



# British Taekwondo Council

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## British Taekwondo Council – Board Meeting Summary

Meeting Date: 8 January 2025

Format: MS Teams

Time: 14:30–16:00

### Overview

The BTC Board met to review governance, policies, risk management, safeguarding, finance, and ongoing strategic work. The meeting was quorate, with apologies noted from one member. Key updates were received from the Audit & Risk Committee, Nominations & Remuneration Committee, Membership Services, and the CEO.

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## Key Decisions & Approvals

### Governance & Policy

- Minutes of the previous meeting (10 Oct 2024) were unanimously approved.
- The Board approved updated versions of:
  - Risk Management & Internal Controls Policy
  - Stakeholder Engagement Strategy
  - Business Continuity Plan
- The Strategic Risk Register was reviewed and unanimously approved.

### Committee Outputs

- Audit & Risk and Nomination & Remuneration Committee minutes were received and noted.
- The Board approved:
  - The updated People Plan
  - Revised role descriptions for key Board and leadership roles.

### New Action Tracker Items

Two new items were added:

- Development of a Memorandum of Understanding between BTC and Member Organisations.
- Drafting a Service Level Agreement between BTC and BTC Membership Services.

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## Policy & Compliance

- Updates on progress against the Code for Sports Governance requirements were reviewed.
- Board Induction documentation is being completed, with outstanding returns due by 31 March 2025.
- Work continues on:



- ESG (Environmental, Social & Governance) Action Plan
  - Diversity & Inclusion Action Plan (DIAP)
  - Moving to Inclusion Framework
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#### Safeguarding, Welfare & Standards

- No safeguarding incidents required reporting.
  - A new Mental Health Awareness Course (delivered 25 January 2025) was confirmed as oversubscribed, with further sessions planned.
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#### Membership Services

- Membership Services provided updates on:
    - Licence returns
    - Membership structures
    - Safeguarding
    - Planning for the BTC Competition – 5 June 2025
  - Membership numbers remain stable, with continued growth in female participation.
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#### Financial Overview

- Financial and membership reports for November 2024 were reviewed.
  - No new long-term service contracts were entered.
  - Additional Sport England funding of £31,000 per annum was confirmed for 2025–2027.
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#### CEO Update – Key Points

- Ongoing discussions continue with BUCS, BSTF and BUTL.
  - BTC remains recognised as the NGB for England, Wales and NI; clubs continue operating effectively in Scotland.
  - Continued progress with instructor course modernisation and workforce governance.
  - UKAD compliance achieved, with further updates to be shared across the membership.
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#### Other Business

- A Kukkiwon meeting held on 7 January confirmed challenges around competition staffing and the feasibility of running a sparring event; a Poomsae-only event was deemed viable.
  - Board attendance continues to be monitored for reporting in the Annual Governance Statement.
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### Next Meetings

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