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| **Minutes:** BTC Ltd Board Meeting |
| **Meeting Date:** Wednesday 8th July 2020 |
| **Location: Teleconference** |
| **Time:** 10:00 |
| **Attendees:** Chair (Casting Vote): S Kirkland  Independent Non-Executive Director (Voting): T Humphries  Non-Executive Directors (Voting): L Heyes, M Prewett, R Sergiew  Executive Directors (Non-Voting): K Beddows, T Nicholls, K Walton |
| **Apologies:** D Oliver  **Guests:**  None |

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| **Meeting Notes and Agreed Actions** | **Lead Officer/Action** | **Timeframe** | **Attachments** |
| **WELCOME AND INTRODUCTIONS** | | | |
| The Chair welcomed those attending via Teams and acknowledged apologies received from D Oliver. | Chair |  |  |
| Declarations of Interest | | | |
| No changes were advised. | Chair |  |  |
| Minutes of Last Meeting | | | |
| Minutes of the BTC Ltd Board Meeting held on 4th March 2020 were checked and approved as a true and accurate record of the meeting.  Proposed: K Beddows  Seconded: L Heyes  For: Unanimous  Notes pertaining to BTC Ltd catch-up calls during the COVID-19 pandemic were reviewed. These summarised on-going activities, including NGB updates circulated via Member Organisations and front page of the website, NGB guidance and risk assessment tool to prepare club instructors for return to play in line with Government legislation and Sport England guidelines and their Reactivate Programme. Discussion highlighted that Sport England has been supportive of preparations for return to play with non-contact activities but that schools are risk averse. A question has been raised via an MP requesting Parliament to clarity expectations for the return of martial arts. The CEO advised that no NGB staff have been furloughed, that BTC are still reporting performance but no longer required to work towards the KPIs as they were, and Sport England funding remains intact.  Discussion detailed that around a 40% decline is anticipated. Approximately 50% of clubs have delivered online Zoom sessions, including gradings, and about 70% are still active, some students paying full fees, others reduced. Licences are running at 20% of normal levels. Whilst it is understandable that clubs want to resume activity, as is the case in many other countries, the CEO reminded the Board that BTC, as a funded NGB, have to follow Sport England guidelines. BTC is working with other Combat Sports to develop best practice guidelines. | Chair |  |  |
| **ACTIONS ARISING** | | | |
| **Action Tracker**  Work continues with coach accreditation but activities to promote Female participation and safer club accreditation are difficult until clubs resume. The Chair reported that Sport England will be providing targeted funding post COVID-19 to tackle inequalities of access and health and mental wellbeing as well as a £55M stimulation funding. NGB club engagement with Active Partnerships may provide a route to access funding targeted to identified local need. |  | End July 2020 |  |
| TANI: SportNI had contacted the BTC to ascertain some information with regard to the history and make-up of TANI. The BTC to appoint a representative from the Board to contact SportNI to support review.  **It was agreed** that the CEO would update dates on the Action Tracker considering the current COVID-19 situation.  Scotland: It was discussed whether there is a need for any BTC member to be on the SCoT Board and whether any BTC members should remove themselves from SCoT. Upon review, **it was agreed** that Paul Donnelly (TAGB) would be asked to advise SCoT that he will report back to BTC after SCoT meetings. This action to be further discussed at the BTC meeting. | CEO to write to Sport NI  CD to contact P Donnelly | End Aug 2020  Aug 2020 |  |
| **Coaching accreditation**  The BTC L2 award will be ready to roll-out in October 2020 at the BTC Instructor Training Day.  BTC Tutor/Assessors still working towards achievement of ADL/CAVA award.  New online training materials which may complement coach development to be reviewed. | CEO/CD  Chair/INED | Sep 2020  Sep 2020 |  |
| **Instructor Training Day**  The Coaching Director reported to the Board that the day would include sessions on safeguarding, first aid, Time To Listen, and the introductory session of the L2 coaching award.  The BTC Lead Safeguarding Officer confirmed that new BTC instructors must participate in face-to-face safeguarding training courses rather than online courses. | CD | Oct 2020 |  |
| **Insurance**  The FD confirmed that our insurers have extended BTC instructors’ Professional Indemnity Insurance by three months, expiring 30th June 2021. Indemnity cards will not be reprinted, rather a policy statement will be published on the BTC website at the end of March 2021 which BTC instructors can download, print, and hold with their card for the information of venue providers and other outside organisations. | FD/CEO | Mar 2021 |  |
| **Association Safeguarding Officers**  The FD advised the Board all Association Safeguarding Officers will receive the necessary information from NSPCC and CPSU with regard to the process for receiving updates either by online or face-to-face training. | FD | Dec 2020 |  |
| **Self ASSESSMENT – New code of governance** | | | |
| **Update on BDO External Audit:**  The CEO reported that BTC have still not received their BDO report. GB Taekwondo have received theirs.  BDO’s preliminary informal report identified no BTC Ltd risks. They made a recommendation regarding expenses; BTC Ltd have responded by arranging more direct billing and receipts support all claims. Accountants have reviewed and approved procedures.  **Service contracts:**  No new or renewals of contracts to review. |  |  |  |
| Risk Management | | | |
| There being no queries raised by Board members, the CEO confirmed the detail in the Risk Register dated March 2020.  Risk Register to be updated July 2020 in light of the COVID-19 coronavirus pandemic impact and cessation of TKD activities. In addition, in line with BDO recommendation, items to be removed when risk well managed or eliminated. | CEO | Jul 2020 |  |
| Policies and Procedures | | | |
| Between November 2019 and May 2020, all BTC policies and procedures, excepting HR, have been reviewed and updated. The COVID-19 pandemic has given rise to NGB guidance, together with a risk assessment tool, designed to assist clubs in the phased safe return to play outdoors and indoors. | CEO | Sep 2020 |  |
| **STRATEGY UPDATE** | | | |
| CEO Report | | | |
| The CEO reported that, due to the COVID-19 pandemic, BTC’s KPI reporting to Sport England has been suspended, however the BTC will continue to operate under the guidelines for an organisation receiving Sport England funding. One year has been added to the current funding cycle. Discussion identified the following areas that BTC will focus on during the additional year:   * Female participation * Diversity Action Plan * Equality Standard (Foundation Level achieved) – Chair and INED to review implications   The Board were advised of a successful requalification of BTC Tutors delivering L1, the current Registered Instructor Course. This requalification course was delivered online via MS Teams. | CEO, Chair, INED | Oct 2020 |  |
| Safeguarding | | | |
| The Financial Director (BTC Lead Safeguarding Officer) advised the Board that the recent annual framework review went well, resulting in a rating of ‘Good’.  The Chair remarked that online safeguarding training has become much better. BTC had experience some three years ago with Sports Coach UK (SCUK) which did not come to fruition. The Chair questioned whether this could be revisited to recoup losses.  The Financial Director reported to the Board that the BTC Basic Safeguarding Awareness course will be delivered by trained BTC Safeguarding Tutors, one of whom is a UKCC tutor. The Financial Director explained that BTC prefer that Time To Listen (TTL) training is delivered face-to-face but the BTC Registered Instructor and Basic Safeguarding Awareness courses may be delivered online. | FD/CEO |  |  |
| UK Anti-Doping | | | |
| No updates to report. | CEO |  |  |
| **Financial Report** | | | |
| The financial reports were circulated prior to the meeting. Sport England funding for this year has been received. No BTC Ltd officers have been furloughed.  BDO were advised during their audit that BTC officers historically only took their fees if there was sufficient money at the end of the year.  The Financial Director reported that BTC has a good reserve at this time.  The Financial Director reported that Teams meetings today (BTC Ltd Board) and tomorrow (BTC Council) reflect savings in the order of £2.5K compared to hosting the meetings in Warwick (travel, accommodation and venue costs). The benefits of face-to-face meetings were discussed, and it was agreed that BTC Council meetings may be more efficient and effective held remotely but AGMs are better face-to-face to facilitate elections.  The CEO wished it to be noted that a number of invoices related to the production of the 2020 BTC Registered Instructor course resources, collectively, exceeded the £5K expenses limit, however no one invoice exceeded the limit. | FD |  |  |
| **TOL Update** | | | |
| It was reported that Joanne Kennedy-Reardon has been confirmed as Chair, previously Vice Chair. The BTC Ltd Chair expressed his interest in a discussion with the TOL Chair.  The Board discussed the TOL Reps report about the tone and nature of communications at recent TOL meetings. The Board to request that the TOL Reps chase the BDO report via TOL, together with clarification from BT as to their future plans regarding TOL. The CEO will also raise whether there is a place for GB Taekwondo in TOL given that their funding is from a different source. BTC are confident in our transparent and auditable history of governance and financial conduct, and supportive of TOL. Further, the BTC Ltd Board would request that we have sight of the BDO report on BT. | TOL Reps | 17 Jul 2020 |  |
| **AOB** | | | |
| MP raised a query about members transferring and was disappointed by the actions of heads of organisations in making the process more difficult than it needs to be and urges all organisations to assist when members wish to transfer, however he felt that members should give a clear reason of their want to leave their existing organisation. |  |  |  |
| **DATE OF NEXT MEETING** | | | |
| 2020 dates: 2nd December  Wednesday, 3pm start, Warwick Hilton. |  |  |  |