

Strictly Confidential



Sport Taekwondo UK Ltd – Board Meeting

Location: Institute of Sport, Exercise and Health, London 170 Tottenham Court Road, Seminar 2

Date and Time: Wednesday 26th September 2018
11.00am – 2.15pm

Attendees: Julia Newton (JN) – Chair
Gary Hall (GH) – Performance Director
Matt Archibald (MA) – Chief Executive Officer
Mike Loosemore (ML) – Non Executive Director

Minutes: Rachel Pattison - GBTKD

<p>1. Introduction</p> <ul style="list-style-type: none">a. Apologies – Mike McKenzie, Sara Sutcliffeb. Approval of Minutes – June Minutes Approved. Action: RP to send minutes to JN for signature.c. Update on Actions/Matters Arising – Nabillah Akhtar and George Swann will be attending December Board meeting.	RP
<p>2. Director’s Declaration of Interest No Declarations of Interest</p>	
<p>3. Chair’s Update</p> <ul style="list-style-type: none">a. INED Recruitment JN confirmed 12 applications have been received - 1 female. 5 candidates have been shortlisted. 1 candidate has dropped out. ML and JN interviewing 4 candidates w/c 1st October 2018. A short discussion on the relevant merits of known candidates took place.<p>Discussions took place around criteria if we did not recruit a Female and discussion around the possibility of SS remaining on the Board for 2 additional years also took place.</p><p>MA discussed Governance Code and expressed a preference of two four year terms due to Olympic Cycle. Change from two three years term to two four years term would be a better fit for the Olympic cycle.</p><p>The Board discussed potential additional Executive Board members and whether one might be appointed pre-Tokyo.</p><p>The cost of increasing Non-Executive Board membership was considered.</p>	

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<p>Board agreed the Board Member period will be moved to two four year terms at a future date as yet not confirmed.</p> <p>JN confirmed she would ideally like the Board to be a little larger to accommodate roles (ARCOM, NOMCOM, REMCOM). 1 additional non-executive and potentially an executive. MA suggested that 5-3, would be a good place to get to. ML expressed preference for smaller agile Board.</p> <p>Action: JN to re-visit SS conversation with the Board post interviews at the end of next week.</p> <p>JN shared desire to reach up to 8 Board Members over the next 3 years. No consensus was reached on the ideal number.</p> <p>b. Board Effectiveness Feedback</p> <p>JN advised feedback was excellent. Biggest concern was that we don't spend long around Finance. Definitely a case for inviting Jennifer Ho to future Board meetings.</p> <p>MA has sent feedback on Board Effectiveness to UK Sport governance team.</p>	<p>JN</p>
<p>4. CEO's Update</p> <p>a. Finance Report</p> <p>Report was reviewed and no issues raised.</p> <p>Accounts tabled and signed. MA – we are on track with Budget and no key risks flagged by Jennifer Ho. MA suggested we invite Jennifer to the December Board. MA advised UK Sport have requested a finance meeting in Oct/Nov.</p> <p>Action: MA to Invite Jennifer Ho to the Next Board Meeting.</p> <p>JN asked whether Coaching spend has been reduced? GH – yes we have reduced the costs. There remain 6 coaches on the budget line. JN asked if there is enough budget to recruit an internationally recognised/tier one coach following JC resignation.</p> <p>MA reiterated board support to recruit good world class coaches.</p> <p>GH – updated on strategy for Coaching.</p>	<p>MA</p>

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<p>b. Events Report Report was reviewed and no issues raised. £30k requested for each event (£90k total) has been approved. Events Team working well and MA confident in event delivery.</p> <p>c. HR Report Report was reviewed and no issues raised.</p> <p>MA thanked Jayne Ellis for her work and congratulated her on Promotion to PD for GB Wheelchair Basketball. This doesn't leave us with a significant short-term risk. We are going out to recruit. GH updated on structure of perf team, the new Job being advertised is Performance Manager. It will be essential with fewer business functions (houses/NTC/Kit) and more performance functions. JN asked about timescale. GH thinks end of November we may have somebody in place. Latest January 2019.</p> <p>MA advised that the last 4 or 5 recruits have been really positive. The CHC check now underway and hopefully will show that. Staff turnover possibly higher than expected mid cycle.</p> <p>MA has asked GA for comparative stats on staff turnover and to monitor this in future as a benchmark.</p> <p>d. Independent Progress Review Actions Report was reviewed and no issues raised. Document has been shared and MA updated the Board. No significant recommendations outside the need to ensure safeguarding remains a priority even in staff absence. Will now be monitored on risk register via ARCOM.</p> <p>e. Tokyo 2020 Strategy Update A few Objectives changed or had been adjusted. Principally around Para WCP and Karate MSP. MA asked Board to authorise. All agreed.</p> <p>MA updated on Medical Benchmarking exercise proposal by UKS. MA has responded to Liz Nicholl that Board would like to have a discussion prior to engaging. MA asked the group what the pros/cons are.</p> <p>ML provided background. ML advised we should have the medical area CQC registered, our aim is to be a beacon of good practice. GH – confirmed that we had reviewed this area before and that there are grey areas around sports venues. We were advised we didn't need CQC accreditation because of the nature of the service we provide.</p>	
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<p>Action: GH to pick up with Dr AL re CQC.</p> <p>MA take up UKS offer of meeting and prepare clear rationale.</p> <p>Action: JN/MA request meeting with Liz before engaging fully.</p> <p>CEO Update</p> <p>Tokyo Strategy Redraft Suggestions Received from SMT and Board. Minor re-draft included in Board papers that includes Para and Karate Objectives. Next SMT Tokyo strategy progress update will be tabled at December Board for review.</p> <p>International Relations Strategy Successful first trip to Nepal in June and a 2nd trip is planned for November. BT are engaged via Sarah Stevenson and WT have been given a progress report. Footage is being captured for Worlds Presentation video. Korea and Athens visits have taken place.</p> <p>Governance Annual code compliance review meeting was held in September. MA confirmed Shivani Patel is the new Governance Manager. GBTKD remain code compliant. A few advisories to be adjusted in NomCom TOR for GBTKD Mem and Arts. No specific urgency on this action.</p> <p>Stakeholder Management Group SMT meeting held 25th September. GP Budget is on track. Ticket sales are quite weak to date, but improving. Seat fill plan in place and marketing is increasing (BT and GBTKD). Some clubs citing clash with Nationals as reason for not attending. VIP schedule coordinated by LOC with support from BT and GBTKD.</p> <p>Action: JN to introduce MA to a couple of sponsorship contacts.</p> <p>Commercial Partners Mooto deal up for renewal discussion. Looking to enhance and sign for another 2-year period.</p> <p>Hill Dickinson signed up. JN advised this could be in doubt post 2020.</p> <p>ABSN positive from athletes' perspective. GH updated on removal of food from the kitchen. Athletes now have all supplements post/pre and during</p>	<p>JN/MA</p> <p>JN/MA</p>
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<p>training</p> <p>Action: JN to have conversation with Athlete Rep Christian McNeish (pre Dec Board)</p> <p>Good Partnership in place with MMU</p> <p>BOSU – clean fast food outfit – talking about giving top athletes support with meal plans. MA has arranged meeting for w/c 1st October.</p> <p>Caytoo – new entrant who want to be a clearing house/data provider for brands/sports/athletes. Credible set-up.</p>	<p>JN</p>
<p>5. BT Representative’s Update</p> <p>a. Report No report submitted.</p>	
<p>6. Performance Director’s Update</p> <p>a. PD Update Grand Prix Series results very positive. GP1 Rome 4 medals, GP2 Moscow 2 medals and GP3 Taipei 3 medals. Currently 3 females inside the top 5 qualification spots. Better position than any previous Olympic cycle. Preparations for Manchester GP4 are going well. Medals achieved at Luxembourg Open and Polish Open from podium potential athletes.</p> <p>Jinmi Choi has left the organisation suddenly due to family commitments. Recruitment is underway. The coaching team are performing well and delivering solid progress. UK Sport Athlete to Coach course applied for Ruebyn and Mike.</p> <p>GBTKD have been asked to deliver key note session on mental health policy to the World Class Performance Conference in November.</p> <p>Action: ML to liaise with AL on any future opportunities.</p> <p>Jayne Ellis has resigned to take up new post as Performance Director of GB Wheelchair Basketball and will leave on 3rd November. Proposed role adjustment form Programme Manager to Performance Manager. Advertisement has gone out.</p> <p>Para – going well. Competition season now finished until early 2019. Karate – coach recruited (Sait Ucan). GH meeting with Coach and Jordan Thomas on 27th September 2018. World Championships in November.</p>	<p>ML</p>

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<p>Medal support plan and budget to be submitted to UKS early October. PMG – now meet regularly and are supportive of medal plan. Excellent support from BKF rep Paul G. Adidas to supply VIK kit.</p> <p>MA updated on plans for the next 3 months</p> <p>b. Programme Manager Report Reported reviewed and discussed. (as above)</p> <p>c. Development Manager Report Report reviewed and discussed</p>	
<p>7. AOB</p> <p>a. December Board – 2.30pm start confirmed</p> <p>b. Dates of 2019 Meetings</p> <ul style="list-style-type: none">i. Board Strategy Day – Friday 8th February – LondonMarch – Friday 29th March – 11am – 2pm – ManchesterJune – Friday 28th June – 11am – 2pm – LondonSeptember – Friday 27th September – 11am – 2pm – ManchesterDecember - Thursday 19th December – (time tbc) Manchester	