

TOL BOARD MINUTES

Date: 23rd May 2017 10:30hrs to 13:30hrs

Venue: Haysmacintyre, 26 Red Lion Square, London WC1R 4AG

Board Attendees:

- Mr Trevor Nicholls - TN
- Mr Jeremy Beard - JRB
- Mr Kenny Walton - KW
- Mr Philip Morris - PM
- Ms Kelly Lickley - KL
- Mr Mark Abberley - MA
- Mr Gary Hall - GH (until 12pm)
- Mrs Adele Stach-Kevitz (Chair) - ASK

Meeting Attendees:

- Ms Heather Taylor (Sport England) – HT (from 12:30pm)
- Mrs Rebecca Gibson (Dial in for agenda item #4 only) - RG

Board Agenda Items:

1. Introductions and Declarations

1.1. Board attendees were welcomed, specifically GH who would be assuming the GBT representative role from Jeremy Beard. It was explained that a non TOL board member would be joining the meeting for specific agenda items:

- RG (Sport Structures, Business Development Manager) - survey development update

1.2. No declarations were offered by those present and there were no conflicts. One update in relation to matters arising was reported under AOB.

1.3. A new Taekwondo company called Taekwondo events has been established, with the following representatives: Steve Flynn, Ian leaf, Allan Robson (INED) and Caroline Rodgers (INED).

2. Minutes of the last meeting and approvals

2.1 A number of actions relating to the previous board meeting were discussed and updated

- BT signed contract for Insight Survey by 31st March 2017 so TOL could release £10K allocated

- BT/BTC each identified reductions in their funding applications for year 4 of the next funding cycle.
- TOL reduced the central budget full cycle overhead costs (removing contingency), so this was then captured in the central Risk Register
- PM provided ASK with an SLA copy for sharing with Sport England
- KL is liaising with TN about speaking at a Women in Leadership event to help increase female participation in the running of BTC
- PM/ASK held a concall in February to update register based on meeting discussions

2.2 The Minutes were approved and will be signed and uploaded to Dropbox

2.3 TOL's board committed to encourage female participation through the TOL constituent organisations.

3. Sport England: Towards an Active Nation Investment Award

3.1 Funding - application form and forward schedule

- Discussion took place on funding cycles and GH confirmed that GBT are paid quarterly.
- MA and TN discussed the benefit of building a financial model into BT and BTC's accounts packages.
- **ACTION** - TOL's Chair committed to submit the Q1 Funding Claim following the meeting, after clarifications were given from Sport England on information required for the 1st payment.

3.2 Award Agreement - Terms and Conditions

- TOL's Chair outlined the new terms and condition set out in Sport England investment Award offer, notably the consideration boards must afford Safeguarding and Anti-Doping practices. TOL's Chair suggested that Safeguarding should become a standing item for future TOL board meetings. This was accepted by the board.
- A discussion then took place on Safeguarding, with each sport body outlining its status and relevant approvals. BT and BTC explained they are working together to look at a joint Safeguarding initiative, with all of costs borne by the BT and BTC organisations. GBT explained they have a body that meets monthly to discuss cases and escalates any important issues to their board. GH outlined there is a greater risk for U18 athletes. GBT explained they undertake regular meetings and encourage training around Safeguarding. They have used CPSU. BTC also use CPSU and they run courses, which help those working with vulnerable athletes.
- **ACTION** - Safeguarding to become a standing item on TOL future board agendas.
- **ACTION** - Constituent TOL bodies to offer a safeguarding update to TOL's Chair following this meeting, as well as a brief update at future board meetings; noted above.
- **ACTION** - TOL's Chair will also extend a future invite to other NGB's to share learning and insights on Safeguarding matters.
- For Anti-Doping, all Directors discussed the importance of raising concerns about drugs in sport. The collective view was that it is essential that learning begins early in the career of athletes (especially those with the potential to become future champions), so

the duty on the coach to deliver that education early in prospective elite athletes' career is crucial and should be actively encouraged through coaching programmes.

- The board noted that TOL's Target (KPI) Dashboard must be submitted to Sport England by 9th June 2017 and this is a condition of funding.

4. Insight Survey: overview and progress update

4.1 RG offered an update to TOL's board on the commissioned Insights survey:

- RG explained the survey would examine what people thought about Taekwondo - it is non-participant consumer research i.e. why are people not interested?
- The sport faces a challenge around churn, so the survey is designed to talk to those who have left the sport. These are the target market 'people' and the research aims to derive learning from their perceptions and attitudes towards Taekwondo.
- Rebecca's company are currently undertaking a sizeable on-line survey, targeting over 200 people.
- There has not been significant engagement to date so this has been one of the main challenges facing the survey team.
- On line survey will be open for a further 3 weeks.
- There is also an on line survey for club instructors to see why people leave and this has received over 100 responses so far.
- Next methodology is talking to people and there are six non-participant focus groups:
 - 1) teenagers never taken part
 - 2) families for growth options
 - 3) adult population 40-50 with mix of male and female / semi-retired age
 - 4) mental health conditions
 - 5) inactive and obese people
 - 6) young adults networked with apprenticeships
- Sampling of other combat sports was not considered as part of original scope, but RG explained their survey could look at mix martial art club representation via its on line survey.
- The purpose is to identify buttons to help "tweak offerings" so as to open sport to a bigger audience and the survey will identify the most lucrative demographics for BT and BTC i.e. what suits and what it takes to penetrate these markets.
- Focus groups are planned at end of June
- The on line survey will complete by end of June.
- **ACTION** - TOL's board will review the survey findings in early July and this will feature at the next TOL board meeting.

5.0 KPI workshop feedback

5.1 MA and TN offered brief Insights from Sport England workshops held on 10th and 15th May with next steps towards submitting TOL's Target Dashboard by 9th June.

5.2 TOL discussed about the use of simplified measures that are easy to evidence and straightforward to measure.

- 5.3 ACTION** - MA and TN to populate Sport England's Target Dashboard proforma with KPIs for BT and BTC, respectively and share with the TOL's board ahead of the submission deadline on 9th June.

6.0 Governance Action Plan

- 6.1** TOL's board discussed the actions flagged in the Governance Code review and agreed the timeframes and action owners.
- 6.2** It was also noted that TOL had recently revised their Articles, which had helped address several of the Governance Code actions.
- 6.3** See separate sheet for detailed breakdown of Governance Code actions.

7.0 Risk Management

- 7.1** A discussion was held about TOL's current risk register and the impact of the future Sport England Award agreement.
- 7.2** The most notable risk facing the board were the terms and conditions for funding release and so the actions relating to close-out of TOL's Governance Code compliance by October 2017 were flagged and will be incorporated into the existing register
- 7.3 ACTION** - TOL's board will review Governance Code compliance in detail at the next board.

8.0 AOB and Date of next meeting

- 8.1** KL announced her decision to conclude her TOL Directorship at the end of her first term in October 2017. This decision is reflective of new commitments as an ambassador for World Vision, for which her commitments and travel would make the continuation into a second TOL term difficult. TOL's board expressed their sadness at KL's departure announcement and thanked her for all her support and contributions to TOL since 2014. KL committed to assisting TOL's board with recruiting her successor, as well as being a leading hand in TOL's governance improvement actions around diversity and female participation.
- 8.2** JRB explained that GBT now has a preferred candidate for their Independent Chair role and an announcement will be forthcoming, possibly w/c 5th June after GBT's board had ratified the appointment.
- 8.3** TOL's board agreed to move their organisation's registered address from HaysMacintyre to Sephtons (TOL's auditors).
- 8.4** KW asked the board to contact him on his waltons1234@me.com email address for correspondence after 31st May.
- 8.5** ASK took forward an action to circulate available dates in June to arrange a departure lunch for Jeremy in London.
- 8.6** The next TOL board is proposed for 3rd July 2017 and will be held in London. Meeting location will be confirmed nearer the time, though the start time is planned to be 10:30am.

8.7 The meeting ended at 13:30pm and TOL's Chair thanked everyone for their contributions.

A handwritten signature in black ink, appearing to read "Jodie Schaknitz". The signature is stylized with large, overlapping loops and a long horizontal stroke at the end.