

Strictly Confidential

Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting



Location: National Taekwondo Centre

Date and Time: 7th February 2025
09:00 – 12:00

Attendees: Julia Newton (JN) – Independent Chair
Paul Buxton (PB) – Chief Executive Officer
Dr Mike Loosemore (ML) – Independent Non-Executive Director
Ian Leafe (IL) – BT Representative - Non-Executive Director
Ian Gillis (IG) – Senior Independent Non-Executive Director
Jennifer Ho (JH) – Director of Finance and Governance
Andy Paton (AP) – Head of Teams and Operations
Ruebyn Richards (RR) – Head of Athlete Development

Apologies: N/A

Minutes: Rachel Pattison (RP)

1. Introduction a. Declaration of Interest None b. Apologies n/a c. Approval of December Minutes Board Approved. d. Review of December Board actions Actions complete.	
2. Executive Report PB updates: <ul style="list-style-type: none">• Head of Athlete Performance Recruitment• Communication within the team• Athlete appendix (provided)• Athlete updates Andy Paton updates: <ul style="list-style-type: none">• Facility• Appointment of Lead Physio• Physiotherapy contract change	

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<ul style="list-style-type: none"> Uzbekistan Training Camp <p>Ruebyn Richards updates:</p> <ul style="list-style-type: none"> Preparation programme / camp Coaching team <p>Jennifer Ho updates:</p> <ul style="list-style-type: none"> End of cycle budget position Recruitment UK Sport Fraud presentation <p>Action: PB to share Women in Sport contacts with RR. Action: propose Athlete Rep plan for approval ahead of the next Board meeting.</p> <p>Ian Leafe provided scoring system update and requested a HUBs update which PB provided.</p>	<p>PB PB</p>
<p>3. BT Report</p> <p>IL updates:</p> <ul style="list-style-type: none"> SE funding confirmed for 26/27. Recognition process unresolved Recruitment for replacement NED Coach Education Talent (BT/GB overlap) Events – British Open (22nd/23rd March) GP 2027 bid ETU Disability Officer 	
<p>4. 2025 – 2029 Budgets and Targets</p> <p>PB recommended to Board the targets and strategic priorities that would form part of the contract with UK Sport. Board raised no concerns and accepted the recommendation.</p> <p>JH provided details of budget forecast against the increased UK Sport and Sport England award. Board raised no concerns with the proposed forecast allocation.</p> <p>JN highlighted the positive outcome and the opportunity it creates to address some long standing GBT priorities.</p>	
<p>5. General Selection Procedure / DSI's</p> <p>Policy updates / changes where shared.</p> <p>General Selection Procedure – approved. DSI Senior Worlds – approved. DSI Paralympic Worlds – approved. DSI European Youth Olympic Festival – approved.</p>	

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<p>Action: Highlight policy changes to athletes Action: Update General Selection Guidelines</p>	<p>PB/AP PB/AP</p>
<p>6. Review Output / Strategic Priorities / Risks Action: Add additional time to May Board to enable discussion on strategic plan and reporting metrics Action: Risk register to be updated in line with new strategy and shared at May Board Meeting</p>	<p>RP PB</p>
<p>7. Policy Review Action: produce Staff Handbook by August 2025 Action: APA framework policy review prior to May Board Meeting</p> <p>Board highlighted a number of policy areas for the executive to check (are they sufficiently covered within existing policies or were new policies required).</p> <p>Action: Locate and share Health and Safety Policy / Protocol Action: IL to share list of policies held by BT for reference</p>	<p>GA/outsource ALL</p> <p>PB IL</p>
<p>8. Chair and INED Job Descriptions Mike Loosemore’s term is due to end April 2025, however Board proposed, and ML agreed to continue until the Board meeting in May 2025.</p> <p>Julia Newton’s term will end June 2025, however Board proposed, and JN agreed to continue until the Board in August 2025 to ensure an appropriate handover of the role.</p> <p>It was agreed that both INED and Board Chair positions will be advertised from February 2025.</p> <p>Skills Matrix was reviewed.</p> <p>Action: PB to update JDs and speak to recruitment consultant.</p>	<p>PB</p>
<p>9. Board Appraisal Action: JN/RP to arrange appraisal dates for August 2025</p>	<p>JN/RP</p>
<p>10. Board and Gov Com Dates 2025 / AOB Authorisation limits reviewed and approved by Board. Board and GovCom dates confirmed.</p> <p>End of Meeting.</p>	