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| **Minutes:** BTC Ltd Board Meeting |
| **Meeting Date:** Monday 2nd November 2020 |
| **Location: Teams Teleconference** |
| **Time:** 10:00 |
| **Attendees:** Independent Non-Executive Chair (Casting Vote): S Kirkland  Independent Non-Executive Director (Voting): T Humphries  Non-Executive Directors (Voting): M Brunger, L Heyes, D Oliver, M Prewett  Executive Directors (Non-Voting): K Beddows, T Nicholls, K Walton |
| **Apologies:** R Sergiew  **Guests:**  None |

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| **Meeting Notes and Agreed Actions** | **Lead Officer/Action** | **Timeframe** | **Attachments** |
| **WELCOME AND INTRODUCTIONS** | | | |
| The Chair welcomed attendees to the Teams conference call. **It was agreed** that the Board aim to cover the agenda drawn up for the December meeting, thereby obviating the need for a further Board meeting in December. | Chair |  |  |
| Declarations of Interest | | | |
| No changes were notified, register stands as is. | Chair |  |  |
| Minutes of Last Meeting | | | |
| Minutes of the BTC Ltd Board Meeting held on 8th July 2020 were checked and approved as a true and accurate record of the meeting.  Proposed: M Prewett  Seconded: L Heyes  For: Unanimous | Chair |  |  |
| **ACTIONS ARISING** | | | |
| **Action Tracker**  The COVID-19 pandemic has impacted on some of the items detailed in the Action Tracker. The Tracker will be reviewed and updated to reflect the current circumstances. | Chair/CEO |  |  |
| **Coaching accreditation**  Workforce to complete ADL/CAVA qualifications and Standardisation session to be arranged to bring all tutor/assessors up to date with course content and delivery methods.  External accreditation to be agreed. | CEO/CD |  |  |
| **Instructor Training Day**  Cancelled due to COVID-19 pandemic restrictions, however a number of COVID-secure First Aid training courses have been arranged. | CD |  |  |
| **Insurance**  Cyber Insurance: our insurers have provisionally covered BTC Ltd, however there needs to be an added security to our officer emails.  **Action:** CEO to contact Hiscox to request further detail, advice and guidance. | FD/CEO |  |  |
| **Association Safeguarding Officers**  The Lead Safeguarding Officer to hold a Teams conference with all Organisation Safeguarding Officers before the end of the year, primarily to ascertain how delivery of the Basic Awareness is being received. | FD |  |  |
| **Self ASSESSMENT – code of governance 2017** | | | |
| **Update on BDO External Audit**  Still no formal response received.  **July 2020 Review of Code of Governance 2017**  The BTC Ltd INED has attended a further comprehensive training course on the Code of Sport Governance, as required by Sport England in preparation of the findings of the July 2020 Review (still ongoing) and future changes. Board members will receive an email with a link to complete an online survey from Perrett Laver, the Sport England partners, who are undertaking a review of Board diversity.  The CEO has attended a number of online seminars around the new social media environment, engaging with our members via social media with competitions, interactions, etc, in a new way to try to retain our membership.  **Service contracts**  The contract for IT support with GCI is due for renewal during November 200. Costs reflect software licensing, cloud storage and accessibility and remote support. LH and MP both expressed the view that GCI had been efficient and effective in resolving issues.  The FD reported that BTC Ltd had benefitted from a 3-month payment holiday for (printer) equipment hire. | CEO/FD |  |  |
| Risk Management | | | |
| BTC have sent our Risk Register to TOL for review. These minutes have identified both the removal or addition of items. This action will be implemented following the review. | CEO |  |  |
| Policies and Procedures | | | |
| BTC circulate regular updates of COVID-19 guidelines in all Home Countries to BTC Member Organisations and via the website and social media. | CEO |  |  |
| **STRATEGY UPDATE** | | | |
| CEO Report | | | |
| The CEO advised the Board that Sport England have paid the next quarter’s funding and the Strategy period has been extended by one year in light of the impact of the COVID-19 pandemic. KPIs cannot be demonstrated during the pandemic but Sport England continues to support all NGBs in receipt of funding to maintain membership and activity through a variety of media. The FD reported that Female 14-25 reflects higher numbers than the Male 14-25 group.  **It was agreed** that an advertisement be prepared for the Board INED vacancy and that BTC engage with a Sport England approved recruitment agency to reach a diverse audience to attract applications from people with the relevant skills and experience. | CEO/FD  CEO |  |  |
| Safeguarding | | | |
| No report. | FD/CEO |  |  |
| UK Anti-Doping | | | |
| No updates to report. | CEO |  |  |
| **Financial Report** | | | |
| The financial reports for July, August, September and October 2020, previously circulated by email to all Directors were discussed and accepted.  The CEO has attended a number of Roll Over drop-in sessions with regard to the 21-22 funding/grant.  At this time, we have received no information with regard to the 2022+ period, whether it will be a 3 or 4 year submission, not to what the project, priorities or themes are. | FD |  |  |
| **TOL Update** | | | |
| TOL, in association with Sport England, are reviewing the Articles of Association of TOL. One of the first requirements is:   * The Special Resolutions to appended to the Articles of Association need to be submitted to Companies House. These relate to NED and INED terms of office and status, eg ex officio. | TOL Reps |  |  |
| **AOB** | | | |
| None. |  |  |  |
| **DATE OF NEXT MEETING** | | | |
| Wednesday 2nd December, time TBC, Teams call |  |  |  |