



British Taekwondo Council

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British Taekwondo Council – Board Meeting Summary

Meeting Date: Wednesday 5 March 2025

Format: MS Teams

Duration: 09:30–12:00

Overview

The British Taekwondo Council (BTC) Board met to review governance, strategy, risk, safeguarding, finance and membership-related matters. The meeting was quorate, with apologies received from several members.

Key Outcomes & Decisions

Governance & Board Matters

- Minutes from the 8 January 2025 Board meeting were unanimously approved.
 - LC was formally ratified as the BTC's Equity, Diversity & Inclusion (EDI) Board Champion, alongside her Welfare & Safety role.
 - The Nominations Committee (NOMCOM) continues the recruitment process for a new Nominated Non-Executive Director (ATUK application under review).
 - Member Organisations meeting the criteria for Board representation (BTF, GTUK) were contacted but confirmed they currently have no available nominees.
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Policies, ESG & Risk Management

- The Environmental, Social and Governance (ESG) Action Plan was unanimously approved.
 - The Board noted continued collaboration with Membership Services to support and publicise good ESG practice across clubs.
 - Audit & Risk Committee (ARC) minutes from 17 February 2025 were received and taken as read.
 - Updates were noted regarding the Strategic Risk Register, including a request to reconfirm British Taekwondo's NGB status listing on the Sport England website.
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People, Training & Development

- Work continues to enhance succession planning and strengthen induction and training processes.
- The Board Appraisal Process will be tested with the CEO and selected Board members before wider rollout.



- Members were encouraged to pursue Sports Governance Academy (SGA) courses, with a renewed window for training fund applications opening 10 March 2025.
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Safeguarding & Welfare

- No safeguarding incidents reported.
 - A refresher of joint Ann Craft Trust / CPSU safeguarding training is planned following changes in Board composition.
 - Annual reviews by ACT and CPSU are scheduled for late 2025.
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Membership Services

- The Board approved the new Service Level Agreement (SLA) between BTC and Membership Services, effective 1 April 2025, with authority delegated for final administrative refinements.
 - Membership Services provided updates on licensing, structure, safeguarding, ESG advisory work, and administrative support levels.
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Finance

- January 2025 Finance Report noted healthy reserve and current account balances (£118k and £40k respectively).
 - BTC continues to operate within the Cash Sweep Policy approved in 2024 to manage reserves efficiently.
 - Preparations begin for the 2025/26 budget, including review of reinstated staff salaries following previous voluntary reductions during the COVID-19 period.
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CEO Report – Key Updates

- International Women's Day (8 March 2025): BTC will highlight female role models across Member Organisations online.
 - BTC will support Sport England's This Girl Can campaign (Q4 2025), including refreshed Touch Gloves materials.
 - Instructor Course: Set for April 2025 launch, with updated self-audit requirements and safeguarding modules delivered live via Zoom.
 - Membership retention remains an area of focus, with plans to engage specialist support for digital and community outreach.
 - BTC Championships confirmed for 8 June 2025, with details due by 1 April.
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Horizon Scanning

- The Board agreed to embed Horizon Scanning across Board and committee work to better anticipate risks, opportunities and sector trends.
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Next Meetings

- 11 June 2025
 - 15 October 2025 (includes AGM)
 - 17 December 2025
 - 11 March 2026
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