TOL Board Minutes

Date: 16th January 2015 - 10:30hrs to 14:30hrs

Venue: Haysmacintyre offices, 26 Red Lion Square, London WC1R 4AG

Director Attendees:

- Mr Trevor Nicholls apologies
- Mr Jeremy Beard
- Mr Adrian Tranter
- Mr Philip Morris
- Ms Kelly Lickley
- Mr Kenny Walton
- Mrs Adele Stach-Kevitz (Chair)

Board Agenda Items:

1. Introduction

- Welcome
- Apologies for absence
- Declarations of interest / conflicts arising
- 1.1 Chair welcomed the board to the first meeting on 2015 and thanked Haysmacinytye for their kind provision of both a meeting room and lunchtime refreshments.
- 1.2 Trevor extended his apologies, due to urgent work commitments overseas in Malaysia.
- 1.3 No conflicts were reported by the directors present.

2. Minutes of the last meeting and approval

- Actions update
- Matters arising
- 2.1 The actions reported from October's board meeting were reviewed with the majority noted as complete. A small number carried over and they are listed below, with owners assigned.
- 2.1.1 Action: Complete a TOL induction pack (JRB)
- 2.1.2 Action: Share skills matrix (ASK/AT)
- 2.1.3 Action: Compile admin checklist for admin support role (ASK)
- 2.1.4 Action: Develop SLA for TOL and BT/BTC/STUK once Moore Stephens audit feedback is returned. Previous SLAs were drafted April in 2012. Adrian to share 2012 version (AT)
- 2.1.5 Action: Circulate TOL Expense Claim form (JRB)
- 2.2 The board agreed it would be helpful if future minutes could number actions and this has been addressed.

3. Performance update

- Sport England Programme Year 1 presentation feedback
- Years 2 and 3 programme reviews and reports
- Active People Survey
- 3.1 The board discussed feedback from TOL's presentation to Sport England, which was extremely positive. Sport England reported a high standard of preparation and were very reassured (and confident) of TOL's future performance. Sport England explained they now saw TOL in line with all other NGBs and would incorporate APS survey results into the performance metrics for TOL's funding. The intent would be to retain the 9 measures determined for the 2013-17 investment plan alongside the APS requirements influence on KPIs.
- 3.2 Measures TOL would continue to report progress aligned to the 9 KPI measures, in conjunction to APS requirements. Sport England confirmed the APS survey results would be circulated in June and December each year.
- 3.2.1. Action: Meet APS insights team to understand/influence APS questions (TOL)

Funding request for Year 2 £600k+ funds for TOL (ask)

3.3 Progress Measures

- 3.3.1 BT progress
 - Measure 2 57 clubs
 - Measure 3 2055
 - Measures 4 4701
 - Measure 5 269
- 3.3.2 BTC
 - Action: Measures to be circulated (KW)

4. Finance and update

- Financial update
- Sport England funding
- External support costs
- 4.1 A revised forecast was shared with the board, ahead of the meeting.
- 4.2. It was agreed to make JRB and ASK signatories, as well as transferring the cheque book for JRB to hold.

5. Governance update

- Moore Stephens Audit(s)
- 5.1 TOL had not received feedback from the TOL Moore Stephens audit at the time of the meeting, despite several follow up calls and emails by TOL's chair. It was agreed that TOL would arrange a call once the report emerges.

TAEKWONDO ORGANISATION LIMITED

5.2. It was also agreed that KL would manage TOL's governance checklist to monitor any compliance actions that arose.

6. TOL Contracts

- TOL Non-Executive Director Contracts
- 6.1 TOL's contracts currently extend 6 months beyond the 2013-17 funding cycle and the board agreed they were happy to retain as-is
- 6.2 TOL decided to retain the Articles of Association as they stand and agreed there was no need to review at the moment, but it was suggested that they are re-visited in 2016
- 6.2.1 Action: Articles copy to ASK (JRB)
- 6.2.2 Action: ASK to sign copy of contract and send to JRB

7. Risk Management

- Review of TOL risks
- New risks
- 7.1 PM agreed to prepare a one-page Risk Executive Summary for future TOL board meetings, circulated ahead of the board meeting.

8. Items for Decision or Action

8.1 None reported over and above the other actions noted in the minutes

9. AOB

- 9.1 KW congratulated Adrian on his recent award
- 9.2 KW announced a Touch Gloves on event on 12th April in Worcester arena and VIP invites were extended to TOL's board

10. Strategic Plan

- 10.1 TOL group session notes see below
- Whether the 2011 plan was still valid the general view was, yes in majority, though there were potentially initiatives TOL could pursue for the benefit of the constituent groups: i.e. commissioning surveys.
- TOL enables a better union of BT and BTC, facilitating stronger working relationships, with both organisations now working more closely together.
- TOL's knowledge could be directed towards future business case options.
- A global view of taekwondo could benefit wider constituencies TOL may be able to support shared initiatives that could benefit taekwondo, as a whole.
- TOL brings broad perspective and objectivity.

11. Date of next meeting

11.1 Friday 27th March 2015 at 10:30hrs