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| **Minutes:** BTC Ltd Board Meeting |
| **Meeting Date:** Wednesday 6th February 2019 |
| **Location:** Hilton Hotel Warwick |
| **Time:** 15:00 |
| **Attendees:** Non-Executive Chair (Casting Vote): S Kirkland  Non-Executive Directors (Voting): M Prewett, D Oliver, L Heyes, R Sergiew, M Brunger  Executive Directors (Non-Voting): K Beddows, T Nicholls, K Walton |
| **Apologies: None**  **Guests:**  None |

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| **Meeting Notes and Agreed Actions** | **Lead Officer** | **Timeframe** | **Attachments** |
| **WELCOME AND INTRODUCTIONS** | | | |
| The Chair welcomed all Directors. |  |  |  |
| Declarations of Interest | | | | |
| The CEO highlighted the urgency for all Directors to return up to date Declarations of Interest and Fit and Proper Person information as TOL require it for their files prior to releasing quarterly funding. | CEO |  |  |
| **Approval of MinutES** | | | |
| The minutes of the BTC Ltd Board Meeting held on 10th October 2018 were checked for accuracy and content:  Proposed: L Heyes  Seconded: D Oliver  For: Unanimous |  |  |  |
| **ACTIONS ARISING** | | | |
| **Non-executive directorship vacancy**  The Chair referred to the position once again, reviewing what areas of expertise we may need to engage with. Marketing and Governance were identified as two of these areas. The Chair will go back to some of his contacts in other NGBs. The Financial Director identified the possibility of Terry Humphries who has past knowledge of governance and skills assessment which could assist the coaching project. The Financial Director to contact the Executive and Non-Executive Directors with a view to contacting T Humphries offering the post. | Chair/FD |  |  |
| **Coaching accreditation**  Jobeth called in to talk the way through the recent coaching plan, layout, ideas, etc. All Directors present were invited to submit ideas, thoughts and current teaching plans to Jobeth for review and possible inclusion. The Financial, Coaching, CEO and, if appointed, the non-exec director to attend a briefing session in Manchester with the hope to establish a completion and subsequent delivery date. | Chair/CEO/FD /CD/NED |  |  |
| **Instructor Training Day**  The Coaching Director is looking for venues and dates to host another BTC Training Day, preferably before July/August. | CD |  |  |
| **Self ASSESSMENT – New code of governance** | | | |
| Standing item awaiting Sport England/TOL feedback or guidance. TOL have requested a number of items which will be either added to or current policies updated within the Self Assessment portal and suite. The CEO to ensure TOL has this data prior to the TOL Board Meeting on 3rd May. | CEO |  |  |
| Risk Management | | | |
| UKTC now being members of SCoT and no longer in membership of BTC, their risk of both leaving and the financial impact was identified and now no longer an issue, albeit the risk of losing members must remain as a possibility with a review to ensuring that BTC remains serving as an NGB, as it is constituted to do. | Chair/CEO/FD |  |  |
| Policies and Procedures | | | |
| Discussion with a review to BTC pulling its member representatives away from SCoT and resubmitting as one representative body will be placed on the next agenda. | CEO/FD |  |  |
| **STRATEGY UPDATE** | | | |
| CEO Report | | | |
| The CEO has updated TOL with the BTC performance and KPIs that are to be formally registered with Sport England. The CEO has requested that the baseline for membership be officially adjusted to reflect the BTC’s current membership taking into account the 11,000 loss of UKTC. Female participation and the 41% requirement is on target. | CEO |  |  |
| Clubmark | | | |
| BTC Ltd Assessors are continually attending webinars, updates, etc. that prove more time-consuming than delivery of assessment and uptake by clubs to the accreditation. The CEO’s report to TOL did touch on the possibility of BTC Ltd having its own club accreditation aligned with the units of Clubmark and then adding CSP-specific requirements. This suggestion to be tabled at the next meeting. | CEO/DO |  |  |
| Safeguarding | | | |
| The Financial Director will present the BTC Ltd Advanced Standards to a CPSU Assessment Team on Monday 13th May. Some of the reporting procedures and actions have changed and will be included in the new standards. | FD |  |  |
| UK Anti-Doping | | | |
| A policy for action to be taken by BTC instructors if and when a visit to an event by UKAD Officers was circulated for comment. This will also be circulated at the BTC Council Meeting. Following receipt of all views and recommendations the policy will be finalised. | CEO |  |  |
| **Financial Report** | | | |
| The Financial Director distributed reports and summaries which were duly accepted by all present. | FD |  |  |
| **TOL Update** | | | |
| The TOL Reps reported movements within BT and their current difficulty in appointing executive directors and officers. Until their stability is secured, funding will not be available from Sport England and TOL will hold funds until such time as the required governance is met. TOL has appointed a new non-executive director to replace Kelly Lickley, her name is Joanne Reardon. | TOL Reps |  |  |
| **AOB** | | | |
| None. |  |  |  |
| **DATE OF NEXT MEETING** | | | |
| July 10th, 3pm, venue to be confirmed. |  |  |  |