

**Strictly Confidential**



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

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**Location:** National Taekwondo Centre / Microsoft Teams

**Date and Time:** 3<sup>rd</sup> May 2024  
11:00 – 14:00

**Attendees:** Julia Newton (JN) – Independent Chair  
Paul Buxton (PB) – Chief Executive Officer  
Dr Mike Loosemore (ML) – Independent Non-Executive Director  
Gary Hall (GH) - Performance Director  
Ian Leafe (IL) – BT Representative - Non-Executive Director  
Ian Gillis (IG) – Senior Independent Non-Executive Director  
David Meli (DM) – UK Sport

**Apologies:** Jennifer Ho (JH) – Finance Director  
Rachel Pattison (RP)

**Minutes:** Recorded

<p><b>1. Introduction</b></p> <p>JN highlights:</p> <ul style="list-style-type: none"><li>• Notable performances.</li><li>• Advanced Safeguarding Level - approved.</li><li>• European Selection.</li><li>• UKAD.</li></ul> <p><b>a. Declaration of Interest</b> None.</p> <p><b>b. Apologies</b> Rachel Pattison Jennifer Ho</p> <p><b>c. Approval of February Minutes</b> Approved.</p> <p><b>d. Review of February Board actions</b> Actions complete.</p>	
<p><b>2. Executive Report</b></p> <p>PB provided update</p> <ul style="list-style-type: none"><li>• UK Sport draft LA budget submission Friday 17<sup>th</sup> May.</li><li>• European Championships</li><li>• Isle of Man</li></ul>	

<ul style="list-style-type: none"> <li>• Commercial</li> <li>• Finance</li> <li>• Cyber Security – <b>Action: investigate training options.</b></li> </ul> <p>JN advised Gov Rem and Nom Committee to meet three times a year. <b>Action: RP to scheduled dates.</b></p> <p><b>Gary Hall update</b></p> <ul style="list-style-type: none"> <li>• Olympic and Paralympic Selection             <ul style="list-style-type: none"> <li>○ Olympic and Paralympic preparation will take place at the NTC, Manchester</li> </ul> </li> <li>• Coach CPD day scheduled for 5<sup>th</sup> June</li> <li>• Psychology</li> <li>• Insurance and disclaimers</li> </ul> <p><b>Action: GDPR – GH to send visiting team disclaimer/IG to update wording.</b></p> <p><b>Ian Leafe update</b></p> <ul style="list-style-type: none"> <li>• Paris marketing and communications</li> <li>• Talent</li> <li>• Coach education</li> <li>• Governance</li> <li>• Cyber Security</li> </ul>	<p>PB/IG</p> <p>RP</p> <p>GH/IG</p>
<p><b>3. Review of Risks</b> Risks discussed:</p> <ul style="list-style-type: none"> <li>• UKAD</li> <li>• Selection Plan             <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>	
<p><b>4. Diversity Inclusion Action Plan</b> Board Approved</p>	
<p><b>5. HUBS update</b> A discussion took place to guide the next steps with the Hubs initiative. (Summary attached)</p> <p>JN suggested linking in with Army. <b>Action: Arrange introduction.</b></p>	<p>PB</p>
<p><b>6. Board Member Specific Topic</b> Mike Loosemore</p> <ul style="list-style-type: none"> <li>• Role Descriptor agreed</li> <li>• ML offered Concussion support to GBT and provided further details. Board Agreed. <b>Action: Concussion Protocol review, post Olympics.</b></li> </ul>	<p>ML</p>

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<p><b>7. AOB</b> David Meli provided UK Sport update.  End of Meeting.</p>	
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