

## TOL Board Minutes

**Date:** 2<sup>nd</sup> June 2016 - 10:00hrs to 12:30hrs

**Venue:** Sport Resolutions UK, 1 Salisbury Square, London EC4Y 8AE

### Director Attendees:

- Mr Trevor Nicholls - TN
- Mr Mark Abberley - MA
- Mr Philip Morris - PM
- Mr Jeremy Beard - JRB
- Mr Kenny Walton - KW
- Ms Kelly Lickley - KL
- Heather Taylor (Sport England) - HT
- Mrs Adele Stach-Kevitz (Chair) - ASK

### Joining for SE Strategy Discussion:

- Mr Steve Flynn (GBT) - postponed until 8<sup>th</sup> July

## BOARD AGENDA

### 1. Introductions and Declarations

- 1.1 Mark is now an appointed Director of GB Taekwondo's board.
- 1.2 Footnote: Subsequent to the board meeting, Mark was approved as BT's nominated (Director) representative on TOL's board.

### 2. Minutes of the last meeting and approvals

- 2.1 Equality Standard now kept separate and not consolidated. BTC have submitted and the short delay was due to the SE Assessor. BT achieved Foundation level for Equality Standard.
- 2.2 BTC Safeguarding 'green' on the annual assessment. BT has attained prelim level (safeguarding)
- 2.3 Governance progress discussions were proposed for next TOL board meeting
  - ACTION - Governance review proposed on the next Board meeting agenda (All)

### 3. Performance & Governance update - Sport England programme activities

#### 3.1 BTC / BT Performance Tables:

Summary KPI performance trackers were circulated in advance of the meeting.

#### 3.2 BTC Performance Update:

- 7% increase achieved
- Clubmark is more challenging, but good strides forward lately. Stopped Clubmark given last than a year remaining. Consider more efficient model for running Clubmark programme.

- PWC now involved with Clubmark
- Coaching progressing - slightly delayed awaiting images for the book. There will be one Kitemark in the book.
- Touchgloves progressing successfully
- Aiming for level 2 coaches - endeavouring to move 14 year old in leadership roles.
- 26+ growth due to female interest in Touchgloves
- Focus on data analysis and consolidating learning.

### **3.3 BT Performance Update:**

- Participation rise in 26+ age group
- Rise in female membership
- Churn most relevant in 14-25 year old age group for BT
- Recalibrated churn figures, now show a healthier position to that reported to SE in Nov 15
- BT is a rolling membership

## **4. Strategy**

### **4.1 Sport England briefing**

- Investment Guide due later this month, time to be determined by Sport England.
- New process and a bespoke response, with different types of submissions.
- Capture best practice from current programmes and focus on CORE MARKET.
- Inactivity is not a focus for Taekwondo, but instead for sports such as running, cycling etc.
- Clearly identify strategy for Taekwondo going forward: grow, protect or catalyst. Need to articulate the plan for the sport going forward
- Less funding expected for NGBs
- Process envisaged for developing bid outline and submission:
  1. Scoping conversation on what TOL is targeting - on going by BTC and BT
  2. SE write to TOL, outlining the agreed target - expected late June
  3. TOL to develop a business plan with receipt of BTC and BT investment plans, likely to be less detailed than 2013-17 investments case (NB: advice from Sport England)
  4. Reviews held between September to December – applicants with more simplified investment cases, part drafted already, will be scheduled in September for decisions. More complicated cases will likely be pushed into December reviews.
  5. Last decision point will be December and TOL likely to present in November or December.
- Expect SE will offer a proposed range of funding
- Benefits TOL not to be too ambitious in the funding request, but based on a similar investment envelope to the 2013-17 plan.
- TOL board full strategy discussion date finalised as Friday 8<sup>th</sup> July 2016.

## **5.0 Finance**

5.1 Costs plans for 2016/17 investment year were requested by TOL's board

- ACTION - Full BT and BTC cost plan to be provided (Trevor, Mark)
- 5.2 TOL account balance at 21 May was £328,688.65
- 5.3 The sum of £59,000 has subsequently been paid to BTC as the first part payment of the Sport England 2016/7 investment
- 5.4 Upon signing of TOL SLA the Sport England 2015/16 residual funding will be payable to BT.
- 5.5 Detailed cost plan for 2016/17 requested from BT due to concerns full amount of Sport England funding cannot be spent within the remaining investment period.

## 6.0 Risk Management

- 6.1 Meeting prioritised 2017-2020 strategy discussion, so it was proposed detailed risk review will be scheduled at the next board meeting
- ACTION - Risk management review at next Board for group discussion (All)

## 7.0 AOB

- 7.1 Consider strategic investment around surveys and sample exit interviews to learn more about individuals' engagement with Taekwondo.
- 7.2 SLA discussion held:
- ASK confirmed BT has been considering the SLA since its release on 17<sup>th</sup> February and all parties concerned were keen to resolve the completion of the SLA. BTC have already signed the SLA
  - MA confirmed the competition clause provided by Hewitson's was now under consideration of the BT board. MA confirmed he did not have authority to sign SLA on behalf of BT without board approval.
- 7.3 Heather and Adele offered to meet BT Board to discuss the signing of the SLA.
- ACTION - Mark to arrange meeting between Heather and Adele, Mark and 2x NEDs
- 7.4 MA announced that BT's Chair would be departing within the next 3 months and the role would be advertised shortly
- 7.5 Another NED is being appointed on BT's board

## 8.0 Date of next meeting

- 8.1 TOL Strategy planning session scheduled on 8<sup>th</sup> July - venue to be confirmed
- 8.2 Date of next board meeting to be confirmed at the TOL strategy session, anticipated to be held in September after the Rio Olympics. Sport England investment meetings will be scheduled separately, as required.

