



Minutes: BTC Ltd Board Meeting

Meeting Date: **Wednesday 13th October 2021**





Location: **Warwick Hilton Hotel**

Time: **15:00, followed by AGM**

Attendees: Meeting Chair: D Oliver
 Independent Non-Executive Director (Voting): T Humphries
 Non-Executive Directors (Voting): M Brunger, JL Heyes, R Sergiew, D Oliver
 Executive Directors (Non-Voting): K Beddows, T Nicholls, K Walton

Apologies: M Prewett


Guests: Joanne Kennedy-Reardon, TOL INEC (Item 21 only)

No	Meeting Notes and Agreed Actions	Lead	Due Date	Supporting Documents
WELCOME AND INTRODUCTIONS				
1	Due to the resignation of S Kirkland, INEC, D Oliver acted as meeting chair.	Chair		 BTC Ltd attendance register 131021.pdf
Declarations of Interest				
2	Directors confirmed there were no updates required to the Declarations of Interest held on the Register.	Chair		 DOI FPP SM Register 041219.pdf  6.8 BTC Ltd Declaration of Interest
Minutes of Last Meeting				
3	Minutes of the BTC Ltd Board Meeting held on 24 th June 2021 were checked for content and accuracy. The minutes were accepted as a true and accurate record of the meeting: Proposed: L Heyes Seconded: R Sergiew For: Unanimous	Chair		 BTC Ltd Minutes 240621.docx



ACTIONS ARISING				
4	<p>Action Tracker</p> <p>Further to review of the Action Tracker (BDO recommendation), and the conflict between this and Actions/Matters Arising detailed in the minutes, it was agreed that the minutes will be numbered continuously from one meeting to the next and any outstanding actions will be maintained within the agenda as 'Actions Arising', identified by their minute number and date and the Action Tracker will be redundant. Actions will be attributed to a lead Board member with a deadline for action (in line with BDO recommendation).</p>	CEO		
5	<p>Coaching accreditation</p> <p>No change to current position.</p>	CD		
6	<p>Instructor Training Day</p> <p>The CD advised that Loughborough is no longer an available</p>	CD		
7	<p>Insurance</p> <p>The FD gave an update on the number of instructors and indemnity insurances issued, currently 200 down on last year.</p>	FD		
8	<p>BTC Ltd Articles of Association:</p> <p>The BTC Ltd Articles of Association will be updated after today's meeting and lodged with Companies House. The changes refer to the resignation of the INEC, Simon Kirkland, and Special Resolutions related to the changes required for BTC Ltd and BT Ltd to stand alone in their NGB and funding partner relationships with Sport England when TOL is dissolved.</p>			











9	<p>TANI:</p> <p>In a Zoom call with Keith Farrell, the CEO and CD clarified their understanding in regard to KF's position supporting TANI, specifically his discontent with the lack of response he has received to issues and concerns raised regarding TKD in Northern Ireland. KF has assured BTC that as and when TKD clubs in NI are effectively represented and recognised by SportNI, he will withdraw from his current position.</p> <p>Action: BTC will resubmit their application to Sport NI for recognition if the draft Constitution, detailing GB & NI and Pathways for TKD Athletes to represent either Ireland or GB in international events, is agreed and adopted.</p>	CEO		
SELF ASSESSMENT – CODE OF GOVERNANCE				
10	<p>Update on BDO External Audit</p> <p>The BDO identified a number of actions, both Financial and Governance. These actions have been responded to, not all will be implemented as they do not fit with either our organisation or the size of our organisation. The BTC welcome their report and the observations noted by BDO.</p>	CEO		
11	<p>Code of Governance</p> <p>Discussions with TOL, Sport England and other partners have confirmed the need for BTC Ltd to be Tier 3 compliant. The next 12-18 months will be dedicated to achieving this Tier 3 and thereafter for whichever funding purpose is relevant at that time.</p>	CEO	Mar 23	
12	<p>Service contracts</p> <p>No service contracts to be reviewed.</p>	FD		
13	<p>Risk Management</p> <p>It was agreed that M Prewett be asked to lead an Operations and Governance Risk Sub-Committee which will review and update the BTC Ltd Risk Register.</p> <p>The Finance Director with the current TOL INED (Finance) will review and update the Financial aspect of the BTC Ltd Risk Register.</p>	MP FD	End Nov 21 End Nov 21	 BTC Ltd Risk Register Jul 2020.xls



14	<p>Policies and Procedures</p> <p>No updates to the current suite of BTC Ltd policies and procedures.</p>	CEO		
STRATEGY UPDATE				
15	<p>CEO Report</p> <p>The CEO confirmed that, further to the earlier discussions, BTC is in position with BT, TOL and Sport England regarding NGB status and any future funding application. Without doubt, there will be a need for the Articles of Association to reflect the current BTC Council along with independent chairs and directors, and whether funded or not, the Board of Management must reflect transparency and independent review to retain NGB status as a minimum.</p>	CEO		
16	<p>Safeguarding</p> <p>There are no current safeguarding cases. BTC, as a model of good practice, have been asked by NSPCC to work with other National Governing Bodies to provide advice and guidance in their development of robust safeguarding policies and procedures.</p>	FD		
17	<p>Safeguarding Code in Martial Arts:</p> <p>The FD advised Board members that the current provider’s contract for the Safeguarding Code in Martial Arts ends on 31st October 2021. Sport England are committed to the SGMA and another provider will be appointed following the due procurement process. The Martial Arts Working Group will continue to engage with Sport England regarding the SGMA.</p>	FD		
18	<p>BTC alternative to Clubmark:</p> <p><u>It was agreed</u> that BTC will not take this further. There are resources under Club Matters on the Sport England website for current and new clubs to assist with club development.</p>	FD		



19	<p>UK Anti-Doping</p> <p><u>It was agreed</u> that the BTC “What to do if” guidance summary be recirculated to all BTC Registered Instructors.</p>	INED	End Oct 21	
FINANCIAL REPORT				
20	<p>Board members receive the monthly updated financial reports. There being no questions arising, the financial reports were <u>unanimously accepted</u>.</p>	FD		      
TOL UPDATE				
21	<p>Joanne Kennedy-Reardon, the Chair of TOL, addressed the meeting via Zoom. Joanne gave a clear and detailed explanation of the discussions between TOL, Sport England, BT, and GB Taekwondo with regard the future of TOL and the relationship with others. Further descriptions were given by Joanne around maintaining NGB status, being fit for funding, standalone and her perception of what the future holds. A written resolution given to the TOL directors was also referenced. A vote was taken of eligible members of the Board in attendance. The result was unanimous and <u>it was agreed</u> that the TOL directors sign the resolution.</p>	TOL Reps	Fri 15/10/21	 210920 TOL - Written resolution.p
AOB				
22	<p>The BTC website has been updated to show Professional Indemnity Insurance expiry dates going forward. By the end of next week, if PII this in date, clubs will be visible. BTC Admin London office will provide login details to BTC Clubs when</p>			



	requested. Additional clubs will be shown for free. Annually, there will be a six-week grace period for all BTC Registered Instructors to bring PII into line from the date of expiry (30 th June) then instructors' profiles and their clubs will not be visible.			
23	The BTC website will, within the next couple of days, be updated to include a dynamic and engaging front page to attract people outside as well as inside BTC. All BTC Member Organisations are requested to provide images, video and reports of events to populate the panels. It is hoped that this, linked with the social media promotions via each Member Organisation as well as the BTC FB and Instagram, may reach a broader audience, open conversations, and increase membership.			
DATE OF NEXT MEETING				
	February 10th 2022, 9am, by Zoom			