



Agenda: BTC Ltd Board Meeting

Meeting Date: Wednesday 19th October 2022







Location: M40 Hotel, Warwick

Time: 16:00

Attendees: Meeting Chair: D Oliver
 Independent Non-Executive Director (Voting): T Humphries (Governance)
 Non-Executive Directors (Voting): M Prewett
 Executive Directors (Non-Voting): K Beddows, T Nicholls, K Walton

Apologies: M Brunger (available by Zoom if voting required), L Heyes, R Sergiew




Guests: C Beddows (Safeguarding)

No	Meeting Notes and Agreed Actions	Lead	Due Date	Supporting Documents
	WELCOME AND INTRODUCTIONS			
	The Chair welcomed those attending, advised that due to a prior appointment, M Prewett would arrive at 5pm.	Chair		 BTC Ltd attendance register.pdf
	Declarations of Interest			
50	No updates to the Register were declared.	Chair		 DOI FPP SM Register 041219.pdf
	Minutes of Last Meeting			
51	Minutes of the BTC Ltd Board Meeting held on 11 th July 2022 and Zoom catch-up notes of 5 th , 12 th , and 16 th September had been circulated to Directors to check content and accuracy. No feedback had been received and are <u>accepted as true records of the meetings.</u>	Chair		 BTC Ltd Minutes 110722.docx  BTC Catchup Call Mon 5th September 2  BTC Catchup Call Mon 12th September  BTC Catchup Call Mon 16th September








ACTIONS ARISING				
8	<p>BTC Ltd Articles of Association</p> <p>Document to be uploaded to Companies House website.</p> <p>INEC/INED vacancies advertised, no responses as yet.</p> <p>Nominations for MO representatives invited. Two nominations, both TKD, received to date. Skills Matrix and CVs required to ensure new Directors appointed meet the needs of the Board and Tier 3 Governance standards.</p> <p><u>Risk Register to be updated</u> regarding the balance of TKD and non-TKD representatives on the Board.</p> <p>The current Board and Executive arrangements cease at the end of March 2023: CEO £40K, TO £10, FD £7.5K, INED £2.5K, INEC £5K. TUPE arrangements are not applicable for four existing BTC staff, who will remain employed by Membership Services.</p> <p>The BTC selection, recruitment and induction process to be reviewed and implemented as applications are received.</p> <p>New contracts will be issued to Directors and Executive Officers effective 1st April 2023, with redundancy protection built in for executive staff.</p>	CEO		
		CEO	Nov-22	
23	<p>BTC website</p> <p>Directors viewed the new front page of the BTC website, which provides a more colourful and dynamic first impression.</p>	MB, DO		
SELF ASSESSMENT – CODE OF GOVERNANCE				
52	<p>Code of Governance</p> <p>The CEO reported that the TOL Chair had nominated BTC for a governance award in recognition of the work undertaken by the Board in the last year to bring about the changes to comply with the new Code of Governance. BTC have been shortlisted for the Governance Project of the year award 2022 along with BP, Guys and St Thomas NHS Foundation Trust, Legal & General, Santander Asset Management U.K. Ltd, Shell PLC.</p>			





	<p>It was agreed that T Nicholls, CEO, and T Humphries, Governance INED, would attend to represent BTC.</p> <p>D Oliver and M Brunger to promote this achievement on BTC social media.</p>	CEO, INED	10/11/22	
		DO, MB	31/10/22	
53	<p>Service contracts</p> <p>Insurance policies are in place until June 2023. FD to check that London office address is updated</p> <p>Photocopiers are due for renewal soon. In line with Procurement Policy, three quotations will be invited for contracts over £5K.</p> <p>MS O365 licences are with GCI until end March 2023. Thereafter, Membership Services will purchase a group licence for executive staff. Directors requiring a licence will purchase directly and submit receipt for reimbursement.</p>	FD	31/10/22	
54	<p>Risk Management</p> <p>Directors reviewed the Risk Register, most items remaining as is. Updates to some Strategic and Operational lines in line with current work with Sport England, preparing for the 2023-27 Strategy Period and National Code of Governance Tier 3 criteria. A new line was added to highlight the risk and mitigations for there being no or unsuitable applicants to the advertised Board vacancies.</p>	CEO		 BTC%20Ltd%20Risk%20Register%20update
55	<p>Policies and Procedures</p> <p>The FD advised the Board that a number of policies are due for review, which will then support the updating of the BTC Registered Instructor Course for delivery in 2023.</p>	FD		
STRATEGY UPDATE				
56	<p>CEO Report</p> <p>The embedded report details the current BTC membership status.</p> <p>Directors were advised that BTC had submitted their 6th month interim report to Sport England detailing the current position regarding the roll-over year, 2022-23. Report to be circulated to Directors.</p>	CEO	End Oct 2022	 BTC Report 2021.pdf  BTC Interim Report 260922.pptx



57	<p>Joint Project with BT: Reintroduction of TKD to GCSE PE Curriculum</p> <p>The CEO reported that M Brunger and T Humphries were working with two BT colleagues on a collaborative project, aiming to achieve the reintroduction of TKD to the GCSE PE Curriculum. This project, and that of gaining a deeper insight into the take-up, or lack of, Taekwondo activity, are two projects strongly supported by Sport England in the interests of Taekwondo as a whole.</p>	CEO MB/TH	Dec-22	
58	<p>Safeguarding</p> <p>The FD and C Beddows, Lead Safeguarding Officers, reported that in line with Sport England and Anne Craft Trust (ACT) requirements for NGBs, BTC are working towards the national framework for Safeguarding Adults. Progress will be reported under the standing agenda item of Safeguarding. They have produced a BTC Safeguarding Adults Policy.</p> <p>Board members are to undertake the mandatory online training course. The FD will circulate the necessary link under licence from ACT.</p> <p>The Lead Safeguarding Officers advised the Board that BTC successfully achieved Advanced Standards in the NSPCC/CPSU National Safeguarding Children Framework in July 2022.</p>	FD FD/Board	End Nov 2022	 BTC%20Safeguarding -Adults-in-Sport-Polic
59	<p>Safeguarding Code in Martial Arts</p> <p>Applications have increased. Some clubs need to renew their accreditation.</p>	FD Member Organisations		
60	<p>UK Anti-Doping</p> <p>No updates reported.</p>	CEO		
FINANCIAL REPORT				
61	<p>The Financial Director reported to the Board that BTC is in receipt of the second stage payment for 2022-23, in the amount of £47,300.50.</p> <p>The BTC Ltd bank account balance is currently £22K.</p> <p>£50K had been transferred from Membership Services to the BTC Ltd bank account to meet our outgoings and commitments.</p>	FD		   



	The financial reports had been circulated to Board members prior to the meeting. No queries were received and the <u>finance reports accepted.</u>			 Treasurer Accounts 2022 to 2023.pdf
TOL UPDATE				
62	KW reminded the Board that TOL will wind-up after the end of March 2023 when it has executed its final responsibilities. Until that time, TOL remain committed to supporting BTC and BT during the transition period and our respective submissions to Sport England as Systemic and Finance Partners, to retain our NGB status whether or not our application for funding is successful.	TOL Reps		
AOB				
63	<p>Board Appointments</p> <p>The FD queried whether the Chair had to be Independent. The INED (Governance) checked the Tier 3 criteria of the Code for Sports Governance (2021) and confirmed the following detail:</p> <p>1.11 UK Sport and Sport England reserve the right to require that an organisation in which they invest appoint an Independent Chair. This right will only be exercised after appropriate consultation and if UK Sport/ Sport England reasonably believes that it is necessary to safeguard public funding or further the purposes for which that funding was granted.</p> <p>The following criteria are mandatory and BTC must in any case appoint three Independent Non-Executive Directors, whether or not one is the Chair:</p> <p>1.12 At least 25% of the Board shall be Independent Non-Executive Directors.</p> <p>1.13 Each Board shall appoint one of its Independent Non-Executive Directors to be the Senior Independent Director.</p> <p>1.15 The Board shall:</p> <p>a. maintain (i) an Audit Committee and (ii) a Nominations Committee;</p> <p>b. ensure the Nominations Committee shall have a majority of Independent Non-Executive Directors and if dealing with the appointment of a successor to the Chair, shall be chaired by an Independent Non-Executive Director;</p>			 A Code for Sports Governance pub Dec



<p>64</p>	<p>SE 2023-27 ‘Bid’</p> <p>The CEO advised the Board that he is currently working through the diagnostic documents required by Sport England for BTC to be assessed in their role as Systemic and Finance Partners for 2023-27. Document sections include:</p> <ul style="list-style-type: none"> • Values, Purpose and Strategy • Understanding People and Communities • Partnership and Collaboration • Leadership • Capacity and Capability • Learning and Continuous Improvement <p>Input from Directors and Member Organisations is welcomed to contribute to the further development of these documents and process. Sport England encourage a broad reach in our preparation for this activity.</p> <p>Our recent, helpful, meeting with our Sport England Relationship Manager and Critical Friend (check and challenge), highlighted that one of BTC’s most important relationships is that with our clubs. This will be reviewed and better described in the next iteration of the documents prior to submission.</p> <p>BTC will be requesting funding in similar order to that received for 2022-23, the roll-over year, £120K. Any additional funding request needs to be very specific and different to current activities.</p>			
<p>DATE OF NEXT MEETING</p>				
	<p>A calendar of dates for 2023 is to be proposed and circulated for response.</p>			