

TOL Board Minutes – 27th January 2020

Time: 10:50 to 13:10

Location: Main Board Room, Hewitsons Law Firm, Kildare House, 3 Dorset Rise, London, EC4Y 8EN

TOL Board Attendees:

- Mr Trevor Nicholls - TN (British Taekwondo Council – BTC)
- Mr Kenny Walton - KW (British Taekwondo Council – BTC)
- Mr Matt Archibald - MA (GB Taekwondo - GBT)
- Ms Gemma Biescas - GB (British Taekwondo – BT)
- Mr Kris Murali - KM (Finance Independent Non-Executive Director)
- Ms Joanne Kennedy-Reardon - JKR (Interim Chair)

TOL Meeting Attendees:

- Benjamin Slade - BRS (ReGen Loops Ambassador)

Board Agenda Items:

1. Welcome, Introductions and Declarations

1.1. Welcome

JKR noted that there was a quorum, and that the board meeting could proceed.

JKR welcomed all meeting attendees to the offices of Hewitsons Law firm, the legal counsel for TOL, noting that it was her first meeting as Interim Chair.

MA thanked JKR for the circulation of the new format Board agenda and papers.

JKR acknowledged and applauded the contribution and commitment of the previous Chair Adele Stach-Kevitz (ASK) and INED Philip Morris (PM).

JKR introduced BRS, noting to the Board members that BRS is a colleague but is there to assist JKR and contribute on agenda items

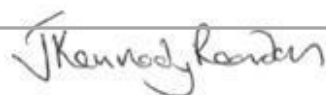
- 2.3.3. Sport England Webinar
- 2.3.3.1 & 2.3.3.2 Fundraising strategy
- 5 Risk Register and risk management
- 2.2.5 Safeguarding

1.2. Declarations of interest

Hewitsons Law firm was noted as the legal counsel for:

- GB Taekwondo (MA)
- ReGen Loops (JKR)

JKR also noted that there was no charge from Hewitsons Law firm for the use of the Board room and



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confirmed that prior to the meeting the Managing Partner, Ben Moorhead had agreed for TOL to use this venue in the future for Board meetings on the same basis.

1.3. Conflicts arising

BRS left the room whilst the board members discussed the concept of any actual or perceived conflict of BRS as a colleague of JKR.

It was agreed that having BRS as an observer and contributor on specific topics would be a benefit to the Board initially in the transitional period before the next funding round is complete.

KM confirmed to the board members that BRS would receive no remuneration for attendance at this meeting.

There were no other conflicts perceived or actual declared by the board members.

Actions

1. JKR agreed to circulate the resume of BRS for review shortly after the Board meeting.
2. Minutes of the last meeting

2.1. Formal Approval of the minutes from 16th October 2019.

JKR presented the minutes of the previous Board meeting.

No amendments were requested by any of the board members and the minutes were unanimously approved.

Actions

1. JKR to upload the minutes to the TOL drive prior to the next Board meeting.

2.2. Actions update

2.2.1. Clubmark

TN presented the pros and cons of the Clubmark and explained that the Clubmark was no longer active.

KW explained that the Clubmark was user friendly and that there was a widespread uptake.

TN explained that BTC are in the process of developing their own version of Clubmark which will

- be based around 'core' elements and optional elements that clubs could attain to give a higher level of recognition, and
- address issues with the current Clubmark and 'trading as' sole trader clubs and organisation (of which there are many).



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KW noted that this will be operational in Quarter 4 of 2020.

2.2.2.BTC Diversity Action plan

TN explained that BTC are revisiting the Equity and Diversity Plan in order to better reflect the organisation in 2020.

Actions

1. TN to update the progress at the next Board meeting and to circulate the draft plan for comment by TOL.

2.2.3.BT Management Accounts visibility – GB

GB confirmed that there was now a full control in the financial reporting and that the Finance INED was stepping back from the deep dive that was needed following the departure of the former CEO, to be more of an oversight control.

2.2.4.Risk Register – ALL

KM led a discussion on the risk register and proposed that this was reviewed in terms of presentation to present;

- risks in a strategic, tactical and operational format; and
- in a user-friendly format.

Actions

1. All Board members to review the risks on the risk register and
 - a. determine if the ratings are reflective of the risk appetite and
 - b. if any risks should also be included on risk registers of BT, BTC and/or GBT.
2. KM to liaise with TN to devise a user-friendly format, similar to that being developed by BTC.

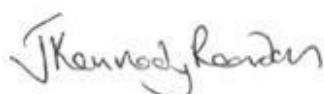
2.2.5.Safeguarding

The fundamental importance of safeguarding was discussed by the board members along with BRS.

It was agreed that this is an inherent risk for TOL and all of the constituent organisations; BTC, BT and GB Taekwondo.

GB explained that BT have used the services of a safeguarding consultant working with the organisation for 2 days a week. This position is shortly to become a fulltime 'Safeguarding and Compliance Officer'. Furthermore, GB stated that there is an INED with a safeguarding specialism on the BT Board.

GB requested that BTC share the draft safeguarding document with BT so that both organisations could exchange ideas to develop best practice.



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TN and KW led a discussion around the Safety Code. It was noted that BTC members who already had the Clubmark were automatically accepted as complying with the Safety Code.

Actions

1. TN and GB to liaise on safeguarding and update progress at the next Board meeting.
2. TN to follow up with Sport England regarding the implementation of the Safety Code with relation to addressing the underlying inherent risks in safeguarding.
3. JKR agreed to circulate the Department of Education policy 'Keeping Children Safe in Education' (KCSIE 2019) from BRS for review shortly after the Board meeting, in order for the board members to compare what schools and colleges are required to adhere to against the Sport England requirement.
4. KM to update the risk register to include the topic of safeguarding.
5. JKR to include safeguarding as a standing item on the board agenda so ensure that it is re-evaluated at each board meeting.

2.2.6. Internal Board Review – ALL

JKR led a discussion regarding the timing of the internal board review, which should be completed by the end of Quarter 2, 2020.

It was proposed by MA that in the interim period where there is uncertainty in the preparation for the next funding cycle; that this should be delayed until the continuance of the current governance arrangements within Taekwondo with TOL as the overarching organisation.

The board discussed this and agreed with this proposal.

2.3. Matters arising

2.3.1. TOL Transition

2.3.1.1. Timeline and Handover

KM explained the handover that he had completed with PM and that PM had extended the offer to assist as necessary in the short term if KM had specific questions.

JKR noted that she had received support from ASK for the Quarter 3, 2020 funding submission to Sport England and that ASK has been helpful and responsive to queries.

The board members discussed the google drive ownership and access as both ASK and PM are still able to access the goggle drive and in fact ASK is the owner of the goggle drive. There was an exchange of opinions on the matter and it was noted that ASK and PM are part of the alumni of TOL and therefore the risk of ASK and PM retaining access was mitigated as they are affiliated with TOL.

It was agreed that this should remain under review and if possible ownership of the google drive should be transferred.



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Actions

1. JKR to contact ASK regarding the ownership of the google drive where the Tol documents are held.

2.3.1.2. Companies House confirmation

JKR confirmed that the resignations of ASK and PM are now recorded at Companies House.

JKR noted that the annual confirmation statement as at 30 March 2020 will need filing at Companies House.

Actions

1. KM will prepare the annual confirmation statement and submit to Companies House by the deadline of 13 April 2020.

2.3.2.BDO Audit / Assurance update

TN noted that the BDO audit had resulted in a number of governance recommendation, but that these have already been implemented prior to the finalisation of the audit report.

MA noted that Sport England needed to lead the way in the discussion surrounding the future need for TOL in the next funding round.

JKR reiterated the outcome of the TOL audit, in that the final audit report was still to be issued by BDO, as they have a mandate from Sport England to report of the sport of Taekwondo as a whole and not just at the individual entity levels of BTC, BT, GBT and TOL.

2.3.3.Sport England Webinar 13th January 2020 Shaping Our Future Strategy

- 2.3.3.1. Preparation for the next funding cycle
- 2.3.3.2. Sport England Fundraising Seminar Series in 2020

BRS led the discussion of the outcome of the webinar as detailed in Appendix 2 of the Board Agenda.

It was noted that:

- no board members attended the webinar and MA thanked BRS for his attendance and feedback, and
- BTC are not receiving any correspondence from 'Coremarket' Sport England.

Actions

1. JKR will forward all appropriate 'Coremarket' Sport England to TN and KW.

3. Performance Reporting including KPI Dashboard update

3.1. BTC – TN



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TN gave a verbal update on the performance of BTC in terms of the KPI targets.

3.2. BT – GB

GB gave a verbal update on the performance of BT in terms of the KPI targets.

4. Sport England Mid-Year Review

4.1. Overview

JKR led the discussion of the outcome of the review as detailed in Appendix 3 of the Board Agenda.

4.2. TOL learning / status

The board members discussed the subsequent learning outcomes and actions noting that they were all complete.

5. Finance and Risk update

5.1. Audit and Risk Committee update

KM noted that the Audit and Risk Committee took place on 17 January 2020 and made reference to the discussions that took place and were noted in the minutes.

JKR formally approved the Audit and Risk Committee minutes.

5.2. Finance update

KM briefly noted that the management accounts were up to date for Tol and that no notable items were contained therein.

KM informed the members of the board that there was some duplication of costs in the Chair role as there was a handover period between ASK and JKR. However, there is a small back office surplus currently as the budget was for 3 INED positions and TOL currently has 3. The reserve is being carried forward to cover recruitment expenses of a Chair if this is deemed necessary.

Actions

1. The board should consider the Chair position and determine if the Interim role should remain in place until the next funding cycle.

5.3. TOL bank account

JKR confirmed that the bank mandate with HSBC was now updated with the removal of former board members of ASK and PM. JKR and KM are now on the bank mandate and can act on behalf of TOL.

KM confirmed that:



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- the online banking was up and running with JKR and KM having access;
- there is manual process in place whereby KM enters transactions on line and JKR reviews these; and
- the change of address for correspondence at HSBC from PM to KM was underway.

Actions

1. KM to confirm the change of address.

6. AOB

6.1. Current and Future Purpose of TOL – JKR

JKR led a discussion on the purpose of TOL and it was agreed amongst the board members that Sport England need to participate in this discussion; ideally prior to the next funding cycle. It was noted that this would likely to be part of the BDO audit report that will be issued shortly although the TOL audit was concluded some time ago.

6.2. Ahead to Tokyo (GB Taekwondo update) – MA

MA presented the status of the assessment process for the Olympic selection and in which weight categories qualification was likely.

MA noted that GBT has obtained sponsorship and Manchester City Council support.

MA outlined the talent support strategy of GBT leading to a discussion between board members of the progression paths such as Fighting Chance, Talent Port and the Festival of Taekwondo.

6.3. Other items as raised – ALL

The board members discussed Taekwondo programme participation and the calculation methodology. It was noted that there would be no change to the prevailing methodology for current and future reporting of this funding cycle.

7. Date of next meeting

The proposed dates for 2020 Board meetings were discussed by the board members and agreed in principle.

The board members agreed that during the bid process for the next funding round 2021 - 2025, ad hoc board meetings will take place as deemed necessary in person or by telecon.

Actions

1. JKR to circulate and agree the dates in the next two weeks.
2. KM to set the Audit and Risk Committee (ARC) dates to ensure that there is enough time to discuss the management reporting of BTC and BT along with other agenda items.
3. TN and GB will endeavour to submit appropriate reporting in a timely manner continuing the current trend.

