

FINAL

BRITISH JUDO ASSOCIATION (BJA)
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
HELD ON TUESDAY 27 AUGUST 2024
GEORGE KERR SUITE, WALSALL CAMPUS, UNIVERSITY OF WOLVERHAMPTON,
GORWAY ROAD, WALSALL WS1 3BD

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

No	ITEM	ACTION
72.1	WELCOME & APOLOGIES	
	<p>GG welcomed everyone to the meeting and advised apologies had been received from BQ, who is in Paris for the Paralympics, and LS who is on holiday.</p> <p>GG also advised that the agenda would be rearranged slightly, with ND coming at 12.15 due to other meeting commitments at his scheduled time of 13:45.</p>	
72.2	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.	
72.3	ANY MATTERS FOR ANY OTHER BUSINESS	
	<p>There were a couple of items raised for discussion under Any Other Business:</p> <ul style="list-style-type: none"> • Judo Commission update (NF) • Promotions & Gradings Commission paper for approval (NF) 	
72.4	MINUTES FROM PREVIOUS MEETINGS HELD ON TUESDAY 18 JUNE 2024 & THURSDAY 18 JULY 2024	
	With small amendments to be made to the bullet points in the JudoScotland update section of the minutes from Tuesday 18 June,	

	<p>detailed below, the draft minutes from both Board Meetings were approved as an accurate record of the meetings.</p> <ul style="list-style-type: none"> • JudoScotland took the 'word Olympic' out of strategy with a greater emphasis on development and pathways • Employed Disability Officer 'to support the growth of adaptive judo' (not paralympic) • sportscotland is all one word and lower case <p>Proposer: GI Secunder: NF</p>	
71.5	ACTIONS ARISING FROM PREVIOUS MEETINGS (NOT INCLUDED ON THE AGENDA)	
	<p>AS provided a brief overview of actions that have progressed since the June meeting not included in Chief Executive or Chair reports:</p> <ul style="list-style-type: none"> • Interviews had now taken place for the Conduct & Complaints Commission, which is now looking for 4 new members following the resignation of Andy Moss who AS is meeting with later same week to understand his reasons for resigning • Not been able to arrange a date for Brian Davies (BD), British Judo Trust to visit Head Office Action: AS to draft a governance and process document to send to BD for review and sign off • GI updated on the England Areas review that the process would go live the following week to get feedback and be completed the second week of November to tie into the strategy meeting at the end of November Action: GI to provide scoping document/actions for circulation to Board members • KR has met with Annette Shaw Secretary at British Judo Council, GG has met with Bernard Richmond KC and KR is meeting with the Amateur Judo Association later same day. Brabners solicitors have been engaged to redraft the Affiliation Agreement. 	<p>AS</p> <p>GI</p>
72.6	RISK REGISTER	
	<p>AS advised that although we had not medalled at the Olympics, following a meeting that he and GG had with Sally Munday, Katherine Grainger and Kate Baker from UK Sport (UKS), he did not believe there was a risk to funding for the Los Angeles Cycle and that we should still receive the amount that was given in the indicative figure advised earlier in the year. Also, still have 3 Paralympians competing on Saturday 7 September with medal hopes there. Also, Sport England have provided an uplift in funding, so no increase in risk.</p> <p>In regard to CIMPSA, AS advised that the changes could result in an increase of time and cost to get coaching Level 2 and would likely come to Board with a proposal in early 2025.</p>	
72.7	CHAIRMAN'S UPDATE	
	<p>GG reflected on the Olympics that it had been a tough week and especially tough on the coaches. GG respectfully requested that this meeting not be used for a review of the Olympics and that the focus should be on supporting the Performance Team and the Paralympians.</p>	

	<p>GG advised that the behaviour of some of the coaches and judoka at the National Teams had been unacceptable and out of sync with our judo values. This included having to ask people to move away from the judges table and referees being questioned about decisions when they exited the mat. GG added that this was despite a verbal briefing prior to the event to coaches by Andy Bowly on what behaviour was expected and what would not be tolerated.</p> <p>This had been raised at the Council Meeting on Saturday 17 August with a request for members to filter this down to their respective Areas. KR added that it has also been raised at the England Areas Chairs meeting which is what prompted the pre-event briefing.</p> <p>There was a lengthy discussion around this issue with the main areas identified for review and further discussion being:</p> <ul style="list-style-type: none"> • The layout at events to prevent coaches and judoka being able to approach officials • Briefings to be carried out prior to all events and a clear direction on who was the accountable person at each event as well as the escalation process for any complaints <p>Action: Statement from GG/Board to be added to the next newsletter in regard to behaviour at events plus dos/don'ts list and sanctions</p> <p>GG advised that he will be meeting with Bernard Richmond KC in September but it seems that the noise has stopped around the issues and they are keen to work with us, supportive of doing judo in the right way and agreeing on a revised Affiliation Agreement.</p> <p>GC added that there is a different position in Scotland, whereby only JudoScotland clubs with the support of SportScotland can work with Active Schools.</p> <p>AS raised that Judith McCleary had contacted him in regard to the constitution of clubs/British Judo clubs and whether if a club has been inactive in a venue for over 12 months, then they would not have sole right to that venue. Also, if that was their only venue their affiliation could be cancelled. In principle this was agreed and would be put into club affiliation documentation for 2025/26. GC to take to JudoScotland Board Meeting that evening.</p> <p>Action: AS to discuss with Sarah Walker prior to the production of the 2025/26 Club Affiliation packs</p> <p>GG added that in a discussion with Marc Preston, it had been raised that part of the role of the NGB is to promote and develop the sport and if BJC and AJA are keeping to the standards they have the right to have clubs and therefore we have to be open to working with them to keep the benefits and the membership,</p> <p>JudoScotland and Welsh Judo Association reports taken as read. KR raised one point around female participation and that this was high for</p>	<p>GG/KR</p> <p>AS</p>
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	<p>Northern Ireland and that increasing female participation should be included in the new strategy and referenced as a grappling sport.</p> <p>Northern Ireland Judo Federation Update RB advised by way of background, that there had been a funding issue with Sport NI, the Northern Ireland Judo Federation (NIJF) and Irish Judo with some legal challenges from coaches and parents that we were co-funding players. Sport NI carried out a funding review in March, which came back positive. Following this NIJF decided to go through a new funding submission. This is currently with Sport NI who have requested a meeting prior to formal sign off. NIJF also had a governance review, conducted by Squire Patton Boggs (SPB) solicitors and now have the draft report from SPB which states that NIJF is in a good place overall with good work carried out on strategy, performance and with our stakeholders as well as highlighting areas that require further action, one of which is clarifying some points in the Memorandum & Articles.</p> <p>AS added that another positive outcome is that there is going to be an increase in funding. RB concluded that it had been a beneficial exercise and that there were now better relationships with Sport NI and the Irish Judo Federation.</p> <p>CG thanked RB adding that these positive outcomes were great news.</p>	
72.8	CHIEF EXECUTIVE'S REPORT	
	<p>AS highlighted the key points from his report:</p> <ul style="list-style-type: none"> • The amendments to the Memorandum & Articles that will go to the AGM are just a tidying up exercise and mainly to clarify that we will be able to send out AGM documents electronically going forward and save on post costs • Working with GB Wrestling who have received some additional funding, approximately £120k, for collaboration work with us and looking to create a plan to utilise this over the next 4 years, meeting scheduled for Monday 2 September to progress this <p>Strategy Planning:</p> <ul style="list-style-type: none"> • Olympic and Paralympic cycle review on 26 & 27 November • Directors meeting on 26 September to go back to basics “what would British Judo look like if created it now, how would it be structured, funded etc?” • Urgent action is to schedule a session between now and 30 November to gather feedback from clubs, coaches and stakeholders to feed into the strategy • Important to be in listening mode and not defensive and look to bridge the disconnect between what is happening in clubs and what is happening in Performance • CG added need to decide on the format for these sessions to ensure we are capturing the feedback, which may include travel for regional sessions • KR added it is about receiving data from clubs that are interested in the Performance side of judo as well as those that just want to provide judo classes 	

	<p>Action: AS/JL to build a “pack” of as much information as possible prior to the 30 November strategy meeting (new folder to be created on AdminControl).</p> <p>Action: AS to liaise with Ronnie Saez to obtain data from IJF and EJU on funding received for countries on a parity with us in regard to funding, participation etc and create a comparison table for inclusion in the pack</p> <p>11:30 to 11:40 Break</p> <p>JB from Sedulo joined the meeting</p>	<p>AS/JL</p> <p>AS</p>
<p>71.9</p>	<p>FINANCE & AUDIT & RISK COMMITTEE UPDATE</p>	
	<p>Audit Findings Report</p> <ul style="list-style-type: none"> • No significant issues found in regard to fraud or management override • In regard to going concern across the business to ensure there is adequate funding going forward, no issue found • Letter of representation has been signed that confirms Sedulo were issued with all the information requested • One timing issue with a currency payment that fell out of the reporting period, over Easter/Bank Holiday weekend • One issue in regard to the entries in Xero having a different date to invoices. Going forward would be good practice to record in Xero on the invoice date not posting date • On wages testing found a few posting differences between gross wages and payroll reports however no issues with net pay to bank accounts, just a manual error corrected at a later date and reconciled <p>SH added that we were on Sage accounting and Sage payroll that spoke to each other, now switched to Xero for expenses and they don't, therefore looking to move to Xero payroll by October which will reduce the risk of human error</p> <ul style="list-style-type: none"> • Checked for missing liabilities and found an invoice for an incorrect period but no material effect • Identified one IT spend of £10k not prepaid • Independence and ethics statement is mandatory and confirmation of fees <p>ASI thanked JB adding that the important thing is that any risks/concerns/mitigations are timing issues or manual error and just business as usual to correct these.</p> <p>On the Statutory Accounts, AS advised that following discussion at the A&RC Meeting, the majority of the introduction has been removed as it is repeated in the Annual Report.</p> <p>Decision: With no queries or amendments to be made the Statutory Accounts were ratified by the Board and 3 copies physically signed by GG</p> <p>12:05 JB left the meeting</p>	

	<p>AS raised the discussion that had taken place at A&RC in regard to going out to tender for auditors for next year's audit. ASI added whilst Sedulo have provided a good service, it would be good practice after 4 years and good for fresh eyes on our accounts that would potentially check different areas.</p> <p>Decision: The Board were in agreement on going out to tender for next year's audit.</p> <p>Q1 Finance Update SH highlighted the key points:</p> <ul style="list-style-type: none"> • Now have £500k in a fixed term account that will generate approximately £17k in interest per annum • Income and expenditure are in line with budget, Q2 update will be more informative as will see if there has been the usual dip in membership income in July and August • Projected surplus is approximately £4k <p>SH then raised audits of the England Areas, whereby 3 had taken place in 2022 but none were carried out last year</p> <p>Decision: Unanimously agreed by Board that the England Areas reviews should be reinstated as it is important to know how they are utilising the rebates provided</p> <p>Action: SH to identify the 3 England Areas to be reviewed in 2024 and instruct Sedulo</p>	SH
72.10	PERFORMANCE UPDATE	
	<p>12:10 ND joined the meeting</p> <p>ND updated that the preparation for Paris had gone well as did the Paris preparation camp. Lucy Renshall and Chelsie Giles (CG) had been injured but were fit by the time of the Games. The draws announced on 25 July were difficult for the fighters and the team then created a plan for the week following the draw. There is disappointment for the girls but they did not perform to their best on the day. Both the girls and the coaches took a break following the Games. The coaches are now back at work and we are carrying out welfare meetings later same day with the girls, who undoubtedly will be flat, checking where they are both physically and mentally and they will return to the Centre on 9 September, except for CG who has 3 weeks of volunteering work in September.</p> <p>Not qualifying any men and not getting the medals we were capable of will be reviewed both on and off the mat. ND added that it was frustrating that they did not perform as well as they could when they all stepped on the mat at a better level than for Tokyo. Plans are already in place for Los Angeles and Brisbane.</p> <p>CG commented that that it's positive there will be a review but it should be "reflect not regret" and should be remembered that the Games was only 5 days out of a 3 year cycle and it's important for the coaches to not be too hard on themselves.</p>	

	<p>ND moved on to the Paralympians, who are all in good shape. ND added that they had been conscious of the fact that the VI fighters do not get much competition, they ran a VI event at the Masters competition on campus in July which provided a lot of fighting opportunity and they gained a lot of confidence. Also they are involved in the preparation camp currently running at the Centre. They will travel on Sunday, training through the week and then fight on Saturday 7 September. ND added that there are medal chances if they perform well. GG commented that he had seen the VI team the previous day who were all in good spirits and feeling well supported.</p> <p>ND continued that they will be looking at making changes to the Olympic preparation camps and improving the chances of entering teams into European competitions with the goal of having a team at both LA and Brisbane.</p> <p>In regard to the review, an external facilitator will be engaged and look at internal and external processes and the group as well as engaging the judo community. The review will also include looking at if there are new coaches required, coaching process, data and what we need to do to win, adding currently there is an issue with the pathway athletes not being at the correct physical level to join the programme full time. KR added there are two separate reviews; one that is part of the UKS funding agreement; and the full review which will be the one that feeds into the strategy discussions. DW commented that this indicates that the strategy has to be about more than judo and getting grassroots athletes into the centre at the correct level, ie: what else feeds into what makes a good judo player.</p> <p>12:30 ND left the meeting</p>	
72.11	DEVELOPMENT UPDATE	
	<p>KR advised that reporting on safeguarding cases would change going forward with just high risk cases being raised by AS.</p> <p>Action: KR to check if there is a diversity recruiting tool for staff as well as for the Board</p> <p>RM raised that the Olympic Games participation engagement was good and enquired if there was a way to now track that data. KR advised that we are still waiting for this data, adding that 700 flyers were handed out but were only given to people that actually went on the mat or their guardians.</p> <p>On the Club Welfare Officer appointments, there are 137 outstanding that are still being worked through and some have action plans. There has been an issue with how some of the data is captured and that some clubs do have CWOs in place, just some of their revalidation is out of date. KR advised that JudoScotland have an extension to December 2024.</p> <p>Action: KR to arrange a CWO Action Plan meeting with recommendations to be submitted to the Board prior to the October meeting and a reminder to be issued to clubs.</p>	<p>KR</p> <p>KR</p>

	<p>Membership Discussion</p> <p>KR explained that Sarah Walker, Membership Manager, had prepared the Membership Discussion paper which looks at the different membership types, how to simplify them now and what we would like to do in the future.</p> <p>Decision: The Board were in agreement that they were happy with the 5 recommendations in the paper to be actioned now.</p> <p>Action: KR to commence work on the implementation of the recommendations in the paper</p>	KR
72.12	OPERATIONS UPDATE	
	<p>DW advised that there were some outstanding queries on the website, agreed she would meet with Ben Pollard following the Board Meeting.</p> <p>13:00 TE joined meeting but no further queries on his report.</p>	
72.13	ANY OTHER BUSINESS	
	<p>NF advised that the Judo Commission had met the previous Thursday where Dave Clark (DC), Chair of the Promotions & Gradings Commission (P&GC) had presented a paper on the process and redesign of some of the paperwork for 6th Dan and above applications. NF further advised that the process would be for the Commission to carry out the detailed work, with decisions devolved to the Judo Commission and raised to Board if it was felt an application required further discussion.</p> <p>Decision: Board unanimously agreed that the process and the revised paperwork was fit for purpose and could be implemented by the P&GC.</p> <p>Further updates from the Judo Commission:</p> <ul style="list-style-type: none"> • Coaching Commission has gone out to advert and Colin McIver will be the Chair • At main events want to implement a 5pm briefing the day prior to an event for referees • Sarah Newbury raised an issue with the VI rules whereby they are able to compete in all Level 4 events, which was a potential risk to them, so proposing to run an event in parallel for those athletes that get knocked out in early rounds to fight against the VI athletes • Communication will be issued on having a regional level controller which is an interim appointment for senior examiners. DC is drafting a paper on where we are out of sync on this • A member of the Young Leaders Group was in attendance who made an excellent contribution to the meeting <p>DW enquired about the Humble Warriors Campaign and how the various parts had been shared. TE advised that the videos have had good engagement and we are currently figuring out the next steps. DW commented that it is a good opportunity currently when people have sport on their mind, even if this is a repeat of what has already been done. GG added that the content did dribble out and did not come across as a campaign. ASI added that it ties into the Humble Warriors campaign about sport being about more than just medals. KR commented that there was good feedback from the collateral but it</p>	

	<p>then became the Embrace campaign that BP is now trying to get the campaign focussed back on to Humble Warriors. TE added that we are doing a post Paris roadshow where the videos will be championed again. RM also noted that the performance figures for the videos and the numbers need to into the sponsorship deck and that reach is more important than a gold medal.</p> <p>Action: BP to create a plan around what the next steps are for the Humble Warriors campaign, how we can utilise the resources more and how targeting to judo audience.</p> <p>AS advised that the England Judo logo had been changed to the same image as the British Judo logo just in red and grey.</p> <p>AS advised that there would be an international relations update at the next meeting which Ronnie Saez would attend. Also, himself and GG will be meeting with the EJU in regard to a position on their Executive Committee.</p> <p>Finally, AS and GG would also be meeting with sportscotland and JudoScotland around System Master Planning</p> <p>With their being no further items for AOB, GG thanked everyone for their time and contribution and the meeting closed at 13.17.</p>	BP
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