

TOL BOARD CALL MINUTES

Date: 15th August 2018

Time: 09:00hrs to 11:00hrs

Board Call Attendees:

- Mr Kenny Walton - KW
- Mr Matt Archibald - MA
- Mr Philip Morris - PM
- Ms Kelly Lickley - KL
- Ms Shirley Stapleton - SS
- Ms Adele Stach-Kevitz (Chair) - ASK

Meeting Apologies:

- Mr Trevor Nicholls (dial in difficulties whilst overseas)

Board Call Agenda Items:

1. Introductions and Declarations

1.1. Board attendees were welcomed and a special note was taken to congratulate SS on her appointment as BT CEO on 17 July. TOL (ASK) sat in on the BT panel interviews alongside BT board members. SS is now confirmed as BT's Appointed Representative on TOL's board, which will now be formalised at Companies House. MA confirmed Mike Mackenzie remains BT's Appointed Representative on GB Taekwondo's board.

1.2. Declarations and conflicts - No new declarations were offered by those present and there were no personal conflicts reported by those present at the meeting.

2. Minutes of the last meeting and approvals

2.1 A number of actions relating to the previous board meeting were discussed and updated:

- Previous Action 2.2 - Share 2018 signed Minutes for upload on BTC/GBT/BT websites following 15 August meeting
- Previous Action 3.1 and 5.2 - BT and BTC to meet and agree a joint data capture process and share with TOL, then Sport England. Yearly figures to be added to TBC boxes to show visibility in % female growth (not yet developed - to be progressed by BT/BTC)
- Previous Action 3.2 - BT and BTC to submit quarterly expenditure updates to ARC and TOL boards (BT will progress before end of next week)
- Previous Action 6.3 - ARC reviewed and approved the discounted Board Evaluation quote from Positive Dynamics, approved first by TOL Directors and then ratified by ARC

2.2 The Minutes were approved and signed and will be published alongside existing Minutes on constituent organisations' websites.

2.3 Matters arising

- Correspondence - Feedback from Sport England and Government on matters relating to Diversity, Open Active and Year 2017-18 performance review:
 - Diversity - Training support offered by Inclusive Boards (funded through Sport England) for organisations to help with their Diversity Plan development. Dates offered in London (17 September) and Loughborough (20 September)
 - **ACTION** - ASK confirmed with Inclusive Boards that 2 places (per session) are available to TOL, thus 4 places in total, so those expressing an interest can co-ordinate their enrolments for 17 and 20 September - links are copied below:
 - London 17 September 2018 - <https://www.eventbrite.co.uk/e/senior-board-level-leadership-networking-london-tickets-48195366639>
 - Loughborough 20 September 2018 - <https://www.eventbrite.co.uk/e/senior-board-level-leadership-networking-loughborough-tickets-48195685593>
 - Open Active - This Government initiative is about making data available on what physical activity is occurring and is sponsored through the office of the Sport Minister. Previous requests have been sent to TN and SS for sharing BTC and BT insights. The Open Data Institute and Sport England confirmed they are able to support BTC and BT through the process of making data about physical activity openly available and encourage both organisations to make contact. Link to OpenActive via <https://www.openactive.io>.
 - **ACTION** - TN and SS to contact OpenActive
 - Sport England 2017-18 performance review - Sport England's Partner Performance team have requested a meeting/call with TOL/BT/BTC review in September to share feedback on TOL's 2017-18 performance report and cross-sport learning. Dates are offered by Sport England week commencing 17 September
 - **ACTION:** TN and SS to confirm dates when they are available to join a call with Sport England w/c 17 September
- Scottish Memberships - Update from Kenny: SCOT have claimed they will not be a BTC in Scotland and this was acknowledged by SCOT's Chair to BTC's Chair. Scottish members would previously apply to BTC, or directly to ITF. Currently Scotland are saying it does not matter about being part of BTC and that members just have to be part of SCOT. Sport Centres are also claiming if a member is not registered with SCOT it cannot hire Scottish sports halls. This policy is therefore forcing participants towards self-insurance and potentially encourages members to leave BTC and form smaller groups. SCOT is not a governing body, but a recognised group in Scotland, who do not push safeguarding with the same priority as English members do working to the new Governance Code. The

Martial Arts code states safeguarding is only recommended, not mandated, so places less importance on athlete safety. This could increase risk in sport due to less regulation in safeguarding. KW also reported that a current disciplinary action is on-going linked to Scottish memberships which KW will update at the next meeting.

3. Sport England: Performance and KPI Dashboard update

3.1 BT Performance Update

Summary from BT Performance Update Q1 2018/19

Business Services:

- Relocation of the British Taekwondo business support unit to Manchester was completed in March 2018 with a third staff member being recruited at the beginning of May, completing the Manchester team, who are now operating out of a fully functional office facility located alongside other sport NGBs situated at Etihad Campus.
- London/South East Business services – The capital kicks project delivery was extended with the London Projects Officer engagement extended through to end July to complete the delivery of the initiative for which the focus was delivering existing and new BT programmes in London as follows:
 - *Kickstar* - This program focuses on the 4 – 14 years old age group and offers a soft entry route into Taekwondo activity with physical health and personal development themes delivered in a relaxed and fun environment.
 - *Kicksister* is a fitness and personal safety programme for females aged 11+ designed to offer women and girls a space where they can relax and enjoy Taekwondo without the fear of being judged by others and where they can enjoy learning something new with other people of the same ability and attitude. KickSister is aimed at encouraging inactive females to take their first steps to a sustainable lifestyle and encouraging them into exercise including Taekwondo.
 - *Community Dojang* - This program creates and delivers bespoke pop up Taekwondo themed sessions directly into target audience locations - in a relaxed, non-club based setting, breaking down physical or mental barriers for inactive groups or individuals who do not traditionally engage with sports club structures.
- Para development continued with the delivery of dedicated talent ID and development training sessions and elite pathway with specialised selection criteria and official selection of a squad comprising 23 players.
- In addition to the two World Taekwondo recognised para taekwondo categories (P20 Intellectual Impairment, P30 Physical Impairment – e.g. cerebral palsy BT has introduced a number of national categories to provide a wider range of inclusion, participation and access to competition including:
 - P10 – Visual impairment/Blind
 - P40 – Limb deficiency – upper and lower
 - P50 – Wheelchair user

- P60 – Deafness/hearing impairment
- These event categories were showcased by the BT elite para squad at the British International Poomsae competition in July 2018. BT will now campaign World Taekwondo to extend international recognition to the above categories. In addition, the Capital Kicks (London project) project concluded which included an initiative to research, consult, define and create four pilot Taekwondo coaching modules specifically for disabled people, up skilling four lead coaches and trialling activity across a total of 16 separate sessions. With a long-term ambition to roll out Nationally as part of BT wider disability strategy.
- Other Programme development activity in the period included delivery of British Taekwondo Activator courses at Manchester Regional Arena in May. The Activator course is aimed at providing Sports Coaches and School Teachers with the skills and knowledge to lead basic Taekwondo sessions for beginners in order to raise awareness of Taekwondo and grow the Taekwondo family
- Footnote: Q1 expenditure for BT was provided post meeting and has been received by TOL's Chair

3.2 BTC Performance Update

- *Summary from BTC pending*
 - **ACTION:** TN to update TOL's board
 - **ACTION:** Once performance update is received, Q1 payment will follow

4. Governance Actions

4.1 External Board Evaluation - this is addressed under agenda item #7

4.2 Diversity Training (Clause 2.2) - this was covered under previous agenda item #2.3

4.3 Diversity (Clause 2.2) - TOL's board were reminded their Diversity Action Plan was approved by Sport England and once formal feedback is received and feedback from Inclusive Boards is incorporated, it will be published on constituent organisations' websites.

TOL KPIs: To be complete by end December 2018

- Plan for a diversely balanced Board, with future appointments managed through a comprehensive recruitment process.
- Adopt TOL's Equality and Diversity Policy in all TOL's Board activities.
- Ensure TOL develops future succession plans for all Board members.

5.0 Audit and Risk Update

- 5.1 TOL's Audit and Risk Committee concall was held on 13th August 2018 with PM (Chair), KL and ASK present
- 5.2 ARC discussed recent board evaluation quotes and ratified the selection of the most competitively-priced, quality tender from Positive Dynamics
- 5.3 ARC addressed the issue around outstanding performance reports from BTC and BT for Q1 and the subsequent cost reconciliation data required to support TOL's Q2 claim form.
- 5.4 The Open Active request for BT and BTC was briefly discussed and ARC agreed it would be tabled at TOL's board call meeting on 15 August – covered under agenda item #2.3
- 5.5 PM confirmed TOL's external audit is now complete and has been signed off. Accruals owed to BT and BTC at 2017-18 year end have subsequently been processed.
- 5.6 ARC minuted that TOL's Dropbox folder has now been closed-out and TOL have moved onto a Google Drive platform for data uploads/exchanges, as part of GDPR improvements
- 5.7 It was agreed by ARC that TOL's AGM should be held in September, in compliance with TOL's Articles, so the decision on a suitable date should form part of TOL's next board discussions – action under agenda item #9
- 5.8 TOL's Risk Register has been updated and PM requested that TOL's board review the current risk provision. TOL's Governance Action Plan was also updated reflecting the completion of TOL's internal board assessment and the commencement of TOL's external board review; all Governance Actions scheduled for 2018. The potential threat to BTC of losing Scottish members will be reflected in the Risk Register - update under agenda item #2.3

ACTION: KW to assist PM in capturing the risk threat re Scottish BTC members

6.0 Finance Update

- 6.1 TOL bank account currently holding £76,000 accounting for BT, BTC and TOL Q1 payments
- 6.2 Require Q1 expenditure from BTC and BT to submit Q2 payment claim
- 6.3 TOL noted the committed sum for Positive Dynamics external board evaluation
- 6.4 BT and GBT confirmed they will post TOL's audited accounts on their websites
- 6.5 A question was raised regarding the publication of TOL's performance report and whether it should be posted on constituent organisations' websites and this will be raised in the September performance review with Sport England, once feedback is received

7.0 TOL Board Evaluation

- 7.1 Interviews with Positive Dynamics are well underway with 3 Directors' interviews complete at the time of TOL's board meeting and the remainder scheduled for mid/late August

- 7.2 Timeframes - it is envisaged interviews will be finalised in August allowing Positive Dynamics to undertake analysis and draft early recommendations by mid-September, ahead of TOL's autumn board meeting in September/October
- 7.3 TOL's Directors were thanked by the Chair for making time to support the external board evaluation during a busy summer/holiday month

8.0 Recruitment

- 8.1 TOL's INED board positions reach their first term end date on 30 September and TOL's INED Chair reaches its second term end date at the same time. In light of this fact and to ensure continuity for the board during INED recruitment, it was agreed that a small extension of time would be agreed for KL's INED board position to facilitate KL's involvement in INED interviews and handover for the INED position, capped at a maximum of 3 months and before end of 2018
- 8.2 TOL's Finance INED and INED Chair subsequently discussed extending their roles – in line with the provisions of TOL's Articles (cl. 20.2.1) – to ensure continuity whilst both future Finance INED and Chair candidates were identified and a future strategic role for TOL is reviewed with Taekwondo stakeholders; the first meeting of which has been scheduled for Chairs on 27 September 2018
- 8.3 ASK confirmed the Chair will lead on INED recruitment and will seek to engage Inclusive Boards to expand the diversity mix of future INED candidates. Inclusive Boards have been contacted and their response is pending
- 8.4 KL suggested that TOL should consider prior candidates who applied to TOL in their 2017 INED recruitment
- 8.5 TOL INED advertisements will be published on multiple websites in August 2018 and will be advertised for 28 days. The INED advertisement is currently with UK Sport awaiting upload

9.0 AOB

- 9.1 AGM to be scheduled on 13th September at 09:00hrs with dial-in facility
- 9.2 Next meeting proposed for late September, but early October will also be considered given the pressures on board members' diaries. A list of date options will be shared with all Directors to determine the optimum date for the TOL autumn board
- 9.3 The meeting concluded at 11:00hrs

