**MINUTES**

**General Meeting**

**Thursday 5th December 2019**

Venue: Hilton, Warwick

Start Time: **10:00**

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| **Item** |  | | | | **Action** | **Appendix** |
| **1** | **Chairman’s Welcome and Apologies**  Apologies were received from M Prewett. | | | |  |  |
| **2** | **Licence Report**  Receipt of monthly licence reports was confirmed by all members.  Concerns were raised about the transfer of Kris Naidoo to BITF and possible outstanding fees. The BTC confirmed that the transfer was in accordance with the Constitution and the Rules and Regulations of the BTC. ITF NK members minuted their concern as to possible outstanding monies from Mr Naidoo to the ITF. As a matter of due process, whilst the transfer is confirmed, the Council has requested that the ITF Liaison Officer ensures that the relationship with any ITF organisation remains stable and credible and is further requested to gain confirmation from Mr Naidoo’s international organisation that all is in order. | | | | All |  |
| **BTC Member Organisation** | | **Registered Members** | **Voting Status** | **BTC Member Organisation** | **Registered Members** | **Voting Status** |
| **Full:** | | | | | | |
| UK ITF | | 4047 | FULL | GTUK | 1190 | FULL |
| TAGB | | 20143 | FULL | UKTA | 1824 | FULL |
| BTF | | 1366 | FULL | ETF | 591 | No vote |
|  | |  |  | UKTDC | 1169 | No vote |
| **Provisional:** | | | | | | |
| TTA | | 691 | Not applicable | BITF | 1060 | Not applicable |
| BTMA | | 500 | Not applicable | TTF | 411 | Not applicable |
| AETA | | 928 | Not applicable | UKTI | 422 | Not applicable |
| **3** | **Approval of Minutes** | | | |  |  |
|  | Minutes of meeting held on 11th July were checked for accuracy and content and agreed as a true and accurate record:  Proposed: UKTA  Seconded: TAGB  For: Unanimous | | | | Chair |  |
| **4** | **Matters Arising** | | | |  |  |
| 4.1 | **BTC Constitution**  The amended BTC Constitution was proposed for adoption. Changes to the past Constitution were re-instatement of Vice Chair, membership levels and Rules and Regulations No 18 to remove “unless a mutual agreement is made by the organisations involved”.  Proposed: Secretary General  Seconded: TAGB  For: Unanimous | | | | Secretary General |  |
| 4.2 | **BTC Tournament**  The Treasurer reported a £10,500 profit on BTC Championships held on 22nd September. R Sergiew wished it minuted once again that we were deeply disappointed by the lack of commitment from members around the table. The tournament was a success for those that did attend and should the tournament be run again, there would need to be a different agreement of how support would be guaranteed.  A further tournament is to be included on the next agenda. | | | | All  Sec Gen |  |
| **5** | **Secretary General’s Report** | | | |  |  |
|  | Nothing to report. | | | |  |  |
| **6** | **Treasurer’s Reports** | | | |  |  |
| 6.1 | **Insurance** | | | |  |  |
|  | The Treasurer informed Council members that both he and the Secretary General are in negotiations with insurance providers with regard to the 2020 policy and pricing. There has been one particular claim this year which may affect the no-claims bonus but this is yet to be verified. | | | | Sec Gen/ Treasurer |  |
| 6.2 | **Finance** | | | |  |  |
|  | The Treasurer referred to documents he had forwarded previously to all members for review.  There were no questions, therefore the Treasurer proposed that the accounts be accepted.  Seconded: UKTA  For: Unanimous  The Treasurer confirmed that indemnities for 2020 will be £70, instructor renewals £95 and new instructor applications £120. | | | | Treasurer |  |
| **7** | **ITF / Independent Liaison Officers’ Reports** | | | |  |  |
|  | * **Independent Liaison Officer**   Nothing to report. | | | |  |  |
|  | * **ITF Liaison Officer**   The ITF Liaison Officer informed all members there will be a celebration for Taekwondo. This will be held on Pyongyang. | | | |  |  |
| **8** | **Matters Arising – BTC Ltd** | | | |  |  |
| 8.1 | The Safeguarding Code in Martial Arts has become a sensitive subject as the BTC have appealed to Sport England and Educare that their current appraisal of applications relies more on honesty than produced evidence. The CEO and the FD are working closely with our partners, SE and Educare, to ensure all of our clubs receive the Code as a matter of course by virtue of being in the BTC and having submitted actual verified evidence prior to opening a BTC club. SE and Educare are working closely with the BTC Ltd in order to achieve our needs and wants and expect the mutual agreement that, if you are a BTC school, upon submitting your information to the Safeguarding Code and obtaining approval from and by the BTC to our partners, you will be issued the Code. In addition, all NGB clubs will be displayed on the proposed Safeguarding Code in Martial Arts map as both having the Code and NGB status, possibly showing in a different colour.  The CEO and FD continue negotiations with SE and Educare for a January launch.  In preparation for the launch and any club which may apply for the Code, clubs should update their websites to display their Club Welfare Officer. This will be randomly checked by Educare for compliance.  The Finance Director agreed the need to bring instructors outside of England up to date with BTC national Safeguarding policies and procedures. The first course held in 2020 will be held in Scotland, date to be confirmed.  Financial Director advised the Board that we await a date for the NSPCC update course. CPSU/NSPCC have advised BTC adopt a Safeguarding Team as opposed to single officer model. 12th January training day for all Association Safeguarding Officers will deliver new and updated Safeguarding policies, now in a separate booklet. | | | | Safeguarding Lead |  |
| 8.2 | **Clubmark**  The CEO informed the Board that Clubmark is no longer an option for clubs to apply for. The CEO further proposed to the Board that it may be worth looking at a TKD accreditation. This proposal the Board agreed to consider once we have implemented the L2 Coaching award and secured the Safeguarding Code for Martial Arts. | | | | CEO and Safeguarding Lead |  |
| 8.3 | **Verifiers / Registered Instructors / Coach Development** | | | |  |  |
|  | A BTC Verifiers Course will be arranged for February 2020 to incorporate the new Basic Safeguarding Awareness presentation. This presentation will be delivered separate to the BTC Registered Instructor Course and by tutors appointed by the Lead Safeguarding Officer. | | | | BTC Ltd |  |
| 8.3.1 | **Coaching accreditation** | | | | CEO |  |
|  | CEO set the scene that in order to deliver the nearly completed learning programme, the workforce will need to be prepared. Initially this will be done by training tutor/assessors. As detailed in previous minutes, this has been undertaken and 6 tutor/assessors are completing their qualification. The BTC INED will assist in tutoring and monitoring to achieve a positive outcome. The launch date is February/March 2020, the first course being offered to designated delegates. | | | |  |  |
| 8.3.2 | **Instructor Training Day** | | | | Coaching Director |  |
|  | The Coaching Director thanked all organisations that supported the BTC Training Day held on Saturday 5th October 2019 at the Radmore Centre, Loughborough College. Topics included:   * Mencap course well-received * First Aid oversubscribed * Basic Safeguarding * 69 attendees   The Coaching Director asked all Board Members present to consult with their members as to suggested content for the next BTC Instructor Training Day. | | | |  |  |
| 8.4 | **UK Anti-Doping** | | | | CEO |  |
|  | Nothing to report. | | | |  |  |
| 8.5 | **Sport England External Audit (BDO)** | | | | CEO |  |
|  | The CEO, the TOL Chair and TOL officers met with SE, who have appointed BDO as independent external auditors.  BDO officer met with the CEO, the INED and the Finance Director regarding Governance and Finance. Reflection so far is that BTC Ltd works on a basis of trust. The Chair reflected that SE and auditors do look at foundation organisations and finances, eg BTC, albeit the auditable body is BTC Ltd.  BDO representative had been invited today but no response to invitation received. Initial meetings identified that the BDO would be making a report by the end of December 2019.  The Chair emphasised that although Management accounts are scrutinised, bank statements, cash flow forecast, etc, this should be minuted. | | | |  |  |
| **9** | **Any Other Business** | | | |  |  |
| 9.1 | W Brown wished insurance to cover a wider age range, perhaps starting from 3yrs. The Treasurer confirmed that there is no age definition to insurance and that all members should be registered with BTC. | | | |  |  |
| 9.2 | W Brown asked about teaching in schools. As a guideline, the BTC adopts this general rule: if you are paid by the school for your tuition, it is their insurance you operate under as it is temporary employment; if you are teaching after school or where you are in receipt of any gratuity, whether fees or free hall hire, etc, then it is your own insurance that is effective. | | | |  |  |
| 9.3 | K Walton informed the Council that Adele Stach and Phillip Morris have ended their tenure as directors of TOL. Mr Chris Murali has been appointed as an Independent Director and one more is to be sourced. | | | |  |  |
| 9.4 | The Treasurer informed the Council that the BTC will be working with other NGBs to try for the reinstatement of Taekwondo in particular to the GCSE National Curriculum. | | | |  |  |
| 9.5 | M Dew requested a copy of the BTC Ltd Meeting minutes to which the Board agreed. | | | |  |  |
| **10** | **Next Meetings**  2020 dates: 5th March  9th July  3rd December  Thursdays, 10am start, Warwick Hilton. | | | |  |  |