

## **Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting**

**Location:** GB Taekwondo, Ten Acres Lane Sports Complex, Manchester, M40 2SP

**Date and Time:** 22<sup>nd</sup> August 2025  
09:00 – 12:00

**Attendees:** **Board Members**

Paul Buxton (PB) – Chief Executive Officer  
Ian Gillis (IG) – Senior Independent Non-Executive Director  
Dr Mike Loosemore (ML) – Independent Non-Executive Director  
Jennifer Ho (JH) – Director of Finance and Governance  
Ian Leafe (IL) – BT Representative - Non-Executive Director  
Vicky Lowe (VL) – Independent Non-Executive Director  
Chris Haynes (CH) – Independent Non-Executive Director

**Senior Leadership Team**

Andy Paton (AP) – Head of Teams and Operations  
Garry Owen (GO) – Head of Performance  
Ruebyn Richards (RR) – Head of Athlete Development

**Apologies:** Julia Newton (JN) – Independent Chair

**Minutes:** Rachel Pattison (RP)

<p><b>1. Introduction</b></p> <p><b>a. Declaration of Interest</b> n/a</p> <p><b>b. Apologies</b> Julia Newton.</p> <p>IG welcomed both VL and CH to the Board and said a sad goodbye to both JN and ML.</p> <p><b>c. Approval of May Minutes</b> Approved.</p> <p><b>d. Review of May Board Actions</b> Action updates distributed to Board prior to the meeting.</p> <p>PB updated on the HR related policy review and advised policies will be distributed to Board prior to Novembers Board Meeting.</p>	
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<p>Action: Circulate polices for approval once complete</p> <p>Action: following approval of policies, add link to Board pack so board members can access policies.</p>	PB/RP PB/RP
<p><b>2. Executive Report</b></p> <p>PB updated on:</p> <p>Senior Leadership Team Roles</p> <p>Executive Report</p> <p>PB, highlighted key points from the report and thanked GO for the work he has done around the Coaching Staff Restructure.</p> <p>SLT highlighted areas from the Executive Report which covered Performance, Operations, Development and Finance.</p> <p>Action: manage the process with NatWest to ensure relevant board members details are added/removed/updated following the recent changes to Board.</p> <p>Sephton &amp; Co LLP (our outsourced payroll services) have requested 2 forms of ID for all registered Directors for their anti-money laundering requirements.</p> <p>Action – All Directors to provide two forms of identification</p> <p>IG expressed his gratitude for the support the team have given to RM and her family and discussions took place around recent athlete retirements</p> <p>IG wished the team luck for GP Korea.</p>	JH All Directors
<p><b>3. BT Update inc. Major Events</b></p> <p>Paper shared and reviewed.</p> <p>IL highlighted key areas</p> <p>IG explained the importance to maintain open communication and continuation of the strong relationship between GBT and BT.</p> <p>IL updated on Commonwealth Taekwondo status.</p> <p>IG thanked IL, BT and Yarv Abbas for securing GP in 2027.</p>	
<p><b>4. Risk Register</b></p> <p>PB highlighted risks from the risk register</p> <p>PB to form a disciplinary panel</p> <p>Action: CH and PB to discuss how CH can provide support going forward</p>	CH/PB

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<b>Action: Add Commercial Revenue to agenda for open discussion.</b>	<b>PB/RP</b>
<b>5. Brand Strategy</b> PB updated on the work completed to date and asked board members for their views on whether to move forward with the project.  SLT/Board confirmed they support the project.  <b>Action: PB to ensure output of the project is clearly contracted and to update at Novembers Board Meeting.</b>  IG thanked PB for bringing this work forward.	<b>PB</b>
<b>6. Hubs Update</b> SG provided update and answered questions from Board Members.  <b>Action: IG to arrange for a property lawyer to review lease prior to signature.</b> <b>Action: CH suggested SG forms wording around purpose to help with decision making and communications</b> <b>Action: SG to provide visuals to Board</b>  Next Steps: <ul style="list-style-type: none"> <li>• Continue to review expenditure, and attempt to form a balanced budget</li> <li>• Clarify financial risks (i.e. costs associated with extracting from the project if it is not working)</li> <li>• Headline the purpose to support decision making and communication</li> </ul>	<b>IG</b> <b>SG</b> <b>SG</b>
<b>7. DSI's and Revised GSP for approval</b> Junior Worlds / U21 Worlds / Para Worlds Detailed Selection Information and General Selection Information approved by Board.  IG thanked everyone involved for their time and effort.	
<b>8. Directors Responsibilities and Committees</b> <b>Action: Add Item 8 to November Agenda.</b> IG will be standing down from ARCOM. Senior INED will be required to sit on ARCOM. <b>Action: Discuss with INED's and confirm.</b>	<b>PB/RP</b> <b>PB</b>
<b>9. Policy Review</b> Decisions to be taken off-line, and captured retrospectively in November minutes.	
<b>10. AOB – Dates and Agendas for Future Boards</b> <b>Action: Confirm future Board Dates</b> <b>Action: Send communication re new INEDS and JN/ML departure.</b>  IG acknowledged the significant contribution by both Julia Newton and Mike Loosemore and expressed his gratitude of service and wished them well going forward. IG feels privileged to be Chair of GBT and expressed the importance that everyone feels they make a contribution at these meetings.	<b>RP</b> <b>TD</b>

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IG thanked all.	
End of Meeting	