

**Strictly Confidential**



**Sport Taekwondo UK Ltd – Board Meeting**

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**Location:** National Taekwondo Centre, Ten Acres Sports Complex, Ten Acres Lane, Manchester, M40 2SP

**Date and Time:** Friday 29<sup>th</sup> September 2017  
11.00am – 3.00pm

**Attendees:** Julia Newton (JN) – Chair  
Gary Hall (GH) – Performance Director  
Mark Abberley (MA) – Non-Executive Director, British Taekwondo  
Sara Sutcliffe (SS) – Non Executive Director  
Mike Loosemore (ML) – Non Executive Director

**Minutes:** Rachel Pattison

AGENDA ITEM	ACTIONS
<p><b>1. Introduction</b></p> <p>a) Apologies No apologies</p> <p>b) Approval of minutes Approval of minutes 21<sup>st</sup> July 2017 – all approved</p> <p>c) Update on Actions/Matters Arising</p> <ul style="list-style-type: none"><li>• SF has engaged Hill Dickinson to help on a pro-bono basis with Governance Plus</li><li>• JN has been working with SF on Governance – ongoing</li><li>• CEO recruitment is finalised and Matt Archibald will start November 1<sup>st</sup></li><li>• JN will meet with Christian McNeish who will act as Athlete Welfare Rep on 28/09</li><li>• JN has had discussion with MB over safeguarding. JN to introduce MB and MA to discuss Safeguarding. JN to chase Jemima Coates re Safeguarding extension to deadline</li><li>• JN and Trevor Rees have met – as have JH and Trevor Rees.</li><li>• JH completed financial scenarios – is working on one for new likely costs</li><li>• RP dates confirmed – need to confirm December 2018 Board meeting date and agree venue etc for Away Day</li><li>• Weight Management Policy – GH advised still a few things to review before it</li></ul>	

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<p>goes to the Board.</p>	
<p>2. <b>Directors' declaration of interest</b></p> <ul style="list-style-type: none"> <li>Nothing to declare</li> </ul>	GH
<p>3. <b>Matt Archibald</b></p> <ul style="list-style-type: none"> <li>Matt joins 1<sup>st</sup> November 2017</li> </ul>	
<p>4. <b>Performance Directors Update</b></p> <p>a) Detailed Selection Policy</p> <p>European Senior Taekwondo Championships, 10-13 May 2018, Kazan was signed off by the Board.</p>	
<p>5. <b>BT Representative's Update</b></p> <p>MA confirmed as report. MA gave update on the transition to Manchester which will be fully operational by the end of October 2017. As part of the process various meetings have taken place and started to evolve a Grass Roots Programme across Manchester.</p> <p>JN to send Induction Plan to MA for any feedback.</p> <p>MA discussed National Championships. Tabled proposition to re-schedule the Championships. MA to link in with the GB Team. GH and MA to stay in contact regarding this.</p> <p>GH provided update on Ian Leafe regarding his work at the Nationals. MA to pick up with Ian Leafe.</p>	<p>JN</p> <p>MA</p>
<p>6. <b>Financial Controller's Update</b></p> <p>End of year financial reports were signed off by the Board.</p>	
<p>7. <b>Development Managers Update</b></p> <p>a) Sport England Reliance Report</p>	

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<p>GH provided update to the Board.</p> <p>b) Selection Policies and Events</p> <p>Youth Olympic Games Qualification Event, 4-8 April 2018, Tunisia was signed off by the Board.</p> <p>Junior World Championships, 9-14 April 2018, Tunisia was signed off by the Board</p> <p><b>Programme Managers Update</b></p> <p>GH updated on the Medical Notes Management system. ML said he wouldn't be able to complete a full audit of the PDMS notes by 5<sup>th</sup> October 2017. GH advised the key date is 26<sup>th</sup> October 2017.</p> <p>ML to liaise with PDMS administrators by 5<sup>th</sup> October 2017.</p> <p>c) Concussion Procedure / Protocol</p> <p>All confirmed they have read the procedure. GH asked for comments. MA is very mindful that head injury/concussion is an important part of athlete welfare. MA gave update on Concussion Procedure.</p> <p>It was noted that a box should be added to the document around the sharing of information. A box to be created – Notify Parent, Coach and NGB.</p> <p><b>Funding for Para</b></p> <p>GH advised we don't have enough money for Para. GH advised bid was made, but only received project status. The programme is now classified but we can't get any more funding at this stage. UK Sport will review this next year. Jayne Ellis is working on a case to obtain more funding. GH confirmed we have 1 potential medallist in Para Sport.</p>	<p>ML</p> <p>GH to feedback to team for amendment</p> <p>JE to circulate business case for Para funding to Board asap.</p>
<p><b>8. HR Managers Update</b></p> <p>Board have reviewed Report. No questions or further comments.</p>	
<p><b>9. Away Day Planning</b></p> <p>It was agreed the Away Day will take place at Hill Dickinson in Liverpool</p>	<p>JN to pick up with Ian Gillis</p>

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<p><b>10. Operation and Events Update</b></p> <p>It was agreed JN will do the Introduction at the start of the Para TKD Championships in London. JN to check with Ian for further clarification around speeches and to confirm when he needs the rest of the board to confirm their attendance.</p>	<p>JN</p>
<p><b>11. Governance</b></p> <p>Code of Conduct, Declaration of Character and Skills Matrix – completed and signed.</p> <p>All worked through Code of Governance matters.</p> <p>JN to put together an introductory email to Mary Brownlow and Mark Abberley regarding Safeguarding.</p> <p>Risk Register was reviewed and discussed. SS to send enhanced Risk Register template to JN.</p> <p>Reserves Policy to be added and circulated.</p> <p>Steve Flynn to update Risk Register with all additions Board suggested at meeting including; Implications of Brexit to be added, legal cases, low reserves, media leaks of sensitive information, doping issues, etc.</p> <p>All agreed that Risk will be a high item on future Board Agendas and that the Audit and Risk committee will help keep the risk register live. RP to add to future agendas.</p> <p><b>Ian Gillis Dialed in</b></p> <p>Ian explained what the next hour would consist of and he explained Corporate Governance in detail and what would be expected from the Board ensuring effective leadership is in place.</p> <p><b>Terms of Reference</b> – Board approved all TOR’s and Ian discussed them further.</p> <p><b>Articles of Association</b> – Ian Gillis discussed and explained the Articles of Association Document. Members met and approved the new Articles of Association. JN signed Written Resolution Document on behalf of the Board.</p> <p><b>New Directors letter</b></p>	<p>JN</p> <p>SS</p> <p>JN</p> <p>SF</p> <p>RP</p>

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<p>HD has offered to provide a letter to provide to new Directors of GB Taekwondo. Ian to do a brief of process for Board Evaluation and for understanding training of what needs happen. Ian will send early next week.</p> <p><b>Skills Matrix</b></p> <p>Ian confirmed Board should decide what is in the Matrix. RP to collate the Board Skills matrix and send to JN. During Board evaluation session in 2018 the skills matrix will be reviewed and updated.</p> <p><b>Policies</b></p> <p>Policies Approved by the Board:</p> <ul style="list-style-type: none"><li>• <b>Risk Management Policy</b></li><li>• <b>Safeguarding Children Policy</b></li><li>• <b>Anti-fraud Policy</b></li><li>• <b>Bribery and Corruption Policy</b></li><li>• <b>Complaints Handling Policy</b></li><li>• <b>Gifts and Hospitality Register</b></li><li>• <b>Remuneration Policy</b></li><li>• <b>All policies which were up for review under Code of Governance sections 5.1 and 5.13</b></li></ul> <p>Ian requested sight of the Social Media Policy which JN advised needs to be looked at. Ian advised GB Taekwondo are in a good position in respect of their policies.</p> <p><b>Board Protocol</b></p> <p>Ian discussed the Protocol of the Board and what is expected from a Board.</p> <p><b>Away Day</b></p> <p>Ian happy to do session on Corporate Governance. SF asked for a copy of Key Dates for 2017/2018</p> <p>Risk Policy and Risk Management Procedures – Ian advised A&amp;R committee should link in to Risk Register and Policy. JN to ensure Chair of A&amp;R committee has these.</p> <p><b>Board Evaluation</b></p> <p>Board be reviewed at Board Meeting in October 2018 or under separate session with Ian Gillis</p>	<p>IG via JN RP</p> <p>RP JN</p>
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<p>Ian Gillis asked if anyone had any questions.</p> <p>No further questions for Ian.</p> <p>SF to update Risk Register following input from Board and send to JN for her input and Board circulation. Risk will also be on the Away Day agenda.</p> <p>March 2018 agreed for the Staff Survey to take place to allow for break after Culture Health Check survey request on all staff. SS to forward template for staff surveys from TT.</p> <p>AOB</p> <p>JN updated Board on her meeting with Athlete Rep Christian McNeish and various items were discussed.</p> <p>Board discussed holding several Board meetings in London – JN to revert with suggestions for which ones will be London based.</p>	<p>SF &amp; JN</p> <p>SS</p> <p>GH/JN</p> <p>JN/JP</p>
<p><b>12. Meeting Ended</b></p>	