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| **Minutes:** BTC Ltd Board Meeting |
| **Meeting Date:** Wednesday 4th March 2020 |
| **Location:** Hilton Hotel Warwick |
| **Time:** 15:00 |
| **Attendees:** Acting Chair (Casting Vote): T Nicholls  Independent Non-Executive Director (Voting): T Humphries  Non-Executive Directors (Voting): M Brunger, L Heyes, M Prewett  Executive Directors (Non-Voting): K Beddows, K Walton |
| **Apologies:** S Kirkland (INEC), R Sergiew  **Guests:**  None |

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| **Meeting Notes and Agreed Actions** | **Lead Officer/Action** | **Timeframe** | **Attachments** |
| **WELCOME AND INTRODUCTIONS** | | | |
| Apologies – S Kirkland, due to current health issues, and R Sergiew.  The Board was notified by the CEO that our Chairman was concerned that he is not contributing as he would like to the development of Taekwondo in the UK. The response from the Board was that for year 2020-21 that the Chair operates as a meeting Chair. This would need to be reflected in the remuneration. Before the next meeting, the CEO to contact the Chair and discuss in more detail this possibility. The post will not be continued for 2020-21 as described in the current Terms and Conditions. |  |  |  |
| Declarations of Interest | | | |
| No updates to the registered need be recorded. | CEO |  | Register available separately |
| Minutes of Last Meeting | | | |
| Minutes of the BTC Ltd Board Meeting held on 4th December 2019 were checked and approved as a true and accurate record of the meeting and signed by D Oliver.  Proposed: M Prewett  Seconded: L Heyes  For: Unanimous | CEO |  |  |
| **ACTIONS ARISING** | | | |
| **Action Tracker**  Reviewed and updated. Completed items to be removed. | CEO |  |  |
| **Coaching accreditation**  The INED gave an update on the final actions required to complete the award. A tutor/assessor standardisation day to be arranged to facilitate delivery of the initial cohort. ADL/CAVA qualifications will be completed alongside initial L2 Award course delivery.  Cost point to be reviewed and agreed; also communications and registration process to engage with learners. | Chair/CEO/ INED | April 2020 |  |
| **Instructor Training Day**  It was agreed that a L2 Course be scheduled with the attendance day being offered on 3rd Oct 2020, the date of the next BTC Instructor Training Day. Other sessions are also now planned in. | CD/CEO/INED | Oct 2020 |  |
| **Insurance**  Tenders had been received from a number of providers: Hiscox, Cornhill and Allianz.  The Board confirmed the decision to accept the renewal offer of our current provider, Allianz. There are improved benefits at a little additional cost, despite the loss of the ‘no claims’ bonus. | FD/CEO |  |  |
| **Association Safeguarding Officers**  The training day for Association Safeguarding Officers has been deferred to a date in April 2020, when all resources have been updated in light of the updated policies to support delivery of the new Basic Safeguarding training course. | FD | Apr 2020 |  |
| **Self ASSESSMENT – New code of governance** | | | |
| **Update on BDO External Audit:**  BDO have completed their activities in reviewing BTC Ltd’s Finance and Governance management and procedures. Draft report has been delivered direct to Sport England and BTC Ltd have not yet seen the draft.  BTC Ltd have acted on the initial recommendations and reviewed/updated:   * Gifts & Hospitality Policy * Skills Matrix * Board Appraisals summary * Actions Tracker * Risk Register * Procurement Policy * Selection process for Board appointments * Expense claims to be supported by receipts   The Board felt that the external audit has been a useful exercise.  **Service contracts:**  The Board reviewed direct and indirect charging for BTC service contracts. GCI contract due for renewal in April 2020. 3 tenders will be invited for IT support for BTC Ltd. | CEO/FD/Chair |  |  |
| Risk Management | | | |
| The Board reviewed the Risk Management Register and agreed the following: – update on external and internal review.  Remove all items achieving green RAG rating:  S.8  Add S Kirkland in light of health and availability.  An external view of the BTC Ltd Risk Register to be invited from a TOL INED. | CEO, TOL Reps |  |  |
| Policies and Procedures | | | |
| BTC Policies and procedures for Board review:   * Gifts & Hospitality Policy * Procurement Policy - £5K+ to be approved by 4 Directors * Health and Safety Policy – First Aid training (para 6.1.4) updated * Board Code of Conduct * Board Terms of Reference * Sub-Committees Terms of Reference   The above policies and procedures were read, discussed and approved unanimously by the Board. | CEO | Apr 2020 |  |
| **STRATEGY UPDATE** | | | |
| CEO Report | | | |
| Last quarterly funding available for Yr3 Q4, BTC to claim from TOL. £100K due in 2021-22, final funding year. No steer yet from Sport England for next funding cycle.  41% F target to be supported by International Women’s Day (Sun 8th March) and This Girl Can events. | All BTC Member Organisations |  |  |
| Safeguarding | | | |
| The BTC Lead Safeguarding Officer to communicate to all clubs via BTC Member Organisations regarding the right to display the NSPCC/CPSU Advanced Standards logo and statement.  The CEO and FD updated the Board on the Safeguarding Code in Martial Arts (SCMA). It was agreed that the process for BTC clubs to register for and achieve the Code will be communicated to BTC Member Organisations. Clubs will access the SCMA website via the BTC website to register, SCMA administrators will contact BTC with a list of clubs applying for confirmation that they comply with all BTC requirements, including Safeguarding Officers detailed on their club websites. When BTC confirm and approve compliant clubs, SGMA administration will contact clubs to confirm achievement and add NGB club details to their database and map. | FD/CEO | Apr 2020 |  |
| UK Anti-Doping | | | |
| Nothing to update. | CEO |  |  |
| **Financial Report** | | | |
| Outgoings this year higher than income but next quarterly payment will recover balance sheet. The loss of UKTC has had an impact this year. The most expedient way to increase income is by putting up licence fees. Sport England have suggested that we might be maintaining a barrier to increased membership in not associating with organisations outside of BTC member organisations. A possible agreement with WT was not felt to be a viable option. The TOL umbrella might provide an opportunity. The Board members agreed to bring this back to the next meeting after further reflection.  Finance reports have been sent out monthly to all Board members prior to meeting. Reports accepted.  The Board reflected that despite insurance increases and income flat-lined, maintaining our position is a measure of success in the current economic climate. | FD/CEO |  |  |
| **TOL Update** | | | |
| The TOL Reps confirmed that Adele Stach and Philip Morris had left the TOL Board and that Joanne Reardon and Kris Murali are on board as Acting Chair and Finance Lead respectively.  No steer yet from Sport England on new funding direction. | TOL Reps |  |  |
| **AOB** | | | |
| The Board reflected the need to improve activity on social media (FB, Instagram, Twitter, etc). DO willing to take this role on and make this more proactive. The Board agreed that J Kesslar would hand this activity on to DO, admin permissions, etc. | DO |  |  |
| BTC competition – thanks to members who assisted in promotion and delivery of successful event. All BTC Member Organisations requested to take an active role in promoting BTC and BTC events. | BTC Member Organisations |  |  |
| Verifiers Course – new course date in March/April 2020 to be fixed, when updated BTC Registered Instructor Course and PowerPoint has been finalised. Basic Safeguarding Course now separated from BTC Registered Instructor ‘pack’, has its own certificate. | CEO/FD |  |  |
| Meeting closed at 18:10. |  |  |  |
| **DATE OF NEXT MEETING** | | | |
| 2020 dates: 8th July  2nd December  Wednesdays, 3pm start, Warwick Hilton. |  |  |  |