

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
HELD ON TUESDAY, 23 MAY 2017
AT 10.00 AM
BOARD ROOM, BJA CENTRE OF EXCELLENCE
UNIVERSITY OF WOLVERHAMPTON, WALSALL CAMPUS, WOLVERHAMPTON, WSI 3BD

PRESENT:	Ronnie Saez, Chair and Chair, JudoScotland	(RS)
	Andrew Haffner	(AH)
	Loretta Cusack-Doyle	(LC)
	Bill Taggart, Chair Northern Ireland Judo Federation	(BT)
	Malgorzata Grzyb	(MG)
	Ryan Wilkinson	(RW)
	Eddie Awford, Chair, England Area Commission	(EA)
	Peter Blewett	(PB)
	Fred Prosser, Chair, Welsh Judo Association	(FP)
IN ATTENDANCE:	Andrew Scoular, Chief Executive	(AS)
	Gary Henderson, Corporate Services Director	(GH)
	Mike Cooper, Financial Controller	(MC)
	Colin McIver, Sport Director	(CMcl)
	Sharon Hellend (Taking Minutes)	(SJH)
APOLOGIES:	Alan Rickard	(AR)
	Nigel Donohue, Performance Director	(ND)

28/1 APOLOGIES & WELCOME

The Chair welcomed and thanked everyone for attending the meeting.

Apologies had been received from Alan Rickard.

RS advised that due to timings, item 6 of the agenda would take place first.

28/6 PRESENTATION BY COMMONWEALTH JUDO ASSOCIATION

Mr Rick Kenney and Dr Mike Callan made a presentation to the Board Members about how they would like to work more closely with the BJA. A copy of their presentation is attached.

28.2 DECLARATIONS OF INTEREST

RS and PB declared an interest in item 7 of this meeting and therefore, would take no part in the discussion of this item.

28.3 MINUTES FROM PREVIOUS MEETINGS

28.3.1 MINUTES OF THE MEETING HELD ON 14 FEBRUARY 2017

Item 27/8.1 – point 3 – ‘MTK reported that Destination Judo are on track and went to explain that currently the BJA have £185,000 at the year end’. A request was made to amend this to clarify that reserves of £185,000 relate to the BJA and not Destination Judo.

Action: AS

The Board confirmed that once the above change is made, they were happy to accept the Minutes as a true and accurate record of the meeting.

Proposed: MG
Seconded: LC

28.3.2 **NOTES FROM THE MEETING HELD POST EGM – SATURDAY 18 MARCH 2017**

The Board were advised that these were purely notes and would not be published on the website. However, it was requested that the 14th bullet point be removed.

Action: AS

28/4 **ACTIONS ARISING FROM PREVIOUS MEETINGS (NOT INCLUDED ON THE AGENDA)**

AS updated the Board in respect of Board actions:

19/13.1: Relationship between the BJA and BJJ – AS and PB met with Ed Semple and Ray Stevens on Thursday 18 May 2017 where after some discussion it had become apparent that not all information had been received. This is now being rectified and will be submitted in due course. Work will now begin with Roger Gracie and Carlson Gracie and AS will be meeting with Sport England to discuss how they can support the BJA with the opportunities.

However, the Board were advised that there appeared to be no real interest from the BJJ in having a relationship with the BJA. Discussion followed and the Board were not convinced that discussions were being had with the right people. It was felt that in order to progress this further, more support was needed from our funders to progress this further.

The Board, however, felt that British Jujitsu would be a good well organised organisation to speak with and the two sports (judo/ujitsu) have a great respect for one another.

The Board acknowledged that this was a mutual opportunity but all 3 groups were needed on board to make it work. AS to meet with Sport England to determine their level of support.

Action: AS

24/8 – Conduct & Complaints – Drawing up of a one page document detailing the sanctions – AS confirmed that he has had discussions with both Peter Holme and Keith Eldridge regarding the drawing up of this document but due to the complex nature of such a document, they are not able to complete this request.

25/8 – Communications & Marketing – First page of tender has been done but still to be completed.

25/8 – BJA Facility at Walsall – Still awaiting to have a meeting with Greenshoots and meetings with the University have been postponed. AS is trying to get a 1:1 meeting with the Vice Chancellor to determine what the current situation is with the facility.

Preliminary enquiries have been made into the availability and approximate costs for a temporary modular building to be placed on the University campus but this is not able to be progressed at present until funding from the university is known.

25/8.1 – UK Sport/Sport England Annual Assurance Process – AS advised the Board that despite numerous attempts to obtain this, the report is still awaited from Moore Stephens. AS is due to meet with Emma Farlow of Sport England tomorrow (Wednesday 24 May 2017) and will discuss this. A brief discussion followed and the Board were disappointed that there was no further progress with this. The Board requested that a letter be written to both UK Sport and Sport England expressing the frustration that the BJA have with regards to the delay in obtaining the report.

Action: AS

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11.10 a.m - AH Arrived

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25/9.1 – Membership Information from Joyce Heron – Focus Group has been set up and will meet 2-3 times per year.

25/10.4 – Operations – BJA Website – AS advised the Board that an e-mail has been sent out to all clubs asking for their feedback with regard to the user friendliness of our website and what they would like to see on there. Ben Pollard, Marketing & Communications Manager is also engaging with clubs to progress this further.

26/12 – Rule Changes – Now complete.

26/12 – Masters Competition – CMcl advised that this refers to having more control over the referees. However, monies for this cannot come from the referees budget as there is insufficient funds available.

27/11.2 – Triathlon appointed players to the Board – elite players to become an annual agenda item.

28/5 RISK REGISTER

AS drew The Board's attention to three items on the Risk Register, namely:

- Reputational – *'The use of the Brand and the Name of British Judo being used in a negative and illegal way by non authorised users'*. BJA now have the IP rights and the facebook page has been withdrawn.
- Funding – *'Future funding will be dependent on us achieving targets across UK Sport and Sport England and there will likely be additional pressures from both agencies, and we need to be prepared for significant reductions in funding in next cycle from Central Government and potential downturn in Lottery'*. As there has been no real change to this area, the risk has been downgraded but still remains high.

AS informed the Board that the Risk Register will be incorporated within the council review which will take place every quarter.

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11.40 a.m RSPB/GH/CMcl/MC left the room to allow for a confidential discussion to take place

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28/7

CHAIRMAN APPOINTMENT

MG informed the meeting of the process that had taken place to recruit a Chair advising the Board Members of who had been on the interview panel (which had included Liz Nicholl from UK Sport who was present in the capacity of an observer). MG advised the Board Members that Liz Nicholl was in agreement with how the recruitment process had been undertaken and with the recommendation that the panel now wished to put to the Board. A discussion followed and the recommendation that Ronnie Saez be appointed to the role of Chair was unanimously agreed.

It was agreed that MG would speak to the successful candidate and until such time, the decision should remain confidential. MG to notify AS when this discussion has taken place.

Action: MG

AS to telephone the 2 unsuccessful candidates and follow up in writing offering MG's services for feedback.

Action: AS

The term length of the successful candidate was discussed and the Board agreed that a term of 4 years and 3 years would be the most appropriate course of action.

Questions were asked with regard to a conflict of interest that the successful candidate may have but after discussion it was felt that since RS had previously held the role of Chairman in an interim capacity without any conflict of interest, and further that the number of Independent Directors would be increasing, there were sufficient safeguards in place and any conflict could be managed by the Board.

EA gave thanks to all who had been involved in the process of appointing a new Chair.

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Approx 12.00 p.m : RS/PB/GH/CMcl/MC re-enters

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28/8

CHAIRMAN'S UPDATE

RS updated the Board Members as follows:

EGM – This was well attended and resulted in a 96.4% in favour of the Governance change which RS felt was an excellent result.

2024 Olympic Cycle – Following a meeting with Sport England, Chairs have been advised that funding for the 2024 Olympic cycle are likely to be severely reduced due to the amount of money from the Exchequer. This will prove to be a real challenge and will force Sport England to seek other forms of funding.

The BJA have already seen a reduction of 20% from the last cycle and this situation is likely to continue. The Board were advised that more engagement is required with clubs so that more members are encouraged to join. More volunteers are also needed to help the BJA achieve their strategic goals.

UK Sport/Sport England Code – the BJA have to be code compliant by 31 October 2017. All terms of references and commissions are currently being looked into to ensure that we meet this deadline. RS hopes to carry out another engagement exercise with the areas over the summer/autumn months and this, he felt, needs to be an ongoing regular exercise.

European Judo Championships – Warsaw, Poland – RS/AS and George Kerr attended this event in April 2017 where the BJA took 2 bronze medals. The standard of the competition was excellent amongst the younger players.

RS drew Board Members attention to the Notes from the European Meeting in Warsaw held on 22 April 2017 under item 9 of the agenda. These were noted. The Board were advised that the EJU are very keen to hold an event in Glasgow in 2019 and want to discuss with the BJA a longer term event strategy.

Presidents 80th Birthday Celebrations – Marius Vizer and Sergey will both be invited to attend this event as part of BJA international relations strategy.

28/9

CHIEF EXECUTIVE'S UPDATE

Governance – AS informed the Board that a lot of work is still to be done in this area and made the Board aware of a meeting that he is due to have with Emma Farlow tomorrow (24 May 2017) to go through documents which evidence how the BJA are striving to be Code compliant by the deadline.

Memorandum & Articles – Nominations Panel – The code states that the Board have to be a majority and not the Council. This is currently not the case and therefore, is not code compliant but should be by the deadline date of 31 October 2017.

Transition – The transition document detailing the current position circulated prior to the meeting was noted and AS drew the Board Members attention to:

- **Judo England Position** – this is now up for election and needs to be done as soon as possible. Due to the number of years service Eddie Awford has served, this will mean that he will no longer be eligible and will need to stand down. EA fully understood this. AS confirmed that only England people could vote on this.
- **Loretta Cusack-Doyle** – is now also nearing the end of her term. AS informed the Board that the terms of office for AR/PB/AH are also due to expire in 2018.

With the new Governance now stating that elected Directors should reduce from 4 to 3, discussion followed as to how best to make this happen. It was felt that it would be best to apply for an exemption for another year and deal with all 4 elected Directors at the same time and wherever possible, AS will endeavour to phase the process so that not all skill sets are being lost at any one time.

AS to discuss this more fully with UK Sport when he meets with them on 24 May 2017.

Senior Independent Director – The Board unanimously agreed that Malgorzata Grzyb's role as Senior Independent Director be ratified.

Independent Director – Ryan Wikinson – RW was happy to accept this role.

Both MG and RW were happy to accept that the above roles and understood that they were for a term of 4 years. AS to write to both MG/RW confirming this.

Action: AS

New Independent Non-Executive Directors – A total of 19 applications have been received to date. A Nominations Panel will be set up to include the Chair to review the applications and progress this further.

Equality Balance – 30% of the make-up of the Board needs to be female members which equates to 4 and efforts will start shortly to look at this. An equality plan will also need to be drawn up.

Action: AS

AS confirmed that all of the above will be incorporated into the Action Plan and an implementation plan will be posted on the website.

Action: AS

Commission Review – Terms of Reference have been reviewed and amended for:

- Rewards & Recognition
- Performance Management Group

All others are also being reviewed.

AS asked for assistance in cross checking the above documents before they are submitted to the Board. FP and AH expressed their interest in being involved in this process. AS informed them that these would need to be signed off so that they can be put to the AGM in November 2017. RW confirmed that he would be happy to look over the Audit & Risk document.

Staffing – AS informed the Board that the PMG have now signed off the structure. However, 1 coach has decided not to accept his position and a process is currently being gone through with that individual.

Performance Welfare Officer – There has been a poor response to the advertisement for this role so far but we are currently working with EIS, Keith Eldridge and the British Athletes Commission to progress this.

Corporate Services Director – The Board congratulated GH on his appointment to this role.

All Staff Briefing – this will continue to be carried out on a quarterly basis.

International Relations – AS drew Board Member's attention to the 'International Relations Investment Strategy document' which had been circulated prior to the meeting and advised the Board that funding had now increased by £5,000 to £67,800. The Board approved this document and agreed for it to be signed off by PB.

Action: PB

Performance Review – AS informed the Board that Knight, Kavanagh & Page are due to speak to the Performance Team on 13 June 2017.

Conduct & Complaints Commission – the report submitted prior to the meeting was noted and attention was drawn to the increase in cases which appears to be as a result of the FA situation whereby the public are coming forward with historical issues.

Sport England Award – The information circulated prior to the meeting was noted and AS informed the Board that the BJA have until 9th June 2017 to finalise the targets. AS advised the Board that the areas that are measured by Sport England are those that they fund the BJA for, namely:

- Talent
- CRM work
- Destination judo

Duty of Care Document (Baroness Tanni Grey-Thompson) – This document was handed out to the Board. AS informed the Board Members that the information contained in this report will have a significant impact on the BJA Performance team especially in the area of diversity. This will be further looked into by the Performance Welfare Officer once appointed. In the meantime, AS agreed to piece together all of the recommendations and circulate to the Board before a response is given.

Action: AS

28/10 AUDIT & RISK

28/10.1 The Finance Report submitted prior to the meeting was noted and MC made a presentation which went into more detail with regard to the end of year position (see attached). There were no concerns raised.

28/10.2 EVENTS

The Operations Report circulated prior to the meeting was noted and GH drew Board Members' particular attention to:

- Efforts are underway to bring together isolated teams and look at how we can bring these together to bring a quality service to our stakeholders and to see what the best practice is.
- Work is underway on the membership function
- Commercial side – there is an aspiration to reduce the dependency on Sport England and UK Sport funding. GH advised the Board that we now have to look at ways of how more revenue can be raised so that we can be more self sufficient. This will include looking into the membership to see what it is actually worth.
- The FRG have approved a number of SLA's for the new cycle for the Performance Department.

Events & Competitions – The Board Members noted the events which are scheduled to take place over the next 4 years.

Awards Dinner – The Board Members were advised that to date over 40 nominations have been received for awards at the Annual Awards Dinner event on 11 November 2017. This is an increase on previous years at this stage in the process.

Marketing & Communications:

- The Insight Survey is now live and a report of the results will be produced and circulated to the Board as soon as the process has been completed.
- GH advised the Board that a recommendation which had been made by the Staff Forum to resurrect the forum on facebook had been put to the SLT for consideration. Although this idea has not been dismissed, the SLT have requested that any forum on facebook should be managed in an appropriate way.

GH continues to speak to the areas to try to determine what the membership want out of the BJA and the Board were in agreement that any such discussions/suggestions should be given full consideration and, if appropriate, acted upon.

The Board were very impressed with the content which was being put on Twitter and felt that this was an excellent way in which to engage with the Membership.

28/11 SPORT DIRECTORATE

28/11.1 HIGH GRADE PROMOTIONS

The recommendations contained in CMcl's report circulated prior to the meeting were noted and the following promotions to 6th Dan were approved by the Board:

- William (Bill) Taylor
- Craig Curtis (Western area)
- Terry Malkinson (Southern area)

28/11.2 CONTEST RULE VARIATIONS

The report that was circulated prior to the meeting was noted and after discussion, the Board agreed with all of the recommendations contained in the report.

28/11.3 REPORT – JOHN DEARDEN

The contents of the report circulated prior to the meeting were noted. The Board were advised that this report was purely for information and demonstrated that there is a process in place for handling any such promotions.

LIFE MEMBERSHIP APPLICATION – BRIAN MOORE

This item was not on the agenda but was raised by CMcl. After a brief discussion, the Board approved the application made by Brian Moore for life membership.

Action: AS

28/11.4 DESTINATION@BRITISHJUDO ANNUAL REPORT – FOR INFORMATION

The report circulated prior to the meeting was noted and there were no concerns raised.

28/11.5 MEMBERSHIP PRESENTATION

Membership & Gradings 4-Year Targets

CMcl presented the membership and grading targets that would have to be achieved by the end of the current funding cycle.

Particular emphasis placed on the English membership and grading targets as he was of the opinion that attaining these were crucial to securing future Sport England funding. He explained the need for a more flexible approach and the need to develop bespoke membership and grading offers to engage private operators and coaches working in the school environment. Incentive schemes had to be devised that would reward clubs and private providers for increasing membership and grading participation. The Board agreed on the need to be flexible with the proviso that all clubs meeting the criteria would benefit from any incentives offered.

28/11.6 CLUB REGISTRATION – PRESENTATION

CMcl made a presentation to the Board about the current position regarding club registration and a copy of the presentation is attached.

Club Registration Proposal

CMcl gave a presentation on a proposal to amend the club registration criteria and the voting rights of clubs. He stressed that the proposal was aimed at starting a discussion and consultation on the subject. It was agreed that the proposal should be further developed for consultation with the Areas and Clubs.

28/12 PERFORMANCE/PMG

Unfortunately, due to other commitments, ND was unable to attend the meeting to present his report but the contents of the report circulated prior to the meeting were noted. AS drew the Board Members attention to the tracking documents which had been provided and will continue to be included in Board packs at regular intervals so that the targets for 2019 can be seen.

AS explained that the trackers detail how an athlete is performing. The Board were very impressed by the level of commitment that the athletes are showing and requested that a letter be written from the Board offering their recognition. AS to prepare this letter on behalf of the Board.

Action: AS

AS drew the Board Members' attention to the organisation chart that was contained within the report and advised that this was not an up-to-date version.

Performance Pathway Manager – AS advised the meeting that efforts so far to recruit for this role have been unsuccessful. Discussions are now being had with EIS who have a pool of people who they have interviewed for roles and may be suitable for the vacancy that we have to fill.

AS also drew the Board Members' attention to the fact that currently the BJA have 3 girls who are in the Top 18 which is a credit to the level of coaching that is in place at the BJA.

28/13 ANY OTHER BUSINESS

Cameras – A request was made that due to the poor quality of the current cameras that are in circulation around the BJA, that replacements be looked at. AS agreed to look into the costs for replacing these and if appropriate will raise a CAPEX to cover the purchase of at least 5 new cameras.

Action: AS

Members Contact with Board Members – AS informed the meeting that efforts are underway to include contact details on our website for all 'contacts' and this includes Board Members. However, it was felt that it would be more beneficial to include the details of Sharon Hellend on each of the Board Member's profiles so that any messages received could then be forwarded on to the relevant Board Member by Sharon. This was agreed.

Action: AS

Declarations of Interest Forms – AS advised the Board Members that new Declarations of Interest forms will be circulated around the Board very shortly.

Action: AS

Proposed Date for Meeting with the Council – 15 July 2017– As most of the Board Members are not now available on this date, it was agreed that a new date would be determined and Board Members will be advised accordingly.

Action: AS

28/14 DATE OF NEXT MEETING

The next Board meeting had been scheduled to take place on Tuesday 13 June. However, as this is only a couple of weeks away, the Board agreed that the date for their next meeting be changed to **Tuesday 27 June 2017**.

Future Meetings:

Tuesday 29 August 2017
Tuesday 17 October 2017
Saturday 11 November 2017 (AGM & Annual Awards Dinner)
Tuesday 12 December 2017

RS thanked everyone for their time at today's meeting and there being no further business, the meeting close at 3.05 p.m