Strictly Confidential

Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

Location: GB Taekwondo, Ten Acres Lane Sports Complex, Manchester, M40 2SP / Microsoft Teams

Date and Time: 27th May 2026
11:00 – 14:00

Attendees:

Board Members
Paul Buxton (PB) – Chief Executive Officer
Jennifer Ho (JH) – Director of Finance and Governance
Vicky Lowe (VL) – Senior Independent Non-Executive Director
(stood in to Chair the meeting)
Chris Haynes (CH) – Independent Non-Executive Director
Jo Larkin (JL) – Independent Non-Executive Director (Microsoft Teams)
Dave Marshall (DM) – BT Representative

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

Apologies: Ian Gillis (IG) – Chair

Minutes: Rachel Pattison (RP)

1. Introduction **a. Declaration of Interest** None declared **b. Apologies** Ian Gillis **c. Approval of February Minutes** Approved. **d. Review of February Board Actions** Actions were reviewed and discussed.	
2. Executive Report PB highlights • Feedback received from UK Sport around fan engagement • GBT strategy day AP highlights • NTC Developments	

• MMU nutritional joint venture support. GO highlights • European Championships • Medal standings • Performance system development PB advised selection policy review/changes to be agreed in August. RR highlights • Junior World Championship results • Preparation group reviews • Para group – three athletes have been classified • Talent draft • Hubs • Sport Scotland Funding secured JH highlights • Year-end position / turnover • Financial audit to commence w/c 20th July	
3. Risk Register Board discussed changes to risks, opportunities to proactively manage risks through communication and opportunities to consider how mitigating actions could be taken to reduce the impact of events, as well as prevent them. **Action: circulate communication policy** **Action: add communication policy to August Board agenda.**	 **PB** **PB/IG**
4. BT Update DM provided updates. **Action: DM to share ETU committee details.**	 **DM**
5. Policies Board signed off Declaration of Interest Policy Board signed off Concussion Policy Policy list was shared with board and reviewed: • Compliance • Finance • Performance Medical Welfare • Performance Selections • Safeguarding • Employee handbook	

Action: arrange meeting to review Performance Medical Welfare policies **Action: meet with BT safeguarding lead** **Action: add policy spreadsheet to shared policies folder** **Action: Board to review policy spreadsheet**	**AP/JL** **PB** **RP** **Board members**
6. Safety and Welfare AP updated on recent H&S work. Following clear position from GLL, GBT H&S policy will be updated. **Action: AP to provide H&S update at August Board.** **Action: review all medical policies**	 **AP** **AP/JL/TP**
7. Diversity, Inclusion and People Planning Board discussed the results of the staff and athlete demographic survey and agreed the proposed objectives of the DIAP. **Action: Update DIAP** **Action: DM to relate the survey results to the demographic data** **People Plan** PB & JH proposed updated people plan objectives, which were approved in principle. **Action: Update People Plan**	 **PB/JH** **DM** **PB/JH**
8. AOB End of Meeting.	