covered earlier in the meeting.

CEO confirmed that the document will be updated in the next couple of days.

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CEO is working with staff to get a more consistent use of Zendesk.

Ombudsman case has been resolved.

Complaints reporting – aiming for more transparency.

SAR – now dealt with.

12. STANDING ITEM - EQUALITY & DIVERSITY

Board reviewed the Balanced Scorecards noting the current status.

Not much shift in the statistics of around 40% female fencers.

Next equality review has been put on hold because of COVID-19.

13. STANDING ITEM - SAFEGUARDING

Board reviewed new safeguarding charts in the new system being piloted as part of Sport England project. CEO updated Board on the status of pilot.

14. AOB

There were no other items.

Meeting closed at 19:55
Date of next meeting 23rd June 2020

Interim Decisions and Approved Items since last meeting

See Interim decision log in Board Dropbox Folder.