

TOL BOARD MINUTES

Date: 17th January 2018

Time: 10:30hrs to 13:30hrs

Venue: Sport England offices, 21 Bloomsbury St, London WC1B 3HF

Board Attendees:

- Mr Matt Archibald - MA
- Mr Philip Morris - PM
- Ms Kelly Lickley - KL
- Mrs Adele Stach-Kevitz (Chair) - ASK

Pre-meeting Briefing:

- Mr Kenny Walton - KW (updates offered pre-meeting due to conflicting event)

Meeting Apologies:

- Ms Joanne Drapier: Sport England - JD (prior commitment)
- Mr Trevor Nicholls - TN (unable to dial-in from China)

Board Agenda Items:

1. Introductions and Declarations

1.1. Board attendees were welcomed and a special note was taken to introduce MA to his first TOL Board. MA offered to host a future TOL Board in Manchester and suggested scheduling a late 2018 meeting to coincide with their Taekwondo event, which the board agreed in principle – recognising that all were not present at the meeting.

ACTION: Timetable for future TOL board meetings to align, where possible, with Taekwondo competitions and this to consider all constituent organisations' events.

1.2. No declarations were offered by those present and there were no conflicts reported. Existing Board members reiterated their professional associations for the benefit of MA, who explained he had no other conflicting roles or responsibilities. MA explained his previous associations with both the BOA and UK Sport.

1.3. Apologies were received and noted from JD and KW. During the course of the meeting TN experienced difficulties dialling-in from China and so was unable to join discussions.

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 1.3 - TOL's views were represented at the Sport England re-structure meeting on 12th December 2017 and the briefing pack was shared with meeting papers as part of the 17th January 2018 board discussion.
- Previous Action 2.2 - TOL one-year contract extension was signed by KL and returned to PM and ASK on 5th November 2017
- Previous Action 3.5 (i) - Dashboard tracker update is still outstanding from TN which was not possible during the meeting, as dial-in connectivity proved difficult
- Previous Action 3.5 (ii) - BT report template is still outstanding, which MA had volunteered to share with BTC to compare narrative reporting style
- Previous Action 4.1 - Sport Structures Insight Survey funded through both BT and TOL has now been finalised

2.2 The Minutes were approved and will be signed and uploaded to Dropbox. An alternative solution for a TOL data repository was discussed and agreement taken to research other viable options for TOL

- **ACTION:** KL and ASK to meet and discuss options and costings, for discussion at the next board meeting

2.3 Matters arising

- Correspondence - On 15th November BT's Chairman announced his intention to withdraw BT from TOL, which ASK subsequently communicated to TOL's board. Following meetings with BTC, GB Taekwondo and Sport England, both Chairs from TOL and BT agreed to discuss the matter in a scheduled call on 18th January following the TOL board to confirm BT's status with TOL in the near-term and future.
- Correspondence - TOL were also informed of the removal of BT's CEO Mark Abberley on 21st December 2017. Subsequently, TOL resigned Mark Abberley from his role at TOL and this was ratified by Companies House.



Thank you for completing a submission for TAEKWONDO ORGANISATION LIMITED (07584566).

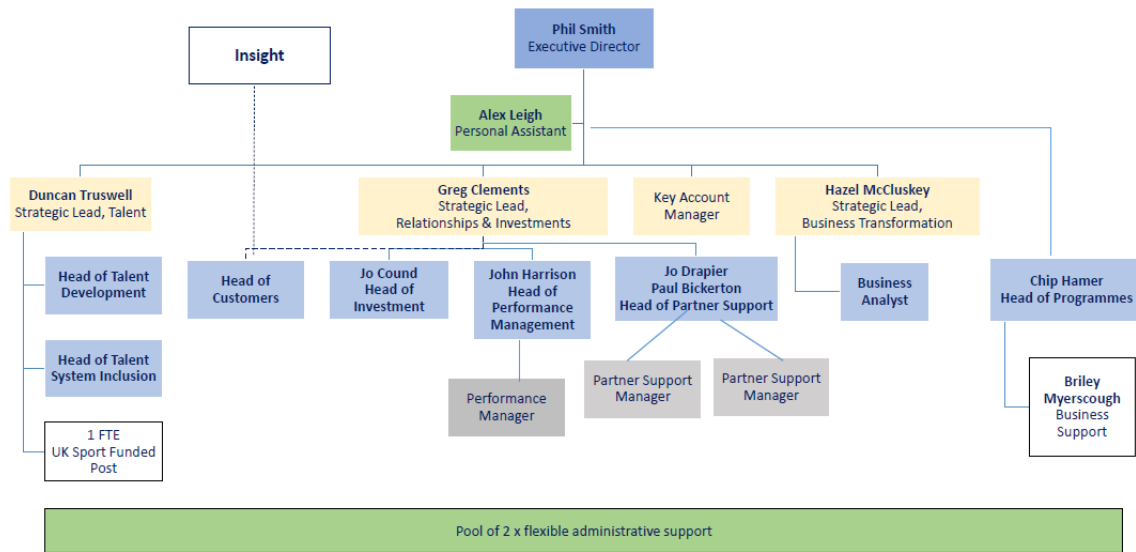
- (TM01) Termination of appointment of director
Terminating appointment of **Mark Challoner ABBERLEY** on **21 December 2017**

Your unique submission number is **050-123004**

Please quote this number in any communications with Companies House.

- Governance Code Compliance - TOL were informed of their successful compliance with the Code for Sports Governance on 19th December and TOL's Chair congratulated and thanked all board members for their hard work and contributions over the past year.
- Sport England Organisation: Core market structure - TOL attended the Sport England briefing session on 12th December and listened to the changes proposed across Sport England's organisation, although the prime area of interest for TOL is Sport England's Core Market operation. Communication was shared by Sport England following the briefing and the new organisation chart for the Core Market Directorate is referenced.

Core Market Directorate



3. Sport England: Performance and KPI Dashboard update

3.1 BTC Performance Update

Note:

For BTC, all clubs point of sale relate to monthly fees, which is for minimum or maximum attendance. To draw out the increase in attendance, BTC sampled 10 schools to provide this information and projected the percentage across the BTC Total Membership. Quarterly return from these clubs will then give an indication of achievement resulting in the annual figure by March 31st 2018.

The progress return for Period Oct-Dec:

Membership:

Dec Membership 29564 - Survey of 10 Schools shows total Membership of 470 of which in October 345 were training twice a week, 125 training less / December 495 Training, 368 twice a week, 127 once a week.

Summary: 73% against 27% (October) - 74% against 26%

This is average at a 1% increase in improved participation on the total figure of 29564

29564 x 1% = 296 in the period

Female versus Male membership:

Dates are from 16/01/2017 to 16/01/2018 A12 Month piece of the pie:

| | |
|-----------------|--------------|
| England numbers | Total 28,890 |
| Male | 18,464 |
| Female | 10,426 |
| 44% Female | |

4. Governance Action Plan

4.1 Governance Code approval was formally confirmed in a letter from Phil Smith at Sport England on 19th December 2017.

4.2 INEDs (Clause 1.8) - TOL's board committed to undertake an internal board evaluation to determine any additional skills required in support of TOL's existing Directors to fully embrace the longer term change underpinning the Code for Sports Governance. This board evaluation will form part of TOL's mandatory self-review processes and has been scheduled for early 2018.

4.3 Published information (Clause 2.3) - TOL have published the Minutes of Meetings on the BTC and GB Taekwondo websites, a requirement of the Code for Sports Governance and this was actioned on 28th November 2017.

4.4 Future strategy review (Clause 3.4) - TOL are proposing to conduct a strategic review of their role and support function, following the results from their internal board evaluation and this will be completed with consultation from Taekwondo and Governance stakeholders.

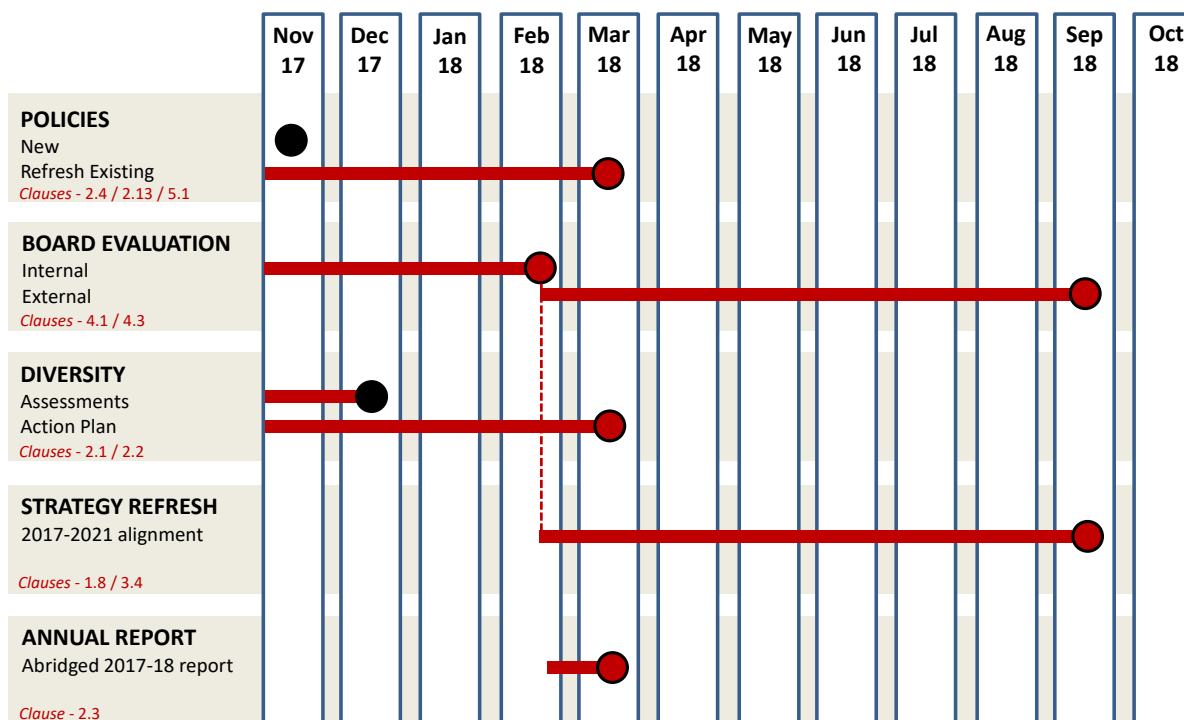
- It will examine the board's purpose, oversight responsibilities, funding model(s) and constituencies in relation to both the Taekwondo and public market sectors
- Its tenure will be examined in relation to impact effectiveness
- New initiatives that best serve the Taekwondo participation communities will also be investigated
- Improvements in Governance will also form part of this strategy review for TOL
- Assessments of any inherent risks within the Taekwondo public-funded programmes will be reflected in the strategic assessments

4.5 Diversity (Clause 2.2) - TOL's Diversity Action Plan was approved by Sport England and once formal feedback is received, it will be published on constituent organisations' websites.

4.6 Policies (Clause 5.1) - TOL proposed a review-and-refresh of existing policies, with the intention of policy overhaul, where deemed necessary, following the review.

4.7 Timelines - Forward plan of Code actions

TOL GOVERNANCE - Updated Timeline



17 January 2018

5.0 Audit and Risk Update

5.1 TOL’s Audit and Risk Committee was held on 15th January 2018 - ARC Minutes are enclosed.

6.0 Finance Update

6.1 TOL reported positive cash balance of £2,559 pending receipt of outstanding travel expenses

6.2 TOL anticipated no unforeseen expenditures in the next Quarter and predicted a positive full-year cashflow position at 31st March 2018.

ACTION: Indicative costs for TOL’s external board evaluation and strategy support to be developed and examined by the Audit and Risk Committee

7.0 AOB and Date of next meeting

7.1 GDPR review and discussion to be included in the agenda for the next board meeting

- 7.2** Recruitment discussion to be scheduled following findings of TOL's internal board evaluation
- 7.3** Next TOL board meeting proposed for Monday 26th February 2018 – preferred meeting location will be Sport England's London offices, if a room is available. Location is to be confirmed. Requirement for a late February board date is due to date challenges in March, for both Taekwondo and the Winter Olympics/Paralympics. If this date is not convenient for all, the meeting will be moved into mid-late March.
- 7.4** Second TOL Audit and Risk Committee will be scheduled ahead of the next TOL board meeting in February, which PM will chair. Consideration given to a potential independent appointment for ARC outside of the current TOL INEDs. Discussion to be held with SE about requirement and, if so, potential expense support.
- 7.5** The meeting concluded at 13:30hrs.

