**Location:** Institute of Sport, Exercise and Health, London, Seminar Room 1

**Date and Time:** Tuesday 19th December 2017

 11.00am – 3.00pm

**Attendees:** Julia Newton (JN) – Chair

 Gary Hall (GH) – Performance Director

 Matt Archibald (MA) – Chief Executive Officer

 Sara Sutcliffe (SS) – Senior Independent Director

 Mike McKenzie (MM) – British Taekwondo

**Minutes:** Rachel Pattison

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| 1. **Introduction**

JN officially welcomed Matt Archibald and Mike McKenzie to the Board. MA thanked the Board and GB Taekwondo staff for their support. JN congratulated GH on a successful year. * 1. **Apologies** – Mike Loosemore
	2. **Approval of Minutes**
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| 1. **Director Declaration of Interest**

MA and MM updated the Board. MA to check all Declaration of Interests are stored on file.  | MA |
| 1. **Chairs Update**
	1. **BT representation**

MM updated on Mark Abberley’s Departure. MM is Technical Director for British Taekwondo and his position on the Board will be reviewed when BT decide upon their structure in 2018. JN confirmed that MM is being ‘co-opted’ on to the Board for an interim period of time. * 1. **Culture Health Check**

JN confirmed she has circulated the final GBTKD report but is yet to receive the complete sector benchmarking report. MA detailed actions/next steps.* 1. **Areas of improvement**

Consequences for unacceptable behaviour – JN, MA and GH have discussed this further. MA to communicate to all staff early 2018 around communicating unacceptable behaviour(s) and reporting it. GH updated on feedback received from the PD Strategic Group. GH advised there was a lot of positive areas raised within the GBTKD report.MA – Athlete session planned for January (alongside launch of Mental Health Policy). All staff session planned 16th January 2018. | MAMA |
| 1. **Identified Risks**
	1. **Discussion around the current risks facing GBTKD (sensitive and not for publication)**
	2. **Risk Register** – MA/GH to review pre Planning day on Jan 19th

A&R Meetings will generally be arranged in conjunction with Board meetings. MA to confirm with Trevor Rees. |  |
| 1. **CEO’s Update**
	1. **Tokyo Strategy**

Broadly on track. Need to revise strategies 11, 12, 17 to make more relevant. Possibly remove strategy 4. MA is seeking advice on process from UKS and will also factor in any Mission/CHC/IPR findings.* 1. **Finance**

Financial position is good. Reserves Policy was approved. Signatory/Authority levels were approved and credit cards to be agreed. Pension costs likely to go up in 18/19 and again in 19/20. MA to present options at next Board in March. Competition spend was high and Commercial income still low. Disclosure of Non-exec Directors fees required by code in next set of accounts. This was agreed.* 1. **Governance**

Diversity Action Plan – expecting to be approved but awaiting confirmation from UKS/Inclusive Boards. Once approval received this needs to be published on our website within 1 week of confirmation.* 1. **Operations and Events**

De-briefs and Stakeholder meetings have occurred. Advert currently out for Marketing Manager. Stakeholder alignment and British Taekwondo engagement was discussed. Key Risks are ticketing and commercial revenue, stakeholder alignment. SS advised Ian Leafe has offered to help at her next table tennis event. Level of GB Taekwondo involvement in future events and collaboration with British Taekwondo were discussed. GB Taekwondo commitment to events reduced by 10k as MA will monitor commercial contract.NTC Development Plan – Expression of Interest submitted. MA will meet with Eastland’s Trust to confirm operating lease in December.* 1. **Commercial**

MA and GH travelling to Korea in January and meeting with local education establishment to discuss venue and promote links. Relationship is looking positive.Action – JN to send introductory email to Ladi Ajayi regarding the work he did around legacy at the London events.* 1. **Human Resources**

3 departures which the Board are aware of. Controls required for Contract Confidentiality. MA to check document and look into options with Garry Adams/Hill Dickinson. Staff reviews are due in March. MA will update on Pension at the next Board Meeting.China Coach Bonus – GH advised how the costings for the Grand Slam will work and advised that the current position is at the most potentially neutral position as possible.Consequence and Disciplinary Policy were approved subject to some clarifications of terminology in the Consequences policy. | MAMAJNMA |
| 1. **Performance Director’s Update**
	1. **Mission Review**

GH advised very positive review and we have had an extremely positive year.* 1. **Weight Management and Mental Health Policy**

Policies approved.GH confirmed at the start of 2018 Athlete/Coach sessions will take place to re-launch the App and launch the policies. |  |
| 1. **BT Representative**

MM updated the Board:Staff Strategic Plan – January 2018.Review of Level 2 Coaching Qualification.Due to meet after Christmas regarding BT delivery issues.Room for improvement around communication between BT and GBTKD.Discussions around the Selection process took place and GH updated MM. JN suggested GH and MA feedback to MM for his BT newsletter and to discuss the possibility of a regular update from a GB TKD spokesperson to be includedPara Events and the possibility of one uniform with different badges was discussed. Action: MA and MM to arrange meeting to discuss. MM discussed potentially pooling resources between BT and GBTKD. National Championships have been put back to November. MM advised BT Board are keen to hold a G1 event, venue yet to be confirmed but the preference would be London.MM updated on the potential BT Manchester Office move.JN thanked MM for his open communication.MA suggested that MA and MM work up a plan that identifies key areas of collaboration in 2018 and share it with the next Board.Action: MA to prepare in conjunction with MM | MAMA and MMMA |
| 1. **Away Day**

JN distributed the Agenda for the Away Day on 19th January 2018. Action: JN to send Agenda to Ian Gillis and UK Sport for input.MA to send to Chelsea Warr and Vanessa Wilson to secure attendance from them and/or member of their team to attend relevant sections on the day. | JNMA |
| 1. **AOB**
	1. **Annual Planner**

GH advised the need to change the Selection date to the 3rd April 2018. All agreed.* 1. **Lottery Sales**

MA updated on his discussions with Liz Nichol regarding Lottery Sales. Action: Collaboration with BOC Meetings | MA |