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| **Minutes:** BTC Ltd Board Meeting |
| **Meeting Date: Thursday 24th June 2021** |
| **Location: Zoom Teleconference** |
| **Time: 09:30-10:35** |
| **Attendees:** Meeting Chair: T Nicholls (CEO)  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 (FD), K Walton (CD) |
| **Apologies:** S Kirkland (INEC), M Brunger  **Guests:**  None |

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| **Meeting Notes and Agreed Actions** | **Lead Officer/Action** | **Timeframe** | **Attachments** |
| **WELCOME AND INTRODUCTIONS** | | | |
| T Nicholls informed the Board that apologies had been received from S Kirkland and M Brunger. | Chair |  |  |
| Declarations of Interest | | | |
| No updates advised. | Chair |  |  |
| Minutes of Last Meeting | | | |
| Minutes of the BTC Ltd Board Meeting held on 17th March 2021 were checked for content and accuracy and accepted as an accurate record of the meeting:  Proposed: R Sergiew  Seconded: L Heyes  For: Unanimous | Chair |  |  |
| **ACTIONS ARISING** | | | |
| **Action Tracker**  The Meeting Chair reviewed and recorded updates to the Action Tracker. | Chair/CEO |  |  |
| **Coaching accreditation**  See Action Tracker. | CEO/CD |  |  |
| **Instructor Training Day**  The Coaching Director advised Board members that the date is to be confirmed, either 2nd or 9th October 2021, venue Loughborough. Capacity dependent upon Covid guidelines. Activities available will include:   * Stretching * Mental Awareness * Basic Safeguarding Awareness * Time To Listen * First Aid * Other suggestions invited   The FD (BTC Lead Safeguarding Officer) and CD informed the Board that the venue for the training day for instructors in Scotland on Sunday 4th July 2021 was changed. The courses available on that day comprise:   * Basic Safeguarding Awareness * First Aid | CD |  |  |
| The CEO conveyed a question from S Kirkland, INEC, as to BTC’s appetite for paid online CPD courses, eg a module costing £10, as a possible income stream for BTC Ltd? Discussion indicated the general feeling that members would be more likely to engage in free NGB or priced Member Organisation courses and that face-to-face training and courses demonstrated a return to ‘business as usual’. **It was agreed that** a SurveyMonkey questionnaire would better inform the Board. | CD | ? |  |
| **Insurance**  Directors & Officers insurance policy was renewed with our current provider in April 2021 after a review of two further provider quotations.  The group cost for 2021-22 member-to-member insurance is £47K, saving £21K in view of the reduced membership numbers: 16000 2021-22 to date, 30000 2020-21. Some BTC Member Organisations are seeing a resurgence in membership.  Instructors’ Professional Indemnity Insurance 2020-21 was extended to 30th June 2021 by our insurance provider. PII now £15K for 800 instructors.  PII no longer includes 2-wk holiday cover. All instructors operating independently must be BTC Registered Instructors with PII and all other requirements of NGB accreditation.  There are no changes to policy benefits. | FD/CEO |  |  |
| **Self ASSESSMENT – code of governance 2017** | | | |
| **Update on BDO External Audit**  Still awaiting the outcome of the BDO External Review.  The CEO updated the Board on the response from BDO and will formally reply to their excel sheet of required responses.  **July 2020 Review of Code of Governance 2017**  The BTC Ltd INED Governance Lead will attend a UK Sport/Sport England workshop on 12th July 2021 to receive the latest information regarding the New Code of (Sports) Governance.  There is a UK Sport/SE workshop in the near future to advise NGBs and recognised bodies on the review of the Governance Code.  **Service contracts**  A minimum of three quotations are required for IT support, the contract with GCI (was Blue Chip) has expired. | CEO/FD  INED  CEO/FD |  |  |
| Risk Management | | | |
| The Board reviewed the Risk Register and adjusted accordingly. | CEO |  |  |
| Policies and Procedures | | | |
| BTC Registered Instructor courses: New and Renewal application forms have been updated, requesting confirmation of dates of attendance to BTC Basic Safeguarding Awareness course and evidence of First Aid qualification. The BTC listings of Member Organisation Registered Instructors has been updated to display this information.  No action. | CEO |  |  |
| **STRATEGY UPDATE** | | | |
| CEO Report | | | |
| See TOL report. | CEO |  |  |
| Safeguarding | | | |
| The FD advised the Board that BTC Ltd have met the NSPCC criteria, achieving Level 2 (three levels).  BTC Member Organisation Safeguarding Officers recently attended an online NSPCC/CPSU update training course (date??)  **Safeguarding Code in Martial Arts**  Information is displayed on the front page of the BTC website for clubs to apply should they wish to do so. There has been little uptake to date.The Board reviewed Safeguarding resulting in, other than process, no changes needed at this time. | FD |  |  |
| UK Anti-Doping | | | |
| No updates to report. | CEO |  |  |
| **Financial Report** | | | |
| All financial reports are circulated to Directors monthly for review. There being no queries raised, financial reports accepted.  BTC Ltd has historically received £120K/pa from BTC, this was reduced to £35K for last year, 2020-21, requiring BTC Ltd to use our reserve funds:  Current account is £66K, with £70K in the Reserve account. Commitments to September 2021 amount to £65K.  Sport England funding £48K for Apr-Sep 2021-22 has been received. SE funding for 2021-22, additional year to original Strategy Period due to COVID-19, is £96K in total. | FD/CEO |  |  |
| **TOL Update** | | | |
| The Coaching Director advised the Board that BTC Ltd are working in accord with British Taekwondo (BT) during the current uncertainty as to the future of TOL.  Board members expressed concern about ITC claiming to be an NGB. The TOL Chair has advised BTC Ltd that ITC applied Autumn 2020 for Sport England recognition and they could, after due process, become a recognised body. DO requested that all BTC Member Organisations share the BTC Facebook promotion of BTC and BT being the NGB and recognised bodies for TKD.  The CEO responded to a query about the application to SportNI advising that BTC and BT must not rest on their laurels. There are action points to be addressed to progress our application, ie clarifying the applying body (BTC Ltd or BTC), updating the Constitution and Memorandum of Articles, agreeing an International TKD Athlete Pathway document in line with the principles of the Good Friday Agreement (the right to choose to represent Ireland or GB). | TOL Reps |  |  |
| **AOB** | | | |
| None. |  |  |  |
| **DATE OF NEXT MEETING** | | | |
| Wednesday 13th October 2021, Warwick Hilton Hotel, 3pm start, followed by the AGM. |  |  |  |