



## Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

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**Location:** Microsoft Teams

**Date and Time:** Saturday 14<sup>th</sup> October  
09:00 – 12:00

**Attendees:** Julia Newton (JN) – Independent Chair  
Paul Buxton (PB) – Chief Executive Officer  
Jennifer Ho (JH) – Finance Director  
Ian Leafe (IL) – BT Representative - Non-Executive Director  
Dr Mike Loosemore (ML) – Independent Non-Executive Director  
Ian Gillis (IG) – Senior Independent Non-Executive Director  
Gary Hall (GH) - Performance Director

**Minutes:** Rachel Pattison (RP – Business Operations Manager)

<p><b>1. Introduction</b></p> <p><b>a. Declaration of Interests</b> No declarations of interests.</p> <p><b>b. Apologies</b> n/a</p> <p><b>c. Approval of August Minutes</b> Approved.</p> <p><b>d. Review of August Board Actions</b> Actions reviewed.</p>	
<p><b>2. Chair's Update</b></p> <ul style="list-style-type: none"> <li>• Fantastic results for Amy Truesdale and Matt Bush, World Champions, Beth Munro, Euro Champion and Paris GP results.</li> <li>• UK Sport Planning position is stable for Olympic but looking for growth in Para.</li> <li>• Impressed by the positive insights captured by UK Sport in the PPP document.</li> <li>• JN thanked PB, GH, SG for the work on the Hub Project.</li> </ul>	
<p><b>3. Executive Report</b> <b>Paul Buxton</b></p> <ul style="list-style-type: none"> <li>• Acknowledged the busy period and the impact of change (development team / gym).</li> <li>• Need to manage workload and pace in preparation for the Games year.</li> <li>• Good candidates for the social media role.</li> <li>• Castore – kit ordered/delivered to take us to the end of the Paris cycle.</li> </ul>	

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<ul style="list-style-type: none"> <li>• Staff Survey Results – results will be reviewed further once feedback from athletes has been captured in the Culture Health Check results.</li> </ul> <p><b>Gary Hall</b> GH asked PB to update Board on LA Cycle event targets. PB advised GBT have ambitions to target World Championships 2027, GP 2026 and potentially European Championships 2028. Bidding documents will be formed in 2024.</p> <p>GH highlighted that the overall programme of international competition presented to the GA in Baku, will be reviewed further. WT Council out for consultation.</p> <p>Taiyuan GP Para Team had continued success; the Olympic Team missed out on medals for various reasons.</p> <p>S&amp;C Gym opening ceremony will take place Wednesday 8<sup>th</sup> November.</p> <p>Next competition - Sweden Open.</p> <p>GH provided update on Lauren Williams and the re-alignment of the coaching team responsibilities.</p> <p><b>Jennifer Ho</b> Board accepted the annual accounts and agreed to the CEO signing the representation letter (documents contained in Board pack)</p> <p><b>Action: PB to sign letter of representation / JN to follow up with auditors</b></p> <p>With additional costs of the gym refurb, and other priorities the budget contingency for this year has now been spent. GH advised no further gym spent forecast other than branding and opening.</p> <p><b>Ian Leafe</b> <b>Action: circulate GP Final ticket sales figures to Board</b></p> <ul style="list-style-type: none"> <li>• British Taekwondo fully compliant with tier 3 of the Code for Sports Governance.</li> <li>• BT offering marketing and business support to clubs.</li> </ul>	<p><b>PB / JN</b></p> <p><b>IL</b></p>
<p><b>4. Review of Risks</b> No major change. PB highlighted risk changes around Cost of Living / Cyber Security and asked ML about current health risks in the light of Coronavirus surge.</p> <p>ML advised all staff / athletes to have a flu jab.</p>	

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<p>Risk added: Failure to capitalise on the performances of athletes to stimulate growth and development of the sport.</p> <p>JN discussed the support measures being put in place for JH and JH confirmed she has formed a job description for a part-time role. JN thanked JH for her hard work on the annual accounts.</p> <p>GH advised significant move from Sport England and UK Sport to work together to ensure talent pathway funding is aligned (speaking in response to risks associated with the performance pathway).</p>	
<p><b>5. Governance Submissions (ESG/People Plan/Diversity Inclusion Action Plan/Business Continuity Plan)</b>  <b>Action: Discuss potential overlap with GBT/BT</b>  <b>Action: Distribute report prior to December Board Meeting</b></p> <p>Board agreed to amend the Board Terms for Independent Directors (including the Chair), to a maximum of three terms, of which each term can last three years</p> <p>Board discussed the need to stagger terms to ensure continuity in the LA cycle.</p> <p><b>Action: Amend articles of resolution and circulate to board for approval</b></p>	<p>PB/IL PB</p> <p>IG</p>
<p><b>6. Board Evaluation Feedback</b>  <b>Action: IG to chase feedback/report</b></p> <p>JN confirmed 1-2-1 sessions will be carried out following Board.</p>	<p>IG</p>
<p><b>7. Safeguarding (Liza Ware – CPSU)</b>  Introductions took place and Liza engaged the Board in presentation and activity.  <b>Action: circulate slides to Board.</b></p>	<p>RP</p>
<p><b>8. UK Sport Submission</b>  PB presented / updated on Performance Investment Timeline.  <b>Action: final submission presented at December’s Board Meeting.</b>  <b>Action: circulate Athlete ED&amp;I Data results to Board.</b></p> <p>JN, MK, IG, IL in full support of the Housing and HUBs projects. PB highlighted three major risks: distraction, potential structural implications, and credibility.</p> <p>Next Steps: Financial, Data, Marketing, BT Collaboration.</p> <p><b>Action: PB to update SG and report to Board in December.</b>  <b>Action: IG to introduce GH/Relentless Developments</b></p>	<p>PB PB</p> <p>PB IG</p>



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<p><b>9. AOB / Next Meeting Date</b> Friday 8<sup>th</sup> December 2023 – London – 11am – 4pm GH potential apologies due to Grand Slam Event.</p> <p>End of Meeting.</p>	
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