

**FINAL**  
**BRITISH JUDO ASSOCIATION (BJA)**  
**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**  
**HELD ON TUESDAY 23 JUNE @ 10AM**  
**GEORGE KERR SUITE, UNIVERSITY OF WOLVERHAMPTON, WALSALL CAMPUS,**  
**GORWAY ROAD, WALSALL, WS1 3BD & VIA ZOOM**

<b>PRESENT:</b>	Ronnie Saez, Chair	(RS)
	Peter Blewett	(PB)
	Alex Slade	(ASI)
	Neil Fletcher	(NF)
	Marc Longhurst	(ML)
	Diana Hunter	(DH)
	Athena Witter	(AW)
	Paul Ajala	(PA)
	Ben Quilter	(BQ)
	Claire Lish	(CL)
	Russell Brown	(RB)
<b>APOLOGIES:</b>	Graham Campbell	(GC)
<b>IN ATTENDANCE:</b>	Andrew Scoular, Chief Executive	(AS)
	Nigel Donohue, Performance Director (in part)	(ND)
	Joyce Heron, Deputy Sport Director (in part)	(JH)
	Nikki Patel, Head of Marketing (in part)	(NP)
	Sajid Hussain, Head of Finance & Operations	(SH)
	Justine Lynch, Executive Officer	(JL)

No	ITEM	ACTION
<b>59.1</b>	<b>WELCOME</b>	
	The Chair thanked everyone to the meeting which was mainly held via Zoom due to travel disruption.	
<b>59.2</b>	<b>APOLOGIES</b>	
	RS informed that apologies had been received from GC and both ASI and CL would be slightly late in joining the meeting.	
<b>59.3</b>	<b>DECLARATION OF ANY INTERESTS/CONFLICTS</b>	
	Members were reminded of the need to declare their interest in any items requiring a decision and to remove themselves from such decision making. No conflicts with the agenda items were anticipated.	
<b>59.4</b>	<b>ANY MATTERS FOR ANY OTHER BUSINESS</b>	
	No matters for Any Other Business were raised.	
<b>59.5</b>	<b>MINUTES FROM PREVIOUS MEETINGS HELD ON TUESDAY 26 APRIL 2022</b>	
	it was agreed the Minutes from the Board Meeting held on Tuesday 26 April 2022 were an accurate record of the meeting.  <b>Proposer: RB</b> <b>Seconder: NF</b>	

<b>59.6</b>	<b>ACTIONS ARISING FROM PREVIOUS MEETINGS (NOT INCLUDED ON THE AGENDA)</b>	
	AS provided a brief verbal update on outstanding actions:	
<b>59.7</b>	<b>RISK REGISTER</b>	
	<p>AS updated on amendments to the Risk Register:</p> <p>New risk to be added in relation to the increase costs of 30/40% for Performance to attend camps and competitions. Looking at having to reduce the number of events and/or number of athletes attending which could have a knock on effect in not being able to qualify as many athletes as wish to.</p> <p>DH added this leads to a wider risk in relation to the cost of living crisis that may impact on membership income. AS further commented also a risk in relation to staff, 28% have second jobs and 48% of athletes on APAs also do. NF added it could also have an impact on competition numbers with people not able to travel so far to attend.</p> <p>SH informed that there is a meeting scheduled with UK Sport (UKS) to discuss any funding opportunities and AS has raised APAs with Andy McSweeney.</p> <p>10:18 ASI joined the meeting.</p>	
<b>59.8</b>	<b>GOVERNANCE REVIEW UPDATE</b>	
	<p>The agenda order was amended as RS wished CL to have joined the meeting for the Chairman's Remarks.</p> <p>ASI updated that it had been a good review with the main aim to ensure that the M&amp;As align with UKS and the Code for Sports Governance. Looking to make the changes minimal, with a couple of significant points that required discussion.</p> <p>There was a general discussion around the following points:</p> <ul style="list-style-type: none"> <li>• Board Director term lengths of 2 x 4yrs and being allowed to re-stand for appointment after a break of 4 yrs and potentially for a further 2 x 4yrs and whether this was the right approach or better to keep the Board members refreshed</li> <li>• Should the term length be different for Elected Directors and Independent Directors</li> <li>• Chairman role can be extended to 12yrs to maintain continuity and if a Board member then becomes Chair, their tenure can be extended</li> <li>• "Extended by exceptional circumstances" open to interpretation. Should this be addressed via succession planning or remain in the M&amp;As as does not put us in a negative position</li> <li>• Board requirements profile requires review to make becoming a Board member more attractive and inclusive not exclusive. Currently reads as a CEO job description which would dissuade a lot of potential candidates</li> <li>• Using member involvement in the Judo Commission to potentially attract more applications for Board vacancies</li> <li>• Use a more targeted campaign, eg to parents/grandparents</li> </ul>	

	<p><b>Action: Follow up review meeting to be organised with the solicitors</b></p> <p>10:55 CL joined the meeting</p>	<b>AS/RS</b>
<b>59.9</b>	<b>CHAIRMAN'S REMARKS</b>	
	RS included a brief verbal update including current IJF competitions and the upcoming Commonwealth Games.	
<b>59.10</b>	<b>CHIEF EXECUTIVE'S REPORT</b>	
	<p>AS gave a brief verbal overview of the key points in his report:</p> <ul style="list-style-type: none"> <li>• Thanked the Board for their input to the Strategic Plan which was now just being reviewed for branding prior to an online launch</li> <li>• Data for the CRM/Dojo received and in better than expected condition. NEST currently working on the scripts but should be on schedule for testing to start 11 July and the first phase launched on 18 July. Second phase due to launch end of July and then a final phase which would see all elements of membership conducted on line not paper based</li> <li>• There have been 3 notes of interest for the Development Director role and interviews would be carried out by AS, RS and CL</li> <li>• Feedback from recent staff survey had been generally positive, no areas for concern</li> <li>• Plans agreed for the renovations to Head Office and now just waiting for the costings from the University Estates Team</li> <li>• A "Judo House" is to be arranged for during the breaks in between the judo sessions at the Commonwealth Games at the Novotel, a short walk from the arena</li> <li>• The Whyte Report into Gymnastics would have some impact on how UKS and DCMS reflect on safeguarding but AS will be discussing this with Sally Munday</li> <li>• Sami Smithson (SS) will be looking at the Code for Sports Governance from an Equality, Diversity &amp; Inclusion perspective</li> <li>• AS will be attending a round table discussion on transgender participation in sport. SS has been working on a new policy</li> </ul>	
<b>59.11</b>	<b>AUDIT &amp; RISK and FINANCE &amp; OPERATIONS UPDATE</b>	
	<p>NF advised that there was just one month's reporting and currently income and expenditure reflect each other.</p> <p>SH advised that the audit had been completed early May with just 4 recommendations from the auditors that had been shared prior to the meeting along with the actions to be taken. SH confirmed the Board had no questions in regard to this.</p> <p>AS then raised the Membership Report, again shared prior to the meeting, and ran through the points in the report. AS advised that work was being carried out on re-forecasting and the additional funding required by Performance. AS concluded that there are issues but mitigation actions are in place.</p> <p><b>Action: Cost of living crisis to be factored in to the re-forecasting</b></p>	<b>AS/SH</b>

<b>59.12</b>	<b>PERFORMANCE UPDATE</b>	
	<p>Agenda running order amended as ND was still present at the meeting.</p> <p>ND provided an updated on the recent camps and competitions the team have attended and events coming up in the next couple of months.</p> <p>On specific athletes, ND advised that Lucy Renshall was now Ranked World No.1. Nekoda Davis-Smith is now fit to fight again and is returning to full time training and competition and hoped she will be able to qualify for Paris 2024.</p> <p>As previously mentioned, ND raised that the with the Olympic programme still operating under Covid restrictions and extortionate costs for IJF and EJU events, Performance are looking for savings elsewhere to contribute to the camps and competitions budget.</p> <p>On the Paralympic side, the key focus is getting all athletes classified prior to the World Championships in November which is the first qualifying event for Paris 2024.</p> <p>On the first Culture Health Check since 2020, feedback has been very positive with high participation rates from staff and athletes. Next meeting scheduled with the athletes in 4 weeks' time.</p> <p>ND advised that Chelsie Giles (CG) has withdrawn from competing at the Commonwealth Games in order to focus on qualifying for Paris with her next competition being the Hungarian Grand Slam. ND confirmed that this decision had been taken by CG following learnings from the build up to Tokyo 2020 and a clear focus on getting a second Olympic medal.</p>	
<b>59.13</b>	<b>SPORT DEPARTMENT UPDATE</b>	
	<p>JH joined the meeting. JH's report was taken as read.</p> <p><b>Decision: Dan Grade promotion for Alec Edwards from 5<sup>th</sup> to 6<sup>th</sup> Dan was unanimously approved by the Board</b></p>	
<b>59.14</b>	<b>MARKETING, DIGITAL &amp; COMMUNICATIONS UPDATE</b>	
	<p>NP joined the meeting and provided a short narrative around her report.</p> <p>In response to NF's query in regard to training on the new CRM/Dojo, NP confirmed that there would be step by step process guides available and resource permitting, a video would be produced.</p>	
<b>59.15</b>	<b>ANY OTHER BUSINESS</b>	
	<p>With their being no other business, RS thanked Board members for their time reiterated his appreciation for their forbearance and participation in what had been a difficult discussion in parts adding that it would probably be a subject the Board would need to revisit, but hopefully there will be some clear guidance prior to that.</p> <p><b>13:40 Meeting closed</b></p>	