

## Minutes

### ITEM 1 - INTRODUCTION

**Location:** BT Boardroom, Regional Arena, Manchester

**Date and Time:** Tuesday 8<sup>th</sup> March 2022  
13:00-16:00

**Attendees:** Eamonn O'Rourke (EOR) – Chair  
Ian Leafe (IL) – Chief Executive Officer  
Gemma Biescas (GB) – Non-Executive Director  
Helen Martin (HM) – Non-Executive Director  
Matthew Barnes (MB) – Non-Executive Director  
Shaun Gagie (SG) – Non-Executive Director  
Siva Ramasamy (SR) – Non-Executive Director  
Said Khelwatty (SK) – Non-Executive Director  
Sarah Stevenson (SS) – Non-Executive Director  
Ian Tussie (IT) – Non-Executive Director

**Apologies:** None

**Minutes:** Ian Leafe

Welcome and introductions from Eamonn.

Conflicts of Interest: None declared via the processes and procedures we have in place.

[Minutes of board meeting 4<sup>th</sup> November 2021](#)

Decision – [Board Approved Unanimous](#)

ACTIONS FROM PREVIOUS MINUTES – reviewed and approved

## 2 GOVERNANCE

### Nominations and Remuneration Committee

EOR summarised key decisions and key recommendations of the meeting of 11<sup>th</sup> February

- 3% Cost of Living increase to staff salaries
- Review and approval of JDs for 4 new roles as per strategy
- Tenders for H&S, and project work for Concussion & Anti-doping reviewed and recommended

### Recruitment Update

IL updated the board on

- new Development Manager (Dafydd Rowlands) & Marketing Manager (Richard Gottfried) recruitment
- Addition to Martial Art department as Operations Manager (Georgina Ingram)

## Minutes

### Recruitment Planned

IL presented JDs for 4 new roles and JD's, confirming these are as per strategic plan and have been reviewed and recommended by Nominations, Audit & Risk committees

- Education Officer
- Club Products Officer
- Disability Officer
- Media & Insight Officer

**Board approved unanimously**

**Action: IL to proceed and advertise**

### Governance Code Compliance – Appendix B

IL presented an updated tracker, featuring the changes required under the new Code.

## HOME NATIONS UPDATE

IL reported:

- Direct application for recognition made to Sport Northern Ireland
- Zoom conference had taken place with Scottish Clubs at the end of January
- **Action: IL to call another meeting with Scottish clubs and present options**

### Health & Safety report – Appendix C

IL presented the regular H & S report

### Safeguarding Report – Appendix D

SG presented the Compliance & Safeguarding report and highlighted that CPSU preliminary standards achievement was now very close.

### CPSU Update

SG gave a presentation outlining learning from the CPSU conference attended earlier in the month. All agreed this was useful information.

### TOL, SE & funding submission update

IL reported that

- TOL have now signed a resolution to dissolve in March 2023 following a bridging year.
- Sport England have agreed to this with view to starting an application process for direct recognition of BT & BTC in 2022 (with application covering recognition and direct funding from April 2023)
- TOL has made a 1-year funding application with increased request from BT to cover a disability officer role and SE have indicated this has been approved – awaiting award documentation
- BTC and BT to work together on detailed workplan covering 2022/23 and present to TOL/SE early March

### Technical Committee meeting update

SK reported that had assumed the role of chair and 2 technical committee meetings have been held so far, handling detailed taekwondo technical discussions and supporting the board with policy recommendations.

## Minutes

### Document Approvals

IL presented policy documents for consideration following review by the technical committee.

#### Job Descriptions – 4 new roles

- Insight & Communications Officer
- Club Products Development Officer
- Education Officer
- Disability Sports Development Officer

**Board approved unanimously**

**Action: IL to proceed and advertise**

#### H & S Documents

- Head injuries policy
- Sport Event plan policy

**Board approved unanimously**

**Action: IL to proceed and advertise**

#### Dan Grading & Dan Skip Policy

IL presented policy document following previous revisions

**Action: IL to represent items to Technical Committee to re-look at and present for an e-vote.**

#### 1-1 Poomsae Competition referee Policy

IL presented policy document following review by CEO and department

SK & GB highlighted some technical concerns

**Action: SK to call Chair of Poomsae referee department and address concerns**

#### New Club Policy

**Board approved unanimously**

#### Travel & Expenses Policy

**Board approved unanimously**

### 3 FINANCE & RISK

#### Audit & Risk Committee Update

HM updated the board on key items covered in A&R meeting of 18<sup>th</sup> February 2022

- Review of 2022/23 forecast
- Staff salary review: recommendation of 3% cost of living increase
- New staff appointments: recommended to board

#### Risk Register

IL presented the risk register.

**Board approved unanimously**

#### Revenue & Membership

SR highlighted that membership numbers stand at more than 17'000

## **Minutes**

### **Management Accounts to date - end January 2022**

HM presented accounts

### **Insurance Renewal – Appendix H**

IL presented insurance renewal proposals

**Board approved unanimously**

### **Budget Year 2022/23**

HM presented proposed budget for YE March 2023

**Board approved unanimously**

IT asked when new tiered membership proposals would come forward to board.

IL – new marketing manager reviewing models and CRM options with recommendations due mid-year.

Board discussed raising existing membership fees by £ 3 (from £ 22 to £ 25)

**Board approved unanimously**

## **4 STRATEGY**

### **Strategy Implementation Delivery Plan Summary – Appendix K**

IL presented updated plan summary document and reported that work on key projects has now commenced with the onboarding of marketing and development resource.

### **Sport Performance Strategic Plan – Appendix L & M**

IL presented the 5-year strategic development plan for sport performance and thanked Steve Jennings and the team for the detailed work to reach this point.

IL confirmed that the strategy had been reviewed and refined fully and had been through committee and technical committee stages and is recommended for approval.

**Board approved unanimously**

## **5 COMMERCIAL STRATEGY – APPENDIX N**

IT presented a draft commercial strategy discussion document.

### **Domestic Taekwondo Brand partner proposal**

IL presented a proposal to permit domestic, non-WT approved Taekwondo brands into the National Championship and domestic market

**Action: IL to revisit proposal and represent to board with further rationale and options**

## Minutes

### 6 PROJECTS

#### **Assistant Coach Education Award**

IL reported that uptake had been very positive, with over 120 people signed up and working through the award.

#### **UK Anti-doping Assurance Framework - Appendix O**

IL presented the proposal for commissioning of work to fulfil BT's obligations under the UKAD assurance framework which is mandatory for all NGB's and confirmed this had been through committee stage and due diligence.

Work ongoing

#### **Concussion project**

IL presented the proposal for commissioning of work to address the current issue of concussion in sport and the governments requirement for all sports to look at this and report on mitigation measures. IL confirmed this had been through committee stage and due diligence.

Work ongoing

#### **NATIONAL EVENTS UPDATE 2022**

IL updated on

#### **National Championships – Sport 24<sup>th</sup> & 25<sup>th</sup> September 2022**

English Institute of Sport, Sheffield

Change of venue and date to avoid clashes and address capacity issues after concerns raised by technical departments. Projected costs circa £ 5K deficit and board requested to confirm underwrite

**Board approved unanimously**

#### **National Championships – Poomsae 12<sup>th</sup> & 13<sup>th</sup> November 2022**

Worcester University Arena, Worcester

#### **AGM Workshop presentations - 10<sup>th</sup> December 2022**

Currently slated for 10<sup>th</sup> December

#### **End of Year Awards & Dinner**

Currently slated for 10<sup>th</sup> December

### 7 AOB

IL highlighted that as part of new governance code requirements, board meetings need to consider environmental impacts within all decision making.