

Location: Microsoft Teams

Date and Time: Friday 22nd March 2024
10am – 2pm

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

Reporting: Dafydd Rowlands (DR) – Development Manager
Karen Welsh (KW) – Finance Manager
Mathew Marshall - (MM) – Events Manager

Minutes: Sarah Howard

1 Welcome and introductions from Chair.

Apologies: Helen Martin (HM) - Non-Executive Director

Conflict of interest: SR & SS– paper will be presented with a Sports Performance update that involves SR & Steve Jennings is mentioned in papers

Minutes of Board meeting 15th November 2023

Approved – Unanimous

2. Governance

Nominations Committee meeting update:

SG provided a verbal update on items covered in committee meeting

Actions

- IL to set up Task and Finish group to look at succession plan
- SH to bring People plan & policies to next board as a priority
- IL to present proposals to committees and board to address capacity issues

Audit & Risk Committee

KW provided a verbal update (in HM’s absence) on items covered in committee meeting

Action: EOR and IL to take offline and find replacement on one committee

Risk Register

IL presented Appendix C and confirmed

Health & Safety

IL presented Appendix D & E from our Health & Safety officer for information and comment.

Actions

- IL to add head contact / head injury risk to the risk register
- IL to bring concussion and events proposals to next committee and board meetings

Anti-Doping

IL presented Appendix F for information and comment and confirmed that British Taekwondo remain fully compliant with the code

Business Continuity Plan

IL presented Appendix G for information distributed across the organisation

Action: IL & SH to distribute to staff & technical departments and look at a scenario planning exercise later in year

3. Workforce and Safeguarding

Workforce

IL presented Appendix B and gave details of recent workforce changes

Action: SH to consider rolling survey out to volunteer departments

People Plan Update and Succession

SG gave a verbal update on People Plan & Succession projects

Action: SG and SH to bring back a report and action plan to the next board meeting

Action: IL & SH to look at change to office working practices to encourage collaboration and liven up office environment on working from office days.

Safeguarding Update

SH presented appendix H for information and question

Actions:

SH to explore a way of publishing suspensions

SH to explore publication of valid instructors on new CRM

GBT/BT Talent Pathway

SR presented Appendix I for review, discussion and approval of key principals.

Decision – Board approved unanimous

Technical Departments

IL presented Appendix B – an update on each technical department and current challenges

Action: IL to put forward proposals to restructure management of departments to bring operations closer to office and make volunteers feel more connected to British Taekwondo on strategy and day to day work.

Action: IL & RG to investigate new system capabilities

4. Development Update

Dafydd Rowlands joined the meeting presented an update on projects:

- School Programme ‘Kick for change’
- Schools packages including membership element
- Taekwondo Tots programme including membership element

IT - it needs consistency in terms of branding and a solid communication plan.

Action: DR to share handbooks and comms plan with the Board

5. Finance

Management Accounts to Date

Karen Welsh joined the meeting and presented Appendix J:

Budget for Year Ending March 2024

KW presented Appendix K

Draft Forecast 2024-2025 – Appendix L

KW presented Appendix L with 3 budget proposals for the coming year.

KW confirmed the A&R committee had considered the proposals and recommended Option 2

Decision – Board unanimously agreed to budget option 2

Staff Salary Review

IL presented Appendix M

- SG & KW (on behalf of HM) confirmed that the Nominations & Remunerations and A&R committees had reviewed and considered the proposals

SH, KW & IL left the meeting while staff salaries decisions were discussed.

Decision: Board approved – unanimous

6. Strategy

Membership Structure Review

IL gave a verbal update on the work to date and plan for restructure of membership tiers

Action: RG to present membership review work to next committees and boards (June & September)

10/3/1 Year Plan Development

EOR gave an update regarding the restructure of the SLT meetings, development of a Vision Traction Organiser and Scorecard to change the focus of the business:

Action: IL to arrange Board strategy day to refine work

Media output, focus and spend and Challenges and Opportunities

EOR led a discussion session and invited board concerns and views

Action: RG to receive feedback given and to be factored into approach

Action: RG to move forward on these projects and report progress to SLT and next board meeting.

7. Commercial and Marketing

IT verbally updated the Board regarding the commercial strategy and presented Appendix N & O

Decision: Board approved unanimous

Action: IT to arrange a meeting with DR and Board club owner members to discuss what other merchandise could be produced and how members can be encouraged to purchase items

EOR – New approach needed on Commercial

Action: EOR to pick up with SLT and new operational structure to give commercial strategy some operational leadership

CRM

IL updated on move to new CRM provider and confirmed that contractual discussions are still ongoing.

IL presented appendix P – a marketing and media output update from RG

8. Events

Matt Marshall joined the meeting and asked board for feedback on 2 primary questions feeding into a new Events Strategy.

1. How can an event attract new members
2. Does an event bring in revenue

Action: MM to take feedback and submit draft Event Strategy to next committee & board meetings

9. AOB

Document Approvals

IL presented documents 1 – 11 for consideration and confirmed all had been through scrutiny by committees if required.

Documents

- 1 – Club Affiliation Terms & Conditions
- 2 – Safeguarding Childre Policy
- 3 – Low level Concern Policy
- 4 – Special Category Policy
- 5 – Safer Recruitment Policy
- 6 – DBS Secure Storage Policy
- 7 – Members Privacy Notice
- 8 – Employee Privacy Notice
- 9 – Poomsae Performance Selection Policy
- 10 – Sport Performance Cadet European Selection Policy
- 11 – Sport Performance U21 European Section Policy

Board approved – Unanimous

Taekwondo Scotland

IL presented a paper on the emerging situation in Scotland

Board approved – Unanimous