



Minutes: BTC Ltd Board Meeting

Meeting Date: Thursday 8th June 2023



Location: Zoom

Time: 10:00 Start




Attendees: Meeting Chair: T Nicholls
 Independent Non-Executive Director (Voting): T Humphries (INED Governance)
 Nominated Non-Executive Directors (Voting): M Brunger, C Davies, L Heyes, M Maynard, M Prewett, R Sergiew, L Talbot
 Executive Directors (Non-Voting): K Beddows (FD), T Nicholls (CEO), K Walton (CD)

Apologies: D Oliver


Guests: None

No	Meeting Notes and Agreed Actions	Lead	Due Date	Supporting Documents
WELCOME AND INTRODUCTIONS				
77	Due to connectivity issues, D Oliver requested that T Nicholls lead the meeting. The meeting was quorate and called to order. The Meeting Chair extended a warm welcome to the new Nominated Non-Executive Directors, Chris Davies, Mark Maynard and Lyn Talbot, and highlighted that this meeting was the start of a new era which will see further change and that everyone is invited to share their thoughts and ideas to help the organisation move forward.	Chair		 BTC Ltd attendance register 080623.pdf
Declarations of Interest and Conflicts Arising				
78	The new NNEDs had provided declarations of good character and interests on their appointment to the Board. No other updates were reported.	Chair		
Minutes of Last Meeting				
79	Minutes of the BTC Ltd Board Meeting held on 29 th March 2023 had been circulated for content and accuracy to be checked. There being no updates, the minutes were unanimously accepted as a true and accurate record of the meeting.	Chair		 BTC Ltd Minutes 290323.pdf
ACTION TRACKER				









80	Updated below.	CEO		
GOVERNANCE				
81	National Code of Governance 2021			 A%20Code%20for%20Sports%20Governan
81.1	Principle 1: Structure			
81.1.1	Policies and procedures Work is ongoing towards full compliance with Tier 3 of the NCoG.	INED/CEO	Dec 2023	
81.1.2	Audit and Risk Committee (ARC) Directors will be appointed when INEC in place and review of Skills Matrix undertaken.	INEC	Sep 2023	
81.1.3	Nominations, Governance and Remuneration Committee (NGR) Membership to be reviewed when INEC in place and review of Skills Matrix undertaken.	INEC	Sep 2023	
81.2	Principle 2: People			
81.2.1	Recruitment of Independent Non-Executive Directors (inc Chair) The NGR Committee had circulated by email their recommendations following the INED interviews. Board members discussed the process, knowledge and skills offered by the candidates. The Coaching Director advised the Board that Joanne, current Chair of TOL, has been supporting BTC in a number of areas during the past year with the cognizance of Sport England. Decision: The Board confirmed the appointment of Joanne Kennedy-Reardon as the Independent Non-Executive Chair and Thomas Cruyton as an Independent Non-Executive Director to the BTC Ltd Board. Recruitment of INEC/INED to be	NGR Committee	Dec 2023	 BTC Ltd INED Interviews - NGR Corr  2.11 BTC Ltd NED Induction Training Jun



	completed. In response to L Talbot’s question, the induction of all new directors will be undertaken together.			
81.2.3	<p>Senior Executive Team</p> <p><u>It was agreed</u> that the CEO, Financial Director and Coaching Director remain on the Board at this time to facilitate a smooth transition for the new Board. Their resignations in line with the Articles of Association and tenure will be due at the next Board meeting.</p> <p>M Prewett highlighted that it was important that the history, experience and knowledge of the Senior Executive Team, as well as the founding Member Organisations of the BTC, not be lost in this period of change, or in the future.</p>	CEO, FD, CD		
81.2.4	<p>Diversity and Inclusion Plan</p> <p>The Board agreed the Diversity and Inclusion Action Plan (DIAP) at the last meeting. This will be reviewed in 12 months.</p>	Lead	Mar 2024	
81.3	Principle 3: Communication			
81.3.1	<p>People Plan</p> <p>The Meeting Chair detailed that the BTC Ltd Board is now constituted of an INEC, two INEDs and three new Nominated NEDs (all with tenure to 31st March 2027). Current Directors hold tenure as follows: K Beddows (FD), T Nicholls (CEO), K Walton (CD) to next meeting; L Heyes and M Prewett to 1st November 2023, R Sergiew to 30th September 2024, M Brunger to 31st March 2025, D Oliver to 6th September 2025 (see 1.2 BTC Ltd Board and Senior Executive Team document appended).</p> <p>Further to the concerns expressed in 81.2.3 above, the Board discussed the experience of other sports, including that of a football supporters trust where directors had been removed for not upholding the good of the sport.</p> <p>The INED confirmed that the Code requires 25% independent NEDs on a Board to bring a broader perspective, ‘check and challenge’; the remaining 75% will continue to be held by NEDs nominated by BTC Member Organisations as detailed in the</p>	Lead to be designated	Oct 2023	 <p>1.2 BTC Ltd Board and SET Jun 2023.pdf</p>



	<p>Articles of Association. BTC Membership Services also provides a forum for the members’ voice and oversight of the delivery of Taekwondo.</p> <p>The Meeting Chair advised Directors that anyone with relevant skills or knowledge can be co-opted to Board Committees to ensure that the best interests of Taekwondo are upheld.</p> <p>The FD suggested that NEDs can be invited to observe BTC Membership Services meetings to gain an understanding of the operational aspects of the delivery of Taekwondo.</p> <p>It was agreed that the Risk Register be updated to include the perceived risk of too many non-Taekwondo people as directors on the Board. <i>(NB: This was included at S.1a in March 2023.)</i></p> <p>The INED provided the Board with the appended report giving an update on CIMSPA’s work on behalf of Sport England in the area of Workforce Development.</p>	ARC	Jul 2023	 <p>CIMSPA Sporting Governing Bodies For</p>
81.4	Principle 4: Standards and Conduct			
81.4.1	<p>Welfare and Safety</p> <p>A lead is to be appointed in line with Tier 3 criteria.</p>	INEC		
81.5	Principle 5: Policies and Processes			
	FINANCE			
81.5.1	<p>Finance Reports</p> <p>The reports, previously circulated by email, were accepted by the Board.</p> <p>The FD reported that the drop of some 15,000 members in the last 3 years has led to a reduction in income of over £80,000.</p> <p>The CEO reported that the first 2 quarter payments from Sport England for the 2023-27 Strategy Period should be received in the next few days.</p>	FD		  <p>BTC Ltd Fixed Costs 2023 to 2024.pdf BTC Ltd Bank May 2023.pdf</p>   <p>Finance Report 2023 to 2024.pdf MISCELLANEOUS.pdf</p>  <p>SUPPORT.pdf</p>



<p>81.5.2</p>	<p>Service contracts</p> <p>It was reported that Navstar (Blue Chip) (IT licences and support) prices have increased by 15%. BTC currently hold 14 licences at a cost of £150 per month. The CEO advised the Board that the original idea had been to have one Microsoft licence and that all Directors would access the Cloud to view minutes and papers. BTC had provided all Directors with laptops and licences but not all have been used.</p> <p>It was suggested that Directors who use O365 for BTC business should buy their own licence and reclaim it through expenses.</p> <p>L Talbot raised the point that it looks more professional if all BTC Directors and Officers had a BTC email address, eg LTalbot@BTC. There was a consensus that it would be better to use tkdcouncil email addresses and access files via the Cloud.</p>	<p>FD/CEO</p> <p>CEO</p>	<p>Mar 2024</p> <p>Dec 2023</p>	
<p>81.5.3</p>	<p>Policies and Procedures</p> <p>This work is on-going. The CEO and INED are engaged with the Sport England Governance Lead to support BTC in achieving Tier 3 compliance by December 2023.</p>	<p>CEO/INED</p>	<p>Dec 2023</p>	
<p>81.5.4</p>	<p>Safeguarding</p> <p>BTC successfully achieved Advanced Standards in the annual NSPCC review. Appreciation was expressed for the work undertaken by K Beddows and D Sutherill. It was reported that these reviews may now take place every 3 years, instead of annually, in light of the consistent achievement of standards.</p> <p>New Board members were advised that Ann Craft Trust and NSPCC training for Safeguarding Adults and Children in Sport are compulsory and will be included in the Induction Training. The NSPCC is a 2hr course bespoke to BTC.</p> <p>Association Safeguarding Officers have recently received update training, thanks to Fiona Brown in the delivery of a well-received course.</p> <p>CPSU no longer deliver the Time To Listen course (TTL). They remain the topic specialists but the courses will be delivered by UK Coaching. The BTC Lead Safeguarding Officer confirmed that courses already booked are authorised to run.</p>			




	<p>Due to the significant increase in the course prices going forward, BTC may work with CPSU to formulate their own Welfare Course.</p> <p>The Board was advised that the BTC Safeguarding Team are working on the separation of policies for Safeguarding Children and Adults in Sport, in line with NSPCC and ACT requirements.</p> <p>In light of a recent occurrence (not TKD) in a sports facility he uses, M Prewett queried whether BTC have a Transgender Policy. BTC’s Transgender Policy sits in the Equity suite of policies and is delivered in the Registered Instructor course. The CEO reported that the BTC Transgender Competition policy will be reviewed and updated to align with other sports and UKAD policies. Most of the issues arising around Transgender practice in sport relate to situations other than competition, eg changing and toilet facilities, terms of address. It was agreed that the review of these policies be the focus of a working group involving representatives of Member Organisations as well as the Safeguarding Team.</p> <p>The Lead Safeguarding Officer reported that D Sutherill is no longer able to take the role of Safeguarding Champion in BTC Membership Services, and that it would be helpful to have a Board member to provide oversight and support in this area. It was discussed that this would naturally fall within the remit of the BTC Ltd Board Welfare and Safety Lead (81.4.1).</p> <p>The CEO expressed the Board’s thanks to K Beddows and his team for their work in this area of NGB responsibility.</p>	LSO/CEO	Oct 2023	
81.5.5	<p>Safeguarding Code in Martial Arts</p> <p>BTC continue to support CPSU in the issuing of SCMA accreditation. All BTC clubs are encouraged to complete the application form which expedites the accreditation process as our NGB standards exceed those of the Code.</p> <p>The Coaching Director suggested that the SCMA and BTC Safeguarding procedures are clarified to instructors. This was echoed by the CEO, reiterating that BTC as the NGB need direct contact with Registered Instructors to ensure that insurance and safeguarding information is disseminated to every individual in line with the Tier 3 standards of the National Code of Sports Governance, and forms part of our SE funded Strategy for 2023-27.</p>	FD/LSO		




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81.5.6	<p>UK Anti-Doping</p> <p>No updates at this time. These policies will be reviewed as part of the BTC Transgender Policy working group meetings.</p>	BTC Transgender Working Group		
STRATEGY UPDATE				
82	<p>CEO Report</p>	CEO		 BTC Report 2023 to 2024.pdf
83	<p>Joint Project with BT: Reintroduction of TKD to GCSE PE Curriculum</p> <p>M Brunger gave the Board an update on the joint BT/BTC Project seeking the reintroduction of TKD to the GCSE PE Curriculum. BT also report interest in TKD in the A Level PE Curriculum. Our joint proposal has been developed, with reference to Boxing, Climbing and Parkour, and is ready to go if and when approval is given.</p> <p>There was discussion around the assessment criteria and methods, and the implications of including Patterns/Poomsae as well as Sparring. Work has previously been done in the development of a generic TKD offer, not identifying either WT or Chang-Ung styles.</p>	MB	Apr 2024	
TOL UPDATE				
84	<p>K Walton advised the Board that the last figures and reports were drawn up to facilitate the winding-up of TOL. A TOL Board meeting is scheduled tomorrow, Friday 9th June, and the Sport England 2021-22 Rollover End of Year Review is to be held on Thursday 15th June.</p> <p>The CEO advised the Board that the TOL Financial Director, who has links with Scouts, may be interested in the remaining INED vacancy on the BTC Ltd Board.</p>	TOL Reps		
MEMBERSHIP SERVICES UPDATE				
85	<p>K Beddows reported that BTC Membership Services has had two meetings. The agenda is similar to that of the historical Council in that the focus is on Taekwondo</p>			



	<p>and Member Organisations. Membership Services will put forward concerns and suggestions for Board consideration and ratification.</p> <p>The discussion highlighted that a UKTA representative has yet to attend a Membership Services meeting. These meetings are not formally minuted but notes and presentations are shared. M Maynard and C Davies, BTC Ltd Nominated NEDs, observed the last meeting at which competitions, Registered Instructor and other courses, and membership initiatives were discussed. Meetings are held by Zoom, with one face-to-face meeting to be held annually.</p> <p>K Beddows reported that the Registered Instructor course is yet to be updated, but the same administrative procedures for requesting and delivering courses apply to all Member Organisations.</p> <p>It was agreed that K Beddows will share BTC Membership Services notes in the BTC Ltd Board agenda.</p> <p>The CEO suggested that a BTC Ltd Director could be called upon to arbitrate matters within Membership Services should there ever be a need.</p> <p>It was suggested that L Talbot and M Prewett be invited to observe the next BTC Membership Services meeting.</p>	<p>FD/LSO</p> <p>FD/LSO</p>	<p>Future Board meetings</p> <p>Next BTC MS Mtg</p>	
RISK MANAGEMENT				
86	<p>The Coaching Director led the Board through the Risk Register and it was agreed that the following items be revised: S.1a, S.8, O.1, C.6 and 3.1, de-escalating the level of each, some dates will also be amended.</p>	CD		 BTC Ltd Risk Register updated 080623.pdf
87	AOB			
87.1	<p>C Davies reported that UKTDC have new members joining, many having moved from Hong Kong.</p>			
87.2	<p>K Walton reminded Nominated NEDs to share their calendars of events so that the best date for the BTC competition in 2024 can be identified.</p>			



87.3	Some sections of the BTC Instructor Training Day may possibly be delivered by Zoom in October if a suitable venue cannot be identified. Topics will include: Social Media, Children’s Mental Health, Adult Safeguarding and a First Aid course.			
87.4	K Beddows advised that the new Professional Indemnity Insurance cover is being negotiated for 2023-24. All BTC Member Organisations should send applications to him in the normal way.			
87.5	C Davies reported that his members are keen to be updated on the introduction of the BTC Coaching and Instructing Award. Board members were advised that the course content has been developed but it remains for BTC to decide whether they wish to seek external accreditation or offer an in-house award, albeit based on the National Coaching Standards (owned by CIMSPA). The BTC Tutor/Assessor workforce await confirmation of their accreditation.			
87.6	C Davies requested that he share his BTC Marketing proposal with the Board for consideration. <u>It was agreed</u> that this should be sent to all Directors.	CD	Jun 2023	
87.7	The INED advised the Board that BTC had received a PhD funding request. The BTC’s 2023-27 Strategy and funding do not include an allocation for this expenditure. BT have included academic research in their Strategy and have a PhD student engaged. <u>Action:</u> INED to advise applicant accordingly.	INED	Jun 2023	
87.8	M Maynard reported that he has had recent contact with a director of Story Group which is involved in the delivery of sports apprenticeships supported by 95% government funding. There may be an opportunity to explore this further in the coach development pathway.			
87.9	L Heyes requested an update on a meeting with BT to discuss Kukkiwon arrangements in the UK. The CEO advised that a meeting has yet to be arranged.			
DATE OF NEXT MEETING				
88	Date to be confirmed when the new INEC is able to contribute to the selection.			



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BTC LTD BOARD ACTIONS TRACKER – UPDATED 08/06/2023				
No	Meeting Notes and Agreed Actions	Lead	Due Date	Reviewed/Completed
66/29 0323	All current Directors are requested to complete and return the appended Declarations to populate the Register of Directors' and Officers' Interests.	NGR Committee		Directors to complete the new forms as part of the selection and recruitment process
69.1.4 /2903 23	(i) CEO to send ARC and NGR Terms of Reference and NNED Role & Responsibilities be circulated to NNEDs, advising that meetings will be held quarterly, normally prior to the full Board meetings. (ii) L Talbot to be invited to take up the role of Interim Chair of the ARC Committee.	CEO, NGR Committee	Apr 2023 Oct 2023	(i) Circulated with minutes (ii) Awaiting review by INEC
69.2.1 /2903 23	NGR Committee to proceed with the selection and recruitment of INEDs, inc INEC.	NGR Committee	08/06/23	Appointments ratified by the Board
69.2.2 /2903 23	(i) The NGR Committee will commence NNED Board Induction training. (ii) Coaching Director to discuss the suggested amendments to the BTC Articles of Association with Joanne Kennedy-Reardon, TOL Chair.	NGR Committee CD	Oct 2023 Oct 2023	(i) Induction of NNEDs and INEDs will run together (ii) Draft notes prepared for review
69.5.1 /2903 23	CEO to arrange for the BTC 5yr Plan and NGB membership benefits to be published on the BTC website and social media.	CEO/INEC	Dec 2023	Progressing
69.5.3 /2903 23	(i) FD/LSO to arrange meetings and update of BTC Registered Instructor course.	FD/LSO	Oct 2023	
75.1/2 90323	(i) A new Contract for Services to be issued for Governance Lead. (ii) FD to arrange for BTC's Companies House listing of People to be updated.	NGR Committee FD	Jul 2023 Jul 2023	To be done with INED appointment letters INEC and INED to be added



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BTC LTD BOARD ACTIONS TRACKER				
No	Meeting Notes and Agreed Actions	Lead	Due Date	Reviewed/Completed
75.2/2 90323	CEO and LH to request a further meeting about Kukkiwon plans with Ian Leafe, BT, for further discussion and assurances.	CEO, IL	Jul 2023	
75.3/2 90323	BTC Member Organisations' calendars to be cross-checked to enable a mutually convenient date to be fixed for a BTC competition in 2024, and to support attendance to all BTC Member Organisations' events.	CEO	Jul 2023	
75.4/2 90323	The CEO to implement a BTC club certificate.	CEO	Sep 2023	
81	National Code of Governance – Compliance with Tier 3: Actions to be reviewed when new INEC and INED in place.	INEC/INEDs/ CEO	Sep 2023	
81.5.4 /81.5. 6/080 623	A Working Group to be set up to review the BTC Transgender policies, including a competition policy	CEO/LSO	Sep 2023	
85/08 0623	Notes of BTC Membership Services to be included in future BTC Ltd Board Meeting agenda. L Talbot and M Prewett to be invited to observe next Membership Services meeting.	LSO	Sep 2023	