

FINAL
BRITISH JUDO ASSOCIATION (BJA)
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
HELD ON TUESDAY 20 FEBRUARY @ 10AM
GEORGE KERR SUITE, WALSALL CAMPUS, UNIVERSITY OF WOLVERHAMPTON,
GORWAY ROAD, WALSALL, WS1 3BD

PRESENT:	Gerry Gualtieri, Chair	(GG)
	Alex Slade	(ASI)
	Neil Fletcher	(NF)
	Lee Shinkin	(LS)
	Diana Hunter	(DH)
	Graham Campbell	(GC)
	Paul Ajala	(PA)
	Garth Illingworth	(GI)
	Delia Wright (via Zoom)	(DW)
	Rebecca McCreath	(RM)
	Russell Brown (via Zoom)	(RB)
 APOLOGIES:	 Ben Quilter	 (BQ)
 IN ATTENDANCE:	 Andrew Scoular, Chief Executive	 (AS)
	Karen Roberts, Development Director	(KR)
	Nigel Donohue, Performance Director (in part)	(ND)
	Brian Davies, British Judo Trust (in part)	(BD)
	Justine Lynch, Executive Officer	(JL)

No	ITEM	ACTION
69.1	WELCOME & APOLOGIES	
	GG welcomed everyone to the meeting advising that apologies had been received by BQ due to a work commitment.	
69.2	DECLARATION OF ANY INTERESTS/CONFLICTS	
	Members were reminded of the need to declare their interest in any items requiring a decision and to remove themselves from such decision making.	
69.3	ANY MATTERS FOR ANY OTHER BUSINESS	
	ASI raised potentially holding the next Board Meeting at Wolverhampton Racecourse and attending the race meet the evening prior.	
69.4	MINUTES FROM PREVIOUS MEETINGS HELD ON MONDAY 11 DECEMBER 2023	
	The draft minutes from the Board Meeting held on Monday 11 December 2023 were approved as an accurate record of the meeting. Proposer: ASI Seconder: NF	
69.5	ACTIONS ARISING FROM PREVIOUS MEETINGS (NOT INCLUDED ON THE AGENDA)	
	All actions covered in reports or updated on the Actions List.	

69.6	RISK REGISTER	
	<p>AS advised that the Risk Register had been reviewed by all departments and just high level risks are now on the register to come to Board meetings. The key aim was to rationalise with risks and mitigating actions being combined and a heatmap has been added. However, this would be undergoing further review.</p>	
69.7	BRITISH JUDO TRUST	
	<p>10.15 BD joined the meeting.</p> <p>BD provided an overview on the function and purpose of the British Judo Trust (BJT) and advised that the BJT are currently funded by a £1 donation from each British Judo membership.</p> <p>There was then discussion around utilising the BJT's charitable status more efficiently from a tax/gift aid perspective, potential grant applications as well as better promotion and communication of the work that the BJT does.</p> <p>GG thanked BD for his presentation and the contribution he and the BJT make to judo.</p> <p>10.38 BD left the meeting.</p> <p>Action: AS to liaise with BJT in regard to reviewing their Terms of Reference</p> <p>Action: GG to seek advice from an independent expert in relation to utilising the BJT's charitable status in a more efficient way.</p>	<p>AS</p> <p>GG</p>
69.8	CHAIRMAN'S UPDATE	
	<p>GG provided a brief verbal update:</p> <ul style="list-style-type: none"> • GG and AS have built good relations with the French Judo Federation. They also attended the French Pro League which was an amazing event and definitely something British Judo should look to replicate. It was highly competitive and reduces the stress on individual performance; • GG has continued to visit clubs with KR and striving to keep the balance between support for elite and grassroots judo; • GG had attended the Council, Judo England and Judo Commission meetings the previous weekend. GG will be giving the purpose of these three meetings some thought and would be reaching out for guidance. <p>There was then general discussion on the overall review of Commission terms of reference as well as the BJT review, with key comments noted below:</p> <ul style="list-style-type: none"> • The full review would provide the perfect opportunity to tighten up all the Commissions without singling out individuals as well as challenging incumbents who wish to stay on Commissions to ensure they are still the correct fit and be comfortable to highlight where the structure or membership was no longer correct. • Requirement for new members with fresh ideas 	

	<ul style="list-style-type: none"> • Can be tabled as observations from the new Chair and a “re-joining the dots” exercise • Recognise that there is a risk of a backlash from those who won’t agree with any changes made <p>Action: GG and AS to meet with all the Commission chairs as the first action point in the Commission review</p>	<p>GG/JL</p>
<p>69.9</p>	<p>CHIEF EXECUTIVE’S REPORT</p>	
	<p>AS opened that he sought sign off from the Board for the People Plan that was circulated prior to the meeting, explaining that this was a governance requirement for the UK Sport Code.</p> <p>Decision: The Board unanimously approved the People Plan</p> <p>Date for Board training has been confirmed as Thursday 16 May with the potential discussion points included in AS’s report for Board members to consider and decide if they required the training.</p> <p>Action: Board members to confirm whether they would be attending the Board training to JL</p> <p>The Commission structure was discussed in the Chairman’s update, but further comments were made on the number of commissions and a need to ensure they are all necessary to deliver and align to the strategy. LS added that it was good to see the structure and reporting lines.</p> <p>On the Board annual agenda, there would now be input from all the Home Countries at all meetings with a deep dive once a year with the Chief Executive and Chair of each Home Nation invited to attend</p> <p>Action: Several updates to be made to the Board annual agenda:</p> <ul style="list-style-type: none"> • Annual review of the Commission structure • Home Nation updates at each Board Meeting • Annual deep dive of Home Nations, Chair and Chief Executives invited to attend <p>AS then advised there had been a preliminary meeting in Northern Ireland with 34 attendees from both British Judo and Irish Judo. AS commented that he had been heartened by the passion at the meeting and RB added that there had been some good points raised. The meeting had covered the current situation including funding. Next there would be meetings with Sport Northern Ireland and the Northern Ireland Judo Federation in regard to talent funding as well as an independent governance review to be facilitated by Wayne Barnes from Squires Patton Boggs.</p> <p>The Commercial Working Group had met and it had been agreed to host a potential sponsors dinner on Friday 12 April which coincided with Sport Accord and Vlad Marinescu, IJF Director General, would be able to attend.</p> <p>On HR, a new statistic had been added to the report in regard to times between leave periods to enable the monitoring of potential burnout which is especially useful for the Performance Team.</p>	<p>ALL</p> <p>JL</p>

	<p>AS advised that Peter Holme had resigned as Chair of the Conduct and Complaints Commission and we would be going out to advert to recruit for this position in the next couple of weeks.</p> <p>AS also advised that Andy Street, West Midland Mayor, had visited the National Training Centre. AS had presented the Combat Centre proposal to him which was very positively received.</p> <p>11.30 to 11:40 Break</p>	
69.10	FINANCE & OPERATIONS AND AUDIT & RISK COMMISISON UPDATE	
	<p>With Sajid Hussain unable to join the meeting, NF provided a brief update.</p> <p>Draft budget 2024 to 2025:</p> <ul style="list-style-type: none"> • Audit & Risk Commission (A&RC) had met on Monday 12 February and were happy with the progress on the draft budget for 2024 to 2025; • Deficits in events are covered and budgeted for but need to look at more commercial support for events or an increase in participation; • Current budget is in deficit but work is ongoing and a surplus will be added; • Membership and gradings income has increased and it is anticipated that we will start the new financial year with deferred income of £360k; <p>AS advised that there had also been discussion at the A&RC Meeting in regard to the investment policy and it had been agreed that SH would look into opening a new bank account in order to obtain the highest interest rate available. AS added that in order for this to be completed in a smoother and quicker way than the Lloyds Bank account, it would require swift replies from all Board members when information was requested.</p> <p>Action: Board WhatsApp group to be set up in order to alert Board members when urgent action was required</p> <p>AS then raised the Reserves Policy which needs to be revised to take inflation into consideration and would now incorporate a sliding scale whilst being mindful of not holding too much in reserves.</p>	<p style="text-align: right;">JL</p>
69.11	PERFORMAMNCE UPDATE	
	<p>ND's report was taken as read.</p> <p>As mentioned earlier, CS had failed to get classified at a recent event which is being appealed as the classifiers were looking for diagnosis of his condition, not confirming his category as J1 or J2, which is all they were meant to be doing. The process for CS to clarify his diagnosis would be extremely traumatic so it is hoped this can be avoided.</p> <p>GG wished it noted that CS had stayed at the event in order to be a training partner which was a great testament to the person he is.</p>	

69.12	DEVELOPMENT UPDATE	
	<p>KR first sought approval from the Board for the Diversity & Inclusion Action Plan (DIAP) to be submitted to Sport England for approval.</p> <p>Decision: The Board unanimously approved the DIAP.</p> <p>KR moved on to the proposed action plan for the clubs that don't have a Club Welfare Officer (CWO) which is to allow clubs 3 months from now to agree actions required to get a CWO in place and a further 3 months to complete the actions. KR added that the decision by Board for all clubs with members u18yrs of age to have a CWO in place is supported by the findings of the Whyte Report and general best practice in regard to integrity in sport.</p> <p>Decision: The Board unanimously supported the approach and timeline proposed for clubs to appoint a CWO</p> <p>Action: KR to advise Andy Bowly of the Board agreement and communication to be sent to all clubs in regard to the action that do not currently have a CWO</p> <p>KR then raised the issue of allowing entry into BJA competitions (current queries are in regard to the British Schools Championships) for judoka with Irish Judo membership but attending school and residing in Northern Ireland. AS explained the protection of a dual pathway in Northern Ireland and that the Irish Judo Association is a member of the European Judo Union. KR added that unlike the British Championships in December, there was no requirement to hold a British passport to enter the British Schools. RB raised the question of insurance with practice in other events, eg: European Junior Cup, being that non GB nations attending to compete are covered by their own insurance. AS added a similar concern that our affiliated associations such as the British Judo Council and The Amateur Judo Association benefit from events that we run without contributing to the costs incurred to run them, which should be a benefit to British Judo and Home Nations members. We should also look at charging an increased fee for events that the BJA funds.</p> <p>Action: Events Team to issue a waiver form in regard to insurance to confirm that those not covered by British Judo insurance hold their own insurance.</p> <p>Action: AS to agree what the increased fee will be and include in future affiliate agreements.</p> <p>Action: AS to notify Events Team of agreed fees who will then draft a communication to be sent to all competition organisers.</p> <p>Decision: With the above actions implemented, the Board unanimously agreed that Irish judoka should be granted permission to enter the British Schools and that entry fees can be increased to reflect benefits to British Judo and Home Nations members.</p>	<p>KR</p> <p>KR</p> <p>AS</p> <p>AS</p>

	<p>In regard to the England Area review, GI updated that the panel to do the review has now been agreed, however he was still to identify an independent advisor.</p> <p>Action: GI to appoint an independent advisor, commence the review in the next two weeks for completion by summer 2024.</p>	GI
69.13	MARKETING & COMMUNICATIONS UPDATE	
	<p>AS advised that the WePlay proposal would be presented to Audit & Risk again before coming to Board for final approval.</p> <p>Points raised in regard to the WePlay proposal noted below:</p> <ul style="list-style-type: none"> • Need to agree KPIs • Need to get the 2024/25 budget to a surplus before sign off • Requirement for a marketing and communications plan • There is confusion between marketing communications channels and audiences, different communication required for different platforms • Look at creating a playbook that highlights standards to maintain BJA reputation for contacts attending events that could create authentic/real content • RM happy to be involved in creating the pitch for commercial activity to include highlighting all the benefits of judo • Look at how to utilise the athletes which can have a high impact <p>Action: AS to request that Lynn Madeley (LM) contact RM in regard to the WePlay proposal and marketing and communications plan</p> <p>In regard to the plan for the website, DW expressed concern on the timescales provided.</p> <p>Action: AS to request that LM arrange a meeting with DW to discuss the website.</p>	<p>AS</p> <p>AS</p>
69.14	ANY OTHER BUSINESS	
	<p>PA passed on his thanks to DW for joining the Equality, Diversity & Inclusion Steering Group.</p> <p>AS advised that access to AdminControl had been provided to the Home Nation Chief Executives and confirmed there was no objection to this from Board members.</p> <p>ASI raised the possibility of holding the next meeting at Wolverhampton Race Course as there was a spring race meeting on the evening on Monday 29 April</p> <p>Action: ASI to provide contact details to JL for the Events Director at Wolverhampton Race Course</p> <p>With their being no other points for AOB, GG thanked everyone for their attendance.</p> <p>12:30 Meeting closed</p>	ASI/JL