

## TOL BOARD MINUTES

**Date:** 2<sup>nd</sup> February 2017 10:00hrs to 13:00hrs

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

### Board Attendees:

- Mr Trevor Nicholls - TN
- Mr Jeremy Beard - JRB
- Mr Philip Morris - PM
- Ms Kelly Lickley (dial-in 10am to 11am and 12pm onwards) - KL
- Mr Mark Abberley (until 12pm) - MA
- Mrs Adele Stach-Kevitz (Chair) - ASK

### Meeting Attendees:

- Rebecca Gibson - (Sport Structures, dial-in) for investment submission agenda item
- Ash Cox - (British Swimming) for Safeguarding knowledge share agenda item

### Apologies

- Ms Heather Taylor (Sport England) due to attendance at Sport England investment review
- Mr Kenny Walton due to an instructor disciplinary hearing

### Board Agenda Items:

#### 1. Introductions and Declarations

**1.1.** Board attendees were welcomed and apologies noted. It was explained that two non TOL board members would be joining the meeting for specific agenda items:

- Rebecca Gibson (Sport Structures, Business Development Manager) - investment submission update
- Ash Cox (British Swimming, Director of Legal) - NGB safeguarding knowledge share

**1.2.** No declarations were offered by those present and there were no conflicts, nor any matters arising to report.

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

**2.1** A copy of the final (signed) SLA will be posted in TOL's Dropbox so it is accessible to all Directors

- **ACTION** - PM to provide ASK with an SLA copy for sharing with Sport England

**2.2** MA reported that BT had completed the BT self-assurance by the deadline date

**2.3** TN updated TOL on BTC's NED recruitment position – now resolved, with a number of candidates identified ready for interview, which they propose to conduct once the 2017-20 investment submission is complete. Discussions did raise the questions about gender

balance on BTC's board, which Trevor reported had been considered through the candidate shortlisting and Kelly suggested Trevor present at 'Women's in Leadership' conference she is organising. ASK also suggested that BTC use the women on boards recruitment link which UK Sport advocate and which TOL used for their NED recruitment in 2014

- **ACTION** - KL to arrange for TN to speak at Women in Leadership about increasing female participation in the running of BTC

**2.4** JRB updated TOL's board on GBT's recruitment for his replacement chair role and the new NED position. JRB explained that his tenure with GBT ended on 31st March and it was likely that Gary Hall (NPD for GB Taekwondo) would attend the TOL board in JRB's place from 1st April onwards. JRB also offered to retain some connection with the board and would complete TOL's audit accounts for this financial year, then handover to PM

**2.5** The board acknowledged JRB's contribution to TOL and ASK suggested a farewell lunch.

- **ACTION** - ASK to liaise with JRB and board members to identify date options

### **3. Performance and Governance update**

#### **3.1 BT**

- Started CRM process - introducing 2 new CRM systems, now out with suppliers for tender. Also pursuing an event entry licensing piece of software and are proposing significant IT investment over 6 months.
- BT have extracted member data from current system and shared with their appointed CRM company for inclusion in an SQL database. MA explained that BT's data is now clean in BT's reports, so MA has a much better handle on actual attrition numbers.
- Membership data is currently biggest on record for BT with over 17,000 members
- All present discussed the challenge in compiling measures alongside 2017+ KPIs
- MA reported that churn in <13 years old is typically the highest, with many leaving after around 9 months
- For BT churn at 26+ is around 14%
- **ACTION** - BT to sign contract for its Insight Survey by 31<sup>st</sup> March 2017 and TOL will then release £10K allocated
- BT's Performance Report was shared at the meeting

#### **3.2 BTC**

- Measured 11% growth and increase in overall membership due to improved measures to counter churn
- Biggest risk is if 10,000 BTC members leave to Scotland for Scottish (TOL) alternative
- 12 members currently on an assessor course
- Churn level is reported at 17% at moment
- BTC currently holds Advanced Standards in Safeguarding and Foundation Level of the Equality Standard
- Currently, BTC is carrying out a number of targeted face-to-face interviews with parents of children 8-14yrs discussing both their satisfaction with Taekwondo and its delivery, and what influences continued participation

- BTC's Performance Report was shared at the meeting

#### 4. Sport England: Towards an Active Nation Investment Submission - ACTIONS

- Financial template a priority - aligning activity ambition to notified funding range in Sport England's solicitation letter
- Market understanding and track record complete by Friday 3<sup>rd</sup> February
- Rebecca to share exemplars from Shooting and EMDP so we can benchmark context
- Draft will be circulated close of play 9<sup>th</sup> February
- Complete feedback requested by 15<sup>th</sup> February
- Comments to be shared with Lisa (at Sport Structures) in Rebecca's absence w/c 13<sup>th</sup> February
- Writing element is the greatest workload over the next few days, so TOL are encouraged to provide material and updates to Rebecca as swiftly as possible w/c 6<sup>th</sup> February
- **ACTION** - BT/BTC each to identify £10K reductions in their funding applications for year 4 of the next funding cycle.
- **ACTION** - TOL to budget full cycle overhead costs at £75K which removes contingency, so to be captured in the central Risk Register
- **ACTION** - ASK to write track record of TOL, its functionality and achievements
- **ACTION** - All to adhere to the timetable set out in Rebecca Gibson's e-mail of 31 January to complete the current funding submission
- **ACTION** - PM to circulate for approval a summary of current KPIs against target for Rebecca to include in the funding submission (TN to send PM BTC's data)

#### 5.0 Finance

- 5.1 JRB explained TOL's cash forecast spreadsheet - £59K in Jan column for BTC is for last instalment
- 5.2 1<sup>st</sup> and 2<sup>nd</sup> instalments are pending for BT and will be paid once Sport England remittance is received
- 5.3 Funding support from TOL to insights survey (non-participants and churn) will be paid before 31<sup>st</sup> March 2017 - Survey tenders received, ready to launch insight survey project

#### 6.0 Safeguarding

- 6.1 Ash joined TOL's board meeting at 12pm and explained he recently attended the Ministerial meeting on safeguarding. Ash shared insights from this safeguarding meeting, acknowledging that Government had reacted to the recent football abuse. Another meeting is scheduled with Home Secretary and Minister, which Ash will be attending
- 6.2 Sexual Offences Act will now include sport and changes are proposed for DMS system. Biggest problem receiving DBS from an applicant and sport subsequently ratifying
- 6.3 One main issue relates to data protection and many police forces fear breaching the data protection act, so better communication between government and statutory agencies is being encouraged
- 6.4 Key learning - any information that comes to light and gives cause for concern should be reported to the police; this should be the deferred position. It would also be influenced by

the sport's insurance position. Safeguarding risk is affecting number of insurers who can (and wish to) offer abuse insurance

- 6.5 Key learning - NGBs should undertake an insurance review based on safeguarding cover and opt for brokers who know sport i.e. Perkins Slade, Towergate
- 6.6 TOL thanked Ash for his contributions and sharing safeguarding insights

## **7.0 Risk Management**

### **7.1 Risk Register Review**

- ACTION - PM/ASK to meet in February to update register based on meeting discussions
- ACTION - PM to update the Risk Register to reflect the potential risk to BTC of significant numbers of its Scottish members leaving

## **8.0 AOB and Date of next meeting**

- 8.1 Performance Measures - need to ratify what the 2017+ measures will be across the Sport England investment programmes
- 8.2 External guest speaker at TOL's board was well received and this will be considered for future board meetings, to reflect critical topics in sport
- 8.3 Date of next board meeting to be scheduled once Sport England submission is complete

A handwritten signature in black ink, appearing to read "David Schakowitz". The signature is stylized with large, sweeping loops and a long horizontal stroke at the end.