

DRAFT
BRITISH JUDO ASSOCIATION (BJA)
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
HELD ON MONDAY 30 APRIL @ 9AM
BOX 3, WOLVERHAMPTON RACECOURSE, DUNSTALL PARK,
WOLVERHAMPTON, WV6 0PE

PRESENT:	Gerry Gualtieri, Chair	(GG)
	Alex Slade	(ASI)
	Neil Fletcher	(NF)
	Lee Shinkin	(LS)
	Ben Quilter	(BQ)
	Marc Preston	(MP)
	Paul Ajala	(PA)
	Garth Illingworth	(GI)
	Delia Wright	(DW)
	Rebecca McCreath	(RM)
	Russell Brown (via Zoom)	(RB)
APOLOGIES:	Diana Hunter	(DH)
	Graham Campbell	(GC)
IN ATTENDANCE:	Andrew Scoular, Chief Executive	(AS)
	Karen Roberts, Development Director	(KR)
	Nigel Donohue, Performance Director	(ND)
	Sajid Hussain, Finance & Operations Director	(SH)
	Lynn Madeley, Marketing & Comms Director	(LM)
	Jude Taylor, UK Sport (in part)	(JT)
	Rob Morini, UK Sport (in part)	(RMo)
	Justine Lynch, Executive Officer	(JL)

No	ITEM	ACTION
70.1	WELCOME & APOLOGIES	
	<p>There was a non Executive staff closed meeting prior to the Board Meeting that recommended a potential restructure for consultation with appropriate staff.</p> <p>AS sought permission from the Board to potentially overspend on the Performance budget to secure the services of a new Performance coach post the Paris Games. This would be from BJA funds and not UK Sport funds.</p> <p>9.30am Executive staff and JL joined the meeting.</p> <p>GG welcomed everyone to the meeting advising that apologies had been received by DH and MP representing JudoScotland in GC's absence.</p>	
70.2	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.	
70.3	ANY MATTERS FOR ANY OTHER BUSINESS	

	No matters were raised for Any Other Business.	
70.4	MINUTES FROM PREVIOUS MEETINGS HELD ON TUESDAY 20 FEBRUARY 2024	
	The draft minutes from the Board Meeting held on Tuesday 20 February 2024 were approved as an accurate record of the meeting. Proposer: ASI Secunder: GI	
70.5	ACTIONS ARISING FROM PREVIOUS MEETINGS (NOT INCLUDED ON THE AGENDA)	
	AS provided a brief overview of actions that have progressed since the February meeting not included in Chief Executive or Chair reports: <ul style="list-style-type: none"> • Conduct & Complaints Commission Meeting planned and general commission vacancy list created and these will be put out to advert shortly • Quarterly reporting tool for the Areas created to be completed from first quarter of 2024/25 • England Areas Review: GI updated that he was meeting with Kerry Merrill, independent advisor to assist in the review, the following week. Also, GI had consulted with SH on the input/output of funds provided to the Areas. GG commented on the slipping timeline on this and that he was keen for this to progressed as quickly as possible. <p>Action: GI to provide the CV for Kerry Merrill to be circulated to the Board members</p> <p>Action: GG to appoint an independent Board member to work alongside GI on this review</p> <p>09:50am Agenda reorganised as JT and RMo joined the meeting</p>	GI GG
70.6	UK SPORT SYSTEM MASTER PLANNING	
	RM shared a presentation with the Board, key points and discussions noted below (presentation will be circulated): <ul style="list-style-type: none"> • One System, One Team broken down into 4 areas: Operational Efficacy Relevancy, Engagement & Revenue Structural Alignment and Integration A 'People' System • System Master Planning in 3 phases: Phase 1: Case for Change, November 2022 to June 2023 Phase 2: Plan for Change, July 2023 to December 2024 Phase 3: Implement the Change, 2025+ • Partners' Engagement and Next Steps: Project Advisory Group Working Groups Boards of partner bodies Targeted comms and engagement Chairs & CEOs Home Country Sports Council and National Agencies Athletes 	

	<ul style="list-style-type: none"> Next meeting with Chairs and CEOs on Monday 20 May to update and discussion on emerging focus areas (fan engagement, data and digital, structural alignment). NB: GG and AS in Abu Dhabi for World Championships, NF and SH to attend Pilots and post Games reviews <p>10.20am LS left meeting Break: 10.30 to 10.45am</p>	
70.7	RISK REGISTER	
	<p>AS highlighted that there had been two additional risks added to the Risk Register: income targets for the year; and qualification for the Paris Games.</p> <p>ND added that there were currently no male fighters expected to qualify, however the situation could change with each competition, with the possibility of Lachlan Moorhead obtaining a continental place.</p> <p>10.58am LS rejoined meeting</p>	
70.8	CHAIRMAN'S UPDATE	
	<p>GG provided a brief verbal overview of his report.</p> <p>GG raised a couple of additional points:</p> <ul style="list-style-type: none"> Strategy and post Olympics/Paralympics review meeting to be scheduled Action: JL to circulate potential dates late 2024 to Board members Feedback on the British Judo Trust's tax status had been that there was only tax benefit to be gained from substantial donations and therefore the suggestion is to clearly define the structure of the Trust with a more formal process for funding projects. SH added that a benefit of the Trust is that it provides a mechanism for bidding for funding pots that British Judo would not be eligible to apply for. Action: JL to organise meeting to include GG, Brian Davies, AS and ASI 	<p>JL</p> <p>JL</p>
70.9	CHIEF EXECUTIVE'S REPORT	
	<p>AS provided a verbal overview of his reporting, highlighting key points:</p> <ul style="list-style-type: none"> Annual Report running order would be issued soon Going to use new clearer annual business plan reporting template from 2024/2025 Correction to be noted in AS's report in regard to the days SH would support British Mountain Climbing from 20 days to 40 days Tim Ellis and Matt Divall are continuing to work with the Northern Ireland Judo Federation (NIJF) and Sport Northern Ireland on a process for aligning their performance pathway more closely to ours and needs to include Ireland Judo to conform to the Good Friday Agreement. Also, a governance review of NIJF being conducted by Squire Patton Boggs has commenced 	

70.10	FINANCE & OPERATIONS AND AUDIT & RISK COMMISISON UPDATE	
	<p>SH advised that he had met with the individual budget holder directors and conducted several reviews of the 2024 to 2025 budget with AS. This budget had then been checked and challenged at a recent Audit & Risk Committee Meeting.</p> <p>Key points from 2024 to 2025 budget:</p> <ul style="list-style-type: none"> • No risk to UKS and SE income • No risk to membership and gradings income and forecast deferred income at end of March 2024 is £330k • Looking at other NGB income streams, eg: shared services • Total expenditure for the year is £5.17m • Projected surplus is £4k • Cash position is healthy and £500k has been invested in cash deposit account with Lloyds • SE Movement Fund for clubs expected to launch later in the year • Potential opportunities totalling an income of £180k <p>Decision: The Board unanimously approved the budget for 2024 to 2025.</p> <p>Key points from March 2024 Financial Update:</p> <ul style="list-style-type: none"> • Membership YTD income is £633k, against budget of £620k, up 20% on previous year • Gradings and Education YTD income is £330k against a budget of £300k, up 18% on previous year • Total grant income from UKS and SE is £3.53m • Total NGB generated income is £1.79m • £83k paid in rebates to the Areas and British Judo Trust • Additional spend: Governance cost of £14k for recruitment and HR support in Q4 of £3k • Events deficit of £93k • Back office expenditure over budget by £6k at £1.28m • Total expenditure for the year is £5.28m • Surplus is at £41k against budgeted surplus of £12k • Deferred membership of £358k • Advance core grant funding received is £227k 	
70.11	DEVELOPMENT UPDATE	
	<p>KR's report was taken as read with additional information provided on some key areas:</p> <ul style="list-style-type: none"> • Increase in membership number by 13% since May 2023 • Projects currently underway include Finding Your Feet; Judo Activators; Judo Active Places; and Revealing The Secrets of Judo • The Diversity & Inclusion Action Plan has been approved by the Sport England consultants and work would now begin on the actions in this <p>KR then sought approval to the proposal for university judo clubs to be connected to the relevant England Areas in order to enable us to connect with them directly</p> <p>Decision: Board unanimously agreed that it was the correct course of action for universities to be connected to England Areas</p>	

	<p>KR then raised the proposal that had been submitted with her report in regard to safeguarding training. KR advised that currently the requirement is for initial training to be face to face and then every 6 years with online training accepted in the third year in between the face to face sessions. However, with a significant decrease in availability of face to face courses, significant improvements in the quality of online blended learning and the potential of British Judo creating our own training, KR sought approval in principle on the idea of accepting online training.</p> <p>Action: KR with Andrew Bowly, to further investigate the potential options for safeguarding training and report back to Board at the June Board meeting.</p> <p>Discussion moved on to the Technical & Education and Delivery Teams with MP raising a query on how the success of these teams is measured. There was then general discussion around the expectations of and measures used by SE (eg: participation numbers; male/female ratios).</p> <p>Action: KR to raise how to obtain statistics on measuring success at the Development Team Away Day planned for Wednesday 10 July</p> <p>GG commented that this had been a good worthwhile discussion and that he was hearing good feedback when out at events and clubs.</p> <p>In regard to the Safelandings and Safeguarding Adults Policy attached to KR's report, AS commented that whilst they were long documents, it was felt that they were appropriate for our needs.</p> <p>Decision: The Board unanimously approved both the Safelandings and Safeguarding Adults policies.</p>	<p>KR</p> <p>KR</p>
70.12	PERFORMANCE UPDATE	
	<p>ND provided further detail on the current focus for the Performance Team:</p> <ul style="list-style-type: none"> • Coming up to the end of Olympic qualifying events, 4 remaining that will have an impact with the Abu Dhabi World Championships carrying the highest number of qualification points • Currently 7 female fighters across 5 weights in contention so will definitely qualify 5; best case scenario for the male fighters is one qualifying via Continental qualification • Chelsie Giles is performing well but have to limit the number of competitions she enters to allow gaps for her having to make weight. Not going to the World Championships, focusing on being ready for the Olympics • Lucy Renshall is currently injured but doing low level training and expected to be back on the mat 4 weeks prior to the Olympics, however will go there unseeded • There are two female fighters competing for places in three weight categories -57kg, -70kg and -78kg • Pre-selection meeting to take place including ASI prior to official selection to ensure time to manage any appeals prior to the Games 	

	<ul style="list-style-type: none"> • The Paralympics Team are competing in the IBSA Grand Prix in Georgia mid May • Received indicative funding figure from UK Sport for the LA cycle. Now have to submit a draft budget which will be completed once received the funding figure from SE • Work being carried out on how to bridge the significant gap in the pathway with more training camps and competitions as well as a training camp in Tokyo in October 	
70.13	MARKETING & COMMUNICATIONS UPDATE	
	<p>LM's report was taken as read.</p> <p>DW queried the data in the social media engagement table included in LM's report. Agreed not accurate/confusing and would be updated and circulated to Board.</p> <p>LM added that the Embrace Campaign resources were nearing completion and should be launched to clubs via a marketing portal in the next couple of weeks.</p>	
70.14	ANY OTHER BUSINESS	
	<p>AS reminded Board that it had been agreed for Home Nation Chief Executives and Chairs to attend one Board Meeting per year in person.</p> <p>Also, the AGM and Awards Dinner would take place on Saturday 2 November and this would be combined with a full 'Judo Day' with KR and the Events Team working on the itinerary for the day.</p> <p>With their being no other points for AOB, GG thanked everyone for their attendance.</p> <p>12:35 Meeting closed</p>	