

Strictly Confidential



Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

Location: HD office

Date and Time: Friday 28th June 2019
1300-1600

Attendees: Julia Newton (JN) – Chair
Matt Archibald (MA) – Chief Executive Officer
Gary Hall (GH) – Performance Director
Ian Gillis (IG) – Independent Non-Executive Director
Sara Sutcliffe (SS) - Senior Independent Non-Executive Director
Siva Ramasamy (SR) – BT Representative - Non-Executive Director
Ian Leafe (IL) - Observer

Apologies: Dr Mike Loosemore (ML) – Independent Non-Executive Director

Minutes: MA & JN

Agenda	Responsibility
<ul style="list-style-type: none">Introduction<ul style="list-style-type: none">Apologies Dr ML had given apologies as travelling internationallyApproval of March minutes Minutes were approvedUpdate on Actions /Matters Arising Action updates had been confirmed pre-meeting via email	n/a
<ul style="list-style-type: none">Directors' declaration of interest No new interests registered SR registered his role with a prominent Taekwondo club in London (Gurumu tkd)	n/a
<ul style="list-style-type: none">Chair's Update<ul style="list-style-type: none">Governance updates JN confirmed that Board reviews are now due.<p>ACTION: JN and SS to schedule and conduct Director/Board reviews MA to carry out GH review</p><p>IG asked whether GBTKD Board Directors had signed additional paperwork confirming that they were also 'members' of GBTKD.</p>	JN/SS MA

<p>ACTION: IG to propose to Board what steps need to be taken to ensure there is not confusion between status of ‘members’ and ‘directors’ of GBTKD</p> <p>Directors signed the resolution adjusting Director’s terms from 3*2 years to 4*2 years – in line with Governance Code guidelines.</p>	<p>IG</p>
<p>ACTION: JN to send the original version of the articles and a signed resolution to Companies House ASAP</p> <ul style="list-style-type: none"> World Championships <p>JN praised the successful delivery of the 2019 World Taekwondo Championships in Manchester. Both from the event and performance perspective. JN asked IL and GH to pass this on to their teams and the athletes who had all risen to the challenge.</p> <p>JN asked that the GBTKD Board were given an opportunity to review and feed into any debrief reports before they are finalised</p>	<p>JN</p>
<p>ACTION: IL to ensure that Board are consulted at the appropriate stage in this process and are given visibility of all reports.</p> <p>The Board discussed the visa issues that had been encountered during the championships and requested that IL and MA prepare a full report outlining the scale of the issue together with recommendations to minimise the issue in future.</p>	<p>IL</p>
<p>ACTION: IL/MA to prepare a summary report of the salient points around visas at the worlds and share this with Board/UKS. This to include the IRI athlete who didn’t compete at -68kg</p>	<p>MA/IL</p>
<p>JN suggested we consider inviting Iran for a future training camp which GH agreed to consider.</p> <ul style="list-style-type: none"> Selection Panel Appeals <p>JN referenced that the 2 selection appeals had been made since the last Board meeting. One was refused by JN on the basis that the appeal was outside the scope and one was passed to Sport Resolutions for Independent adjudication. JN, MA and GH expressed confidence in our processes and decision-making.</p>	<p>GH</p>
<p>However, JN asked that, following this latest appeal, we review our policies (GSP, DSI and AP) and the letters issued to athletes post selection decisions.</p> <p>ACTION: MA and GH to review our policies and share with IG and SS for final review.</p> <ul style="list-style-type: none"> Ian Leafe appointment <p>JN congratulated IL on his appointment and thanked him for his service to GBTKD as did the rest of the Board. A willingness to work closely with IL in future in relevant areas was expressed. Notably those that had already been identified by GBTKD and shared with BT.</p>	<p>MA/GH</p>

<ul style="list-style-type: none"> • BT Board Rep <p>JN updated the group that, based on discussions held at previous BT Board meeting attended by JN and MA, that IL, as CEO, was likely to be nominated as the new GBTKD Board Representative for BT. This was in line with GBTKD’s request to have someone with advanced TKD experience for this role.</p> <p>JN thanked SR for his involvement to date, especially with the Worlds Stakeholder Management Group where, along with Sarah Stevenson Jennings, he had brought a new level of enthusiasm and cooperation in the final six months before the competition.</p> <ul style="list-style-type: none"> • Safeguarding Advanced Level <p>JN confirmed that GBTKD had been awarded the advanced level of safeguarding by the CPSU. Notably this had been achieved at the first attempt and the video produced by athletes has been re-used by CPSU as an example of good practice. JN praised the contribution of Garry Adams in leading this piece of work.</p>	
<ul style="list-style-type: none"> • Identified risks <ul style="list-style-type: none"> • ARCOM/Risk Register <p>MA provided an update on the latest ARCOM meeting which had centred around the 2018/19 audit and the approach to be taken by the new auditors. IG and MA expressed confidence that the new auditors would provide a useful Management Letter in addition to the financial audit.</p> <p>New risks relating to Tokyo prep exposure and late WT changes to rules/equipment were discussed.</p> <p>MA acknowledged that limited progress in mitigating the business continuity risk had been made.</p> <p>ACTION: MA to seek ways of mitigating the business continuity risk.</p> <p>The low level of reserves was noted and the importance of growing reserves to provide more than one month of OPEX cover. MA suggested investing in athlete housing had been done by GB Boxing and could strengthen the Balance Sheet.</p> <p>ACTION: MA to continue seeking avenues of commercial income</p> <ul style="list-style-type: none"> • TUPE case update <p>The Judge remains on long-term sick so no progress. The tactic of settling was discussed and ruled out.</p> <ul style="list-style-type: none"> • Physio provision <p>The Physio contract with Altius was terminated on 30th June and two physios have successfully transferred over to GBTKD. MA thanked Hill Dickinson for their support with this issue.</p>	<p>MA</p> <p>MA</p>

<ul style="list-style-type: none"> • Staff Retention <p>Following a few recent departures (Events team, Nutritionist, IL) the Board were appraised of what is done to retain staff. Whilst confident that all departures were all for good reason (progression/end of contract) it was agreed that MA and GH would look to ensure that morale and focus were prioritised post Worlds.</p> <p>ACTION: MA and GH to discuss measures to ensure key staff are retained and that morale and motivation remain high.</p>	<p>MA</p>
<ul style="list-style-type: none"> • CEO's Update <ul style="list-style-type: none"> • Finance report and update <p>IG asked about a small discrepancy between two of the tabs in Board report – this is due to disallowed VAT and was confirmed post Board by Jennifer Ho.</p> <p>IG brought up the karate and IR other reports not included in Board Reports</p> <p>ACTION: Karate MSP and IR Funding reports to be included in future Board reports (and page numbers added) – MA to ask JH</p>	<p>JH</p>
<ul style="list-style-type: none"> • Events report <p>The importance of the post event reporting was discussed and also the need for the Stakeholder Management Group to re-form in 2019 so we are best prepared to plan for the Paris cycle 3 events that have been successfully secured from WT and WTE.</p> <p>ACTION: MA to ensure that the SMG reconvenes prior to the next Board to keep momentum going</p> <ul style="list-style-type: none"> • HR report <p>No questions</p> <ul style="list-style-type: none"> • CEO report <p>Commercial HG not progressing as we'd hoped</p>	<p>MA</p>
<p>ACTION: IG to pick up with them when he sees them next week at meeting</p> <p>Caytoo proposal was considered and Board agreed with the first 6-month rate but expressed concern about stepping up to the non-discounted rate after 6 months unless a sponsor had been sourced.</p> <p>ACTION: MA to renegotiate terms prior to agreement.</p> <p>Marketing intern – Board approval for an intern provided it's affordable and in line with reasonable overhead % spend</p>	<p>IG</p> <p>MA</p>

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<p>ACTION: GH/JH and MA to agree when timing is right to appoint this role</p> <p>Secondment – IG suggested idea to go out to try and find one in digital marketing – MA to pick up with relevant companies and IG will pick up with HD (likely to be an issue as their function is Liverpool based - but location might not be an issue)</p> <p>Paris Strategy SS flagged that social impact likely to be increasingly important in the next strategy submission</p> <p>Board agreed that initial strategy development will be done by GH and MA in conjunction with relevant stakeholders and staff and presented to Board –</p> <p>ACTION: MA and GH to devise process and report back with progress at next Board.</p> <p>Additional Board time September Board 11-3pm and two days in November in Manchester</p> <p>ACTION: Rach to remind Board members of this additional commitment in September and November Board meetings</p> <p>SS flagged that we probably need to link up with BT before November Board – MA to update plan accordingly.</p> <p>MA to prepare short time based plan on strategy next steps for JN</p>	<p>MA/GH</p> <p>MA</p> <p>MA/GH</p> <p>RP</p> <p>MA</p> <p>MA</p>
<ul style="list-style-type: none"> • BT Representative’s Update <ul style="list-style-type: none"> • Verbal update <p>SR referenced a desire of BT to work with GBTKD to ensure that the alignment of BT run Cadet programme and GBTKD programmes is as good as it can be.</p> <p>GH asked when we might see membership numbers grow significantly. SR confirmed that recruitment of members was strong, but that the retention seems to be the issue.</p> <p>IL confirmed it would be a top priority upon commencement of role at BT and committed to sharing findings with GBTKD at November Board.</p> <p>ACTION: IL/BT to clarify Vision and Strategy and brief GBTKD accordingly.</p> <p>There was consensus that a two-way exchange of ideas and consultation on strategy will be beneficial.</p>	<p>IL</p>
<ul style="list-style-type: none"> • Performance Director’s Update <ul style="list-style-type: none"> • PD Report <p>Recent results post Worlds and the strong ranking positions in 5 categories were noted. JN</p>	



<p>thanked GH and the team for the ongoing success.</p> <p>Karate plan has been revised to incorporate more Manchester time and the focus is on the Paris Olympic qualifier in April 2020.</p> <ul style="list-style-type: none">• Performance Manager Report <p>No questions</p> <ul style="list-style-type: none">• Development Manager Report <p>SR asked whether any additional support could be offered to athletes who were unsuccessful at Fighting Chance 2019?</p> <p>GH confirmed that no funding was available for this activity, but that he was happy for the development team to consider any suggestions. Athletes are already sign-posted back to BT if unsuccessful so that suitable clubs can be found.</p>	
<ul style="list-style-type: none">• Any Other Business and close <p>GH to share the findings of the 3rd mental health report conducted by Sarah Broadhead at next Board. GH was encouraged that positivity levels had remained high throughout the stress of a major champs on home soil.</p> <p>JN updated on Duty of Care recent feedback re Four Chairs meetings that athletes were committed to the process and it continues to work well.</p> <p>ACTION: GH to share the report to Board in September</p>	<p>GH</p>