

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
HELD ON TUESDAY, 16 FEBRUARY 2016
AT 9.30 AM
HOLIDAY INN EXPRESS
CASTLE BROMWICH

PRESENT: Ronnie Saez, Chair and Chair, JudoScotland
Malgorzata Grzyb
Sara Hayes
Alan Rickard
Peter Blewett
Andrew Haffner
Eddie Awford, Chair, England Area Commission
Loretta Cusack-Doyle
Bill Taggart, Chair, Northern Ireland Judo Federation
Fred Prossner, Chair, Welsh Judo Association

IN ATTENDANCE: Andrew Scoular, Chief Executive
Colin McIver, Sport Director
Maria Turnbull-Kemp, Finance and Operations Director
Nigel Donohue, Performance Director (18.11.2)
Gary Henderson, Performance Operations Manager (18.11.2)

APOLOGIES: Mark Palios

18/0 WELCOME
The Chair welcomed all to the meeting

18/1 APOLOGIES
Mark Palios

18/2 DECLARATIONS OF INTEREST
There were no declarations of interest.

18/3 MATTERS TO BE TAKEN UNDER ANY OTHER BUSINESS

- Data sharing
- Golden Score for Minors
- English Areas – Representative to English Commonwealth Games Council

18/4 RISK REGISTER

AS highlighted that there was an addition to the risk register in respect of indirect Discrimination.

This item will be raised elsewhere on the agenda.

There were no other significant changes to the risk register.

18/5 MINUTES OF THE MEETING HELD ON 8 AND 9 DECEMBER 2015
The minutes of the meeting held on 8 and 9 December were approved

Proposed: Eddie Awford
Seconded: Peter Blewett

18/5.1 MINUTES OF THE MEETING HELD ON 7 AND 8 NOVEMBER 2015
The minutes of the meeting held on 8 and 9 December were approved

Proposed: Eddie Awford
Seconded: Peter Blewett

18/6 BOARD ACTIONS

AS updated the Board in respect of the Board actions.

18/7 CHAIRMAN'S REPORT

Updated Board Actions to be circulated with the minutes

18/7.1 EUROPEAN CHAMPIONSHIPS REVIEW

The SMT were asked to leave the room whilst discussions took place in respect of the European Championship. A separate confidential note was made by Malgorzata Grzyb

18/7.2 Vice Chair Election: The Chair informed the Board that following a discussion at the meeting on 13 January and a subsequent email from Fred Prossner, legal advice from Brabners had been obtained by the Chair in respect of the election of Vice Chair, discussions took place as to whether the BJA should appoint a Vice Chair for a two-year position or until after the Chair position had been finalised.

The Chair advised the Board the legal advice was as follows:

- The Vice Chair must be selected from the current Board of Directors
- The selection should be an agenda item at a Board meeting
- In the event of there being more than one candidate, then each should be offered a five minute time period during which they can make a short presentation to the Board.
- A vote will then be taken during which the candidates will be absent
- The election of the successful candidate will be secured by a single majority.
- In the event of the vote being tied the Chairman will have a casting vote
- The length of tenure of the post will normally be two years, however this can be varied by the agreement of the Board.

It was **AGREED** that the Board would prefer that the position of Vice Chair should be an interim position.

Loretta Cusack-Doyle and Peter Blewett both gave a five-minute presentation to the Board.

Both potential candidates were asked to leave the room whilst voting took place.

The outcome of the vote was as follows:

Peter Blewett	5 votes
Loretta Cusack-Doyle	4 votes

I abstention

The Board **AGREED** that the new Interim Vice Chair would be Peter Blewett who accepted the position.

18/8 CHIEF EXECUTIVE'S REPORT

The Chief Executive's report had been circulated. The following matters were highlighted:

Facility Update: The University are going through a rebuilding programme, the WA Building is part of the programme, there was a meeting yesterday to discuss potential changes to the WA Building, and this will not be signed off until September 2016. The VC is looking at going back to the original plan, whereby BJA could move into the existing building earlier on an interim basis. AS said that he would revert back to the Board when he has further information. He clarified that it was unlikely that the dojo would be demolished as the University had spent a significant amount of money. It was likely that the Gym would be replaced.

AS responded to a question whether Mixed Martial Arts had applied to be located in Walsall. Following a meeting with Ian Oakes, Wolverhampton University, it was confirmed that that they applied and would if accepted be based in the Wolverhampton University, City Campus and not in Walsall Campus.

UK Sport: AS stated that feedback had been received from UK Sport but Gary Henderson and ND will update the Board later in the agenda.

The BJA model "What it Takes to Win" was very well received and our submission document was within the top five NGBs.

Destination@Britishjudo: AS informed the Board that the paper had been prepared, following the agreement by the Board in December, in order for devolved approval by the FRG and that it was subsequently agreed to purchase the Durham hub. Our legal advisors are in the process of preparing the contracts which we expect to be finalised with the next few weeks.

Area and Home Countries and Annual Conference: AS suggested that it would be useful to hold an annual event where the Areas and the Home Countries meet and share experiences and support the Areas and Home Countries to drive strategic direction.

It was suggested that the Area and Home Counties would contribute to the event. It was **AGREED** that a small working party will be formed to look at the cost of setting up the conference. MTK would include this in the events strategy agenda

18/8.1 Sport England Strategy: AS and CMcl both attended a Sport England Strategy consultation. The first draft of the Sport England strategy is scheduled for April 2016. This meeting will be pivotal to the funding application the BJA will submit for the next cycle of funding,

AS highlighted some key points from within the strategy document

- 38% of SE funding goes to NGBs
- AS felt that Judo was in a fairly good position
- The age range has been changed to include 5 years upwards which is positive as BJA is a young sport.

- There was a separate consultation on the Talent Programme, James Thomas had been invited to that meeting.

18/8.2 Independent NED Job Description: At the moment we have had six people apply for the position – these includes lawyers, accountants and a CEO. AS informed the Board that the next stage would be to appoint to panel to interview the perspective independent director.

It was **AGREED** The Chair, Vice Chair, the Chief Executive, and an independent director would be on the panel. It was **AGREED** that AS will liaise with MG and SH which one was available to partake in the interview process.

18/8.3 Review of Business Plan KPIs: AS informed the Board that the SMT were tasked with updating the Board in respect of the KPIs that were devolved from the agreed Strategic Business Plan. All Board members had received a copy prior to meeting and they were accepted.

18/8.5 Safeguarding Plan: AS informed the Board that each year the BJA had to submit a plan to the NSPCC a meeting with the NSPCC is scheduled for the 7th March, whereby the plan will be discussed. He highlighted that more clubs had a welfare officer and that they will be introducing a Youth Panel. This is an English programme but happy for home countries to use the plan. The Youth Panel are being selected by expressions of interests.

18/8.6 Commission and Panels: AS sent the Board two papers in respect of the panels and commissions. AS suggested that the working group should be reinstated and finalise the document.

It was **AGREED** that the panel should consist of the Chair, Sara Hayes, Andrew Haffner and Loretta Cusack-Doyle and the Chief Executive.

Action: AS to arrange a meeting to review and finalise the panels and commission document and bring it back to the Board to approve the suggestion.

Discussions took place and suggestions were that the Schools commission should report back to the Board twice a year and that any other commission that did not have a Board representative should also report back the Board

18/10 Annual Plan: AS suggest the following items that should be included within annual plan and recommended that this was adopted by the Board:

April	BJA Strategy sign off Events Strategy Report
June	Participation Development Commission and Panel Final Report
August	International Relations Planning Accounts to be signed off
October	SE and UKS Final Submissions UKS/SE Assurance sign off

November AGM

December First Draft of the Business Plan 2017-18
Post-Olympic Review

February Business Plan Sign Off

Post meeting note – previously we had agreed to add an annual feedback from the Home Countries, and this will be added to the annual agenda.

18/8.8 Olympic and Paralympic Bonuses: AS informed the Board that following the last Board meeting he got a subsequent quote from the Insurance Company. He advised the Board that the premium was £2k per year with a £5k excess. The total pot is £30k.

The Board **AGREED** to go ahead and insure the BJA in respect of Olympic and Paralympic Bonuses.

AS was asked to seek clarification concerning the statement within the quote “the existence of this policy is not disclosed by the insured by any third party”.

18/11.2 Draft Budget 2016-2017: MTK, CMCl and GH presented to the Board the budget proposal for 2016-2017. MTK reinforced to the Board that the budget was extremely tight for the next year and that the SMT would review the management accounts on a monthly basis and a forecast will be prepared on a quarterly basis.

The Board **AGREED** that the budget should be adopted for 2016-2017. The KPIs associated with the budget will be incorporated inline with the annual business plan.

Proposed by: Eddie Awford
Seconded by: Andrew Haffner

18/9 STRATEGIC PANEL: DELIVERY AND TECHNICAL

18/9.1 Participation Figures and Sport England 9 Month review: CMCl had previously prepared a report which highlighted the BJA position in respect of the recent Sport England

18/9.2 Grading Review: CMCl informed the Board that he had conducted a number of grading surveys and the promotions panel prepared the report which has been submitted to the Board.

Areas highlighted from the report:

Item no 6 – Dan Grade

Item no 5 – Dan Grade

Item no 1 – Mon Grade

The items highlighted above would be taken back to the panel to reflect upon the points raised at the Board.

ACTION CMCl would revert back to the Board with further clarification on the three points raised by the Board.

18/9.3 Indirect Discrimination: A discussion took place in respect of the discrimination in respect of the wearing of head gear during low level competitions. He informed the Board that the BJA should move to introducing a pilot.

The Board **AGREED** that the BJA would look at the introducing a pilot scheme in respect of head coverings. It was also discussed whether we could work with the EJU/IJU.

18/9.4 Table Official's Revalidation Requirements: The programme has been tweaked slightly in line with the recommendations from the panel.

18/9.5 National Team Championships: There was a long discussion on the format of this year's National Team Championships. The Northern Home Counties had submitted a proposal and this was agreed with minor modifications to the proposed categories.

AGREED: CMCl and AH would look at the categories in line with the Boards discussions and inform the Midlands Area.

18/9.6 Meeting with IJF Referees: At the British Championships CMCl informed the Board that a meeting was requested by Marion Woodard. it was agreed that a meeting would convened on 12 March 2016. The Board were invited to attend a meeting and should let CMCl know whether they wanted to attend. The proposed agenda was discussed and that they would be represented by Peter Crompton, Elaine Downs and Marion Woodard.

AGREED that the Board would have the meeting with the representatives – Board member were invited to attend if available; CMCl would circulate details.

Andrew Scoular highlighted the recent email from Marion Woodard that had been circulated to the Board. The International and British rules were different. The IJF say that you must not intervene with the player has been hurt, it will be up to the medical person present. If you are medically qualified can you intervene – this a departure of the IJF rules and it will need further clarification.

AGREED AS would seek legal opinion and their advice would be communicated to all concerned.

18/10 Performance: ND presented an update of activity that had taken place since January 2016. A copy of the presentation will be sent out for Board information.

18/10.1 Tokyo Submission and UK Sport Feedback: ND went through the Tokyo submission which the Board had received prior to the meeting.

Feedback from UK Sport was that the plan was a well presented and integrated plan which was also comprehensive

Three areas were mentioned specifically:

- Global Randori – ND raised that a significant amount of time was spent out of the UK, the Performance Team wanted to target certain countries and use Europe on a training basis.
- Coaching Operating Structure – There was a need for a Head Coach

- Head of sports Science was also suggested

Budget that was submitted was approximately £8.9m for Elite and £2.6m for VI, initial feedback was that we needed to review this and come in at circa £6.3m and £1.7m respectively, which was the budget for the Rio Cycle.

“What it takes to win” was central to the strategy, best presented sport that had submitted to UK Sport.

Next steps – three key areas should be addressed and then the plan will re submit by 14th March.

Cadet Strategy: This had been shared with the Board last year, the strategy has a clear articulated pathway. It was agreed that judo club and home country strategies needed to be aligned. There was a need to build an annual programme, Japan will be the key event at the end of the 12 months whereby 10/12 cadet players will attend, and will be able to spend about 10 days there. Two/ three home country coaches will be identified and will also go to Japan. The feedback from parents and coaches was very positive.

Olympic and Paralympic – plan is well underway. The BJA had only received 4 accreditations at the moment. The team were going out to Brazil in two weeks times. Media person has been identified by our Marketing Team. The qualification doesn’t end before May 2016. The athlete suits will be delivered and they will have competition kit prior to Rio.

18/11 **Strategic Panel: Organisation**

18/11.1 **Finance Report**

The finance report had been circulated.

18/11.3 **Events Report**

The events report had been circulated prior to the meeting and no questions were raised.

18/11.4 **Operations Report**

The operations report had been circulated prior to the meeting and no questions were raised.

18/12 **STRATEGIC PANEL: COMMERCIAL AND FUNDING**

Malgorzata Grzyb tabled an update report.

Sport Collective: A report had been circulated to the Board. The following matters were highlighted, APLAN Insurance is an insurance company, who will pay us a commission when anyone gets a quote from them and additional fee if the person actually takes out the insurance.

Action: Sports Collective are to undertake due diligence on Aplan prior to the BJA starting promote the programme.

Physique: Tapes, strapping and other associated products have been agreed at a 15% discount, (10% BJA and 5% members). We will get £5k worth of free kit and a refund of £3.5k from EIS as well as video training.

AGREED: That the BJA will enter into an arrangement with Physique to use their products,

Weetabix: Potential marketing effort to promote a summer of sport - want to put a logo on the packaging offering two free taster sessions that they can promote to kids. There was no cash in this agreement.

AGREED: That the BJA will enter into an arrangement with Weetabix to promote the Summer of Sport.

Nissan: A paper had been circulated. AS highlighted the key areas which included a significant cost savings to the Association as well as providing two free vehicles and that staff have appropriate fit for purpose cars.

AGREED: That the BJA would enter into an agreement with Nissan and will continue to look at membership benefits.

18/13 ANY OTHER BUSINESS

Data Sharing will go to the FRG first then go back to Board

Golden Score: Andrew Haffner raised an issue in respect of the 'golden score' for minors. It was suggested that there was a need for a consistent approach, when a contest goes into the golden score.

ACTION: It was AGREED that AH and CMcl would review the issue and refer it back to the Board.

English Areas Meeting: It was noted that Barry James was retiring from his role with Commonwealth Judo following the Commonwealth Judo Championships in South Africa.

ACTION: it was AGREED Alan Rickard would be nominated as the English representative and this would be communicated to to the Commonwealth Games Council for England and the Commonwealth Judo Association.

18/14 DATE OF NEXT MEETING

Date: Tuesday, 5 April 2016 POST MEETING NOTE MOVE TO 12TH OF APRIL 2016

Time: 10.00

Venue: British Judo Centre of Excellence, Walsall

18/15 Dates of Meetings: 2016

Tuesday, 21 June 2016

Tuesday, 6th of September 2016

Tuesday, 25 October 2016

Tuesday, 6 December 2016

There being no further business, the meeting closed at 4.30 pm