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

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| **Meeting Notes and Agreed Actions** | **Lead Officer/Action** | **Timeframe** | **Attachments** |
| **WELCOME AND INTRODUCTIONS** | | | |
| The Chair welcomed everyone attending, including the new INED, T Humphries.  Apologies were received from M Brunger. |  |  |  |
| Declarations of Interest | | | | |
| The Directors’ Register of Interests form has been updated to include contracts, roles, declaration of interests, fit and proper persons declaration, EO monitoring data and skills matrix. Gaps in data to be filled by Directors as detailed in the attachment. | CEO to follow up and ensure compliance with Governance Code |  |  |
| **Approval of MinutES** | | | |
| The minutes of the BTC Ltd Board Meeting held on 6th February 2019 were checked for accuracy and content and agreed as a true and accurate record:  Proposed: D Oliver Seconded: L Heyes For: Unanimous |  |  |  |
| **ACTIONS ARISING** | | | |
| **Non-executive directorship vacancy**  The Board ratified the INED offer. | Chair/CEO |  |  |
| **Coaching accreditation**  TH, INED, presented a PowerPoint detailing the proposed BTC L2 Award in Instructing and Coaching Taekwondo. Discussions clarified queries raised around cost, perceived value, where courses would be delivered, content, workforce and timescales. The award is based on the National Coaching Standards and the workforce will be qualified to meet the standardisation and external verification requirements of Awarding Organisations. It was agreed that BTC approve the L2 Award for delivery from November 2019, after the workforce of Tutor/Assessors have undertaken ADL/CAVA qualifications in September/October. Upon successful delivery of the initial two cohorts, BTC will take the decision on a preferred Awarding Organisation, eg 1st4Sport, C&G, CIMSPA, etc, for an added quality kitemark.  Proposed: T Nicholls  Seconded: M Prewett  For: Unanimous | Chair/CEO/ NED |  |  |
| **Instructor Training Day**  The Coaching Director confirmed that the next BTC Instructor Training Day will be held on Saturday 5th October 2019 at the Radmore Centre, Loughborough College, and will include workshops which complement the L2 award as Recognised Prior Learning (RPL):   * Inclusive Coaching – Disabilities - 16 places * First Aid (3hrs, inc children, martial arts injuries) - 30 places * Equity - 30 places * Basic Safeguarding * TTL   Invitations will be sent to BTC Member Organisations for circulation to instructors and a poster included on the BTC Events web page. | CD |  |  |
| **Self ASSESSMENT – New code of governance** | | | |
| The CEO advised Board members that BTC Ltd has been selected by Sport England for an independent assurance review by BDO. The CEO advises that we ensure we have the same documents that the BDO requested from TOL within our own Self Assurance.  The CEO updated Board members on progress towards achievement of the Tier 3 Governance checklist, which will support the Annual Governance Statement which is to be produced for the next meeting. It is further advised by the CEO that our current Self Assurance has a health check to assist the Governance Lead (INED) in producing the Annual Governance Statement. | CEO/NED |  |  |
| Risk Management | | | |
| Considering the independent assurance review, the Board considered an external risk review would be beneficial. Advice on an appropriate source to be sought. The TOL Representatives to request at the next TOL Board Meeting if one of their INEDs could carry out this audit. | Chair/CEO/FD |  |  |
| Policies and Procedures | | | |
| The Financial Director reported to the Board that a review of the BTC Ltd Financial policies is almost complete (80%). The next review will be in 2020. The Governance Lead will audit all policies at the end of October on confirmation from the Financial Director when his review is complete. Directors are requested to review all policies and procedures and report to the CEO any issues or concerns arising. The CEO reiterates to all Directors that the Governance Lead, in preparation of the Annual Governance Statement, will provide feedback to assist in improving our resilience. | All |  |  |
| **STRATEGY UPDATE** | | | |
| CEO Report | | | |
| End of Year SE Funding Review, £112K applied for the period 2019-20, Q1 payment due.  Scottish figures have been removed from KPIs to rectify the baseline.  Female participation currently 39%, we aim to achieve 41%. The Coaching Director highlighted the presence of female participation initiatives in BTC through Get Inspired, This Girl Can and Touch Gloves. | CEO |  |  |
| Clubmark | | | |
| Concerns were raised around contact with awarding organisation and the assessment of Annual Health Checks. The Chair offered to assist/clarify issues raised.  BTC could improve the marketing of Clubmark – describe benefits to clubs in participating in the accreditation.  An alternative suggestion is to promote minimum NGB club standards – coach qualifications, Time To Listen, Club Welfare Officer, Clubmark. | CEO/DO |  |  |
| Safeguarding | | | |
| The Finance Director advised the Board that the BTC Basic Safeguarding course is now a separate component to BTC Registered Instructor course.  The NSPCC have recently undertaken an annual review of BTC safeguarding policy and procedures and found the NGB to be ‘Good’ in each of the 5 pillars. The CPSU is to review the BTC Safeguarding policy and dynamic on-going review will support BTC in achieving a higher standard.  Having appropriate skills, knowledge and experience, Jill Pearse is now part of the BTC Case Management Team.  The FD and CEO have concerns with the new Safeguarding Code and will raise these at the next SCIMA meeting. Both the FD and the CEO to attend. | FD/CEO |  |  |
| UK Anti-Doping | | | |
| No update at this time. | CEO |  |  |
| **Financial Report** | | | |
| £47200 is the current Yr2 Q1 and Q2 award. The CEO to chase up TOL.  The FD tabled Financial Statements and invited all Directors to review. These statements were forwarded prior to the meeting and no further detail has been requested of the FD. | FD/CEO |  |  |
| **TOL Update** | | | |
| TOL are requiring more detail from BTC in regard to Governance and SE reporting.  Joanne Reardon has been recently appointed as a NED.  An invitation to attend the BTC Championships in September has been extended to the TOL directors.  There has been discussion with the GB Talent team. GBTalented athletes will be invited to participate at the BTC event. | TOL Reps |  |  |
| **AOB** | | | |
| The Finance Director advised that UKTC has not been accepted by TANI as they are not part of BTC or BT.  The Finance Director advised the Board of a large insurance claim, totalling over 2/3 of policy payment. If the claim is successful, BTC will lose their rebate (£4500). The claim in the region of £60K.  M Prewett requested that K Naidoo’s announcement of his promotion to GM be referred to the ITF Liaison Officer for clarification on how, when and where the qualification came from. Board members were concerned with K Naidoo’s possible association with organisations outside of the BTC in light of the date of the award, March 2018.  L Heyes sought confirmation of a Verifiers course for child protection (TTL). The Finance Director advised that BTC await a course date from NSPCC for Association Safeguarding Officers. |  |  |  |
| **DATE OF NEXT MEETING** | | | |
| Wednesday, December 4th 2019 at 3pm, Warwick Hilton. |  |  |  |