

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: 14th November 2025
11:00 – 14:00

Attendees:

Board Members
Ian Gillis (IG) – Chair
Paul Buxton (PB) – Chief Executive Officer
Jennifer Ho (JH) – Director of Finance and Governance
Ian Leafe (IL) – BT Representative - Non-Executive Director
Vicky Lowe (VL) – Senior Independent Non-Executive Director (Microsoft Teams)
Chris Haynes (CH) – Independent Non-Executive Director
Jo Larkin (JL) – Independent Non-Executive Director (Microsoft Teams)

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:

Minutes: Rachel Pattison (RP)

<p>1. Introduction</p> <p>a. Declaration of Interest n/a</p> <p>b. Apologies n/a</p> <p>c. Approval of August Minutes Approved.</p> <p>d. Review of August Board Actions Updates distributed prior to the meeting and reviewed</p>	
<p>2. Executive Report PB updates:</p> <ul style="list-style-type: none">• UKSI structural changes• BOA board election• Hubs – lease• Peter Keen	

<p>GO updates:</p> <ul style="list-style-type: none"> • Worlds results / medal target met • Ranking • Athlete leavers • Psychology changes • Para Worlds <p>IG congratulated the team on the World Championships.</p> <p>AP updates:</p> <ul style="list-style-type: none"> • Yannis Lai will join the team on 2nd January 2026. <p>RR updates:</p> <ul style="list-style-type: none"> • Hubs recruitment process • Junior Europeans to take place w/c 17th November <p>JH updates:</p> <ul style="list-style-type: none"> • Financial Audit • PKF • Increased Hubs contribution <p>Action: RP to send Silvertown lease to IG when draft document is available. Action: carry out due diligence on budget sheet once appointment of third party to carry out the fit out.</p>	<p>RP JH</p>
<p>3. Annual Accounts and Directors Report</p> <p>JH provided update and advised ARCOM have recommended Board Approve Annual Accounts.</p> <p>Board signed off accounts and audit letter. JH advised Beevers and Struthers will file the accounts and corporation tax.</p> <p>Action: JH to arrange for accounts to be signed.</p> <p>AP provided MCC facility lease update.</p> <p>Action: add MCC Lease to agenda at next board meeting. Action: PB to draft letter from IG to MCC</p>	<p>JH RP PB</p>
<p>4. Directors Responsibilities and Committees</p> <p>Roles confirmed:</p> <p>Board Welfare and Safety Lead – Jo Larkin Board Anti-doping Lead – Paul Buxton ARCOM Member – Vicky Lowe Senior Independent Non-Executive Director – Vicky Lowe</p>	

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<p>Committees confirmed: ARCOM (as constituted) NOMCOM (meet when required when making changes to Board) REMCOM (meet once a year)</p> <p>Action: JH to circulate the terms of reference for REMCOM and NOMCOM</p> <p>ESG has been added as a Board item annually.</p> <p>Beth Munro has been elected as Sustainability and Wellbeing representative for World Taekwondo and Bianca Cook has been elected as World Taekwondo Athlete Representative.</p>	<p>JH</p>
<p>5. Safeguarding PB updated Board and further discussions took place.</p> <p>Action: introduce Anonymous reporting Action: review Education piece Action: revisit and agree safeguarding Action: review communication retrospectively</p>	<p>PB PB PB PB</p>
<p>6. Risk Register</p> <ul style="list-style-type: none"> • PB highlighted key risks 	
<p>7. BT Update Including Major Events IL highlighted key areas from the report provided and advised he will step down as BT CEO at the end of the year. IL provided further details around British Universities and Colleges.</p> <p>GBT Board accepted Dave Marshall (BT Chair) nomination to GBT Board.</p> <p>IL and PB thanked IL for everything he has done for the sport.</p> <p>Action: IL to confirm when changes have been made with Companies House.</p>	<p>IL</p>
<p>8. BT-GBT MOU PB asked for any questions / concerns on MOU as presented. All approved agreement. Action: PB to finalise.</p>	<p>PB</p>
<p>9. Brand Strategy Update PB presented to the Board. IG thanked and congratulated the work on branding.</p>	
<p>10. Commercial Revenue PB presented to Board. VL and CH offered their support in this area. IG to circulate. Action. Add to next board meeting.</p>	<p>RP</p>
<p>11. AOB</p>	

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<p>GO – share next year’s competition plan with Board. IG thanked all for their efforts.</p> <p>End of Meeting.</p>	<p>GO</p>
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