

BRITISH AIKIDO BAORD

MINUTES OF EXECUTIVE MEETING ON 28 JUNE 2008 HELD AT HILTON NEWBURY NORTH HOTEL

PRESENT:	V. Sumpter	(Chairman)
	K. Holland	(Vice Chairman)
	Mrs S D Timms	(Secretary)
	P. Cooke	(Finance Officer)
	F. Burlingham)	(Coaching Development Officer)
	G. Cooke	(Coaching Admin Officer)
	T. Bayliss	(Officer for Club Mark)
	S. Billett	Aikido Development Society
	P. Bengé	United Traditional Aikido

The Chairman welcomed Stephen Billett and Philip Bengé to the meeting in their capacity as newly elected voting members, to serve for one year.

The Chairman also brought to the meeting's notice the sad news of Ken Cottier who passed away recently. Ken will be greatly missed by many aikidoka throughout the world and the Board's condolences are extended to Ken's family and many friends.

1. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

Re Agenda Item 2: The chairman reported that he had brought the matter to the attention of John Eadey of KKP at a meeting at CCPR meeting on 17 June 2008.

Re Agenda Item 5: The Committee was informed that Barbara Barrett had been appointed as the Board's Independent Child Safeguarding Officer.

All other Items requiring action are covered in the Agenda items listed for this meeting.

2. CCPR IMPACT & IMPROVEMENT FUNDING

K.Holland reported on the meeting that he and the Chairman had with R. Norman and KKP on 17 June 2008 to discuss KKP involvement and finance.

It was agreed that KKP's role is to support the BAB in developing its policies.

The Committee then gave approval for payment of the current KKP Invoice to be made and the secretary was instructed to send a cheque in settlement.

3. GOVERNANCE AUDIT

K.Holland reviewed the Action List and Priorities he had previously circulated. From the list of recommendations already initiated/completed the Chairman agreed to pass the following actions on to the Child Safeguarding Officer:

- a. Investigation into the implementation of processes for monitoring and reviewing CP safeguards.
- b. A review of Case Management Procedures and action on CRB disclosures.

Action: Chairman

From the list of High Priorities it was agreed that:

- c. An Aikido Development Plan, with associated policies, should be developed in conjunction with advice from KKP.

Action: Chairman & Vice-Chairman

(After Meeting note: Letter sent to John Eadey, KKP, on 9 July)

- d. Person Specs - job roles and description, qualification, experience, etc, for all BAB officers and appointments should be developed by end of July.

Action: All EC Members

- e. On the question of "Membership" the Vice-Chairman agreed to write a letter to each Head of Association and EC Member inviting their comments on the issues of:

- o Minimum number required for full membership
- o Standards required for membership
- o Inviting expressions of interest in being part of a small group to move this subject area forward.

Action: Vice-Chairman

(After Meeting note: Letter sent to Members on 8 July)

- f. In respect of the list of other policies which require review or development, the Chairman reminded the Committee that we should not re-invent the wheel; that is, if policies are available from other NGBs which we could use, then we should do so. The Vice-Chairman reminded the Committee that the BJA already had a number of the policies that the Board was targeted to develop; we should therefore seek their cooperation in providing copies which could be adapted and adopted for aikido purposes.

Action: Chairman

P Bengé agreed to research local councils for information on Aikido groups outside the BAB., he also agreed to look at the development of an Aikido Youth Programme since he has had quite a lot of involvement with young people in sport.

Action: P Bengé

It was reported that the current vacant posts were now advertised on the BAB's website.

4. BINGOLOTTO

The Chairman reported that the present phase had come to an end and the BAB had been advised that they had qualified for an equal share from the 20% of ticket sales that would be given to CCPR. As the BAA took part in the opening of the Buddy-buddy Programme photo-shoot in Trafalgar Square, it was agreed that they should be allocated 50% of the

amount given to the BAB. However one of the preconditions was that a 250 word submission should be submitted and the BAA had agreed to undertake to do this.

5. MEMBERSHIP

Governance Audit: On issues arising from the Governance Audit, this is dealt with in Item 3.e above.

NAF: The Chairman reported that he had received a letter of apology from the NAF and they have agreed to being in probationary membership until the next AGM. The Secretary informed the meeting that the Head of NAF did not have current PI insurance, albeit it was understood he was teaching students. The Chairman agreed to write to the NAF on the matter.

Post Meeting Note: Letter not now required as the issue regarding PI insurance for the Head of NAF has since been resolved.

Kobukan Aikido Assoc: T. Bayliss agreed to write to W. Butcher of the Kobukan Aikido Association requesting an up-to-date membership status for the Association.

Action: T Bayliss

6. CHILD PROTECTION

The Chairman advised that Barbara Barrett had been appointed Independent Child Safeguarding Officer for the BAB and that Sue Ward and Denis Burke will be Working through Barbara as Joint Child Safeguarding Liaison Officers.

The Independent Safeguarding Authority (ISA) will go live in October 2009. CRB checks will still be required as part of being registered under the ISA.

B. Barrett has requested a 1-day workshop with Heads of Associations to outline the statutory CP roles of all Association Heads and their members. The date of the workshop has been agreed as 6 September and the venue will be the Warwick Hilton. The Chairman will send out a letter of invitation to all Heads of Associations.

Action: Chairman

(After Meeting note: Letter sent to Heads of Associations on 2 July)

7. INSURANCE

It was reported that Furo Ryu Aikido were not currently in compliance with the PI Insurance policy as it applies to those instructors teaching children; that is, CRB checks through the BAB had not been completed.

In this regard, the Executive Committee expressed sympathy with the frustration Members may feel at the necessity to obtain a BAB-initiated CRB check, regardless of whether individuals have already been checked through another *bona fide* organisation. It was partly for this reason that individuals with CRB checks through other organisations were given until March this year to obtain a CRB check through the BAB CP process. Moreover, it was also hoped that the implementation of the new Independent Safeguarding Authority (ISA), which is due to come into operation in October next year, would lead to the various checks becoming “transferable” across employers, but the Chairman informed the EC that he had

been given to understand that this is probably not now going to happen for the foreseeable future.

The EC was reminded that the requirement for a BAB CRB check is set out within the adopted Child Protection Policy, and adherence to this policy is a condition of membership of the BAB, and for very valid reasons:

- The findings of a CRB check carried out for the benefit of another employer are not and cannot be disclosed to the BAB, as an interested third party; as I understand it, because of Data Protection regulations.
- Individual sports, and employers, will often view differently the findings of the check according to how the “disclosures” might impact on their particular activity. This could therefore mean that what one sport/employer might find acceptable could potentially be unacceptable to another.
- It is a condition of our beneficial insurance cover that such checks are undertaken through the Board’s CP process.
- It is because of our current Child Safeguarding policy that the BAB was awarded the NSPCC CP Bronze Standard, which is a minimum requirement for National Governing Bodies seeking to comply with Child Protection legislation. This also includes a requirement for a BAB-initiated CRB check.

Most importantly of all, the aim of the procedure is to safeguard the welfare of youngsters practicing aikido which, I am sure you will agree, is paramount in all our minds.

In view of the above, the Chairman agreed to write to Furo Ryu on the matter.

Action: Chairman

(After Meeting note: Letter sent to Furo Ryu on 1 July.

Have since had a letter from Furo Ryu to say they were taking the matter under advisement)

The Chairman stated that the recent Insurance Schedules from Perkins Slade did not show policy numbers, and he requested the Secretary to pursue this with Perkins Slade.

Action: Secretary

(After Meeting note: Revised Policy Summaries now received)

8. COMPETITIONS POLICY

The BAA had agreed to provide the Board with its Competitions Policy which, once accepted, would be published on the BAB website as Board policy. The Chairman agreed to e-mail Lesley Hepden as a reminder of the agreed request.

Action: Chairman

9. COACHING

The Coach Tutors course this year will be just one day and be held on 15 November 2008. The venue is still to be decided.

Action: G Cooke

The Coaching admin pack is to be updated by F. Burlingham.

Action: F Burlingham

In compliance with the BAB Coaching aims of aligning the BAB Coaching certification to National Standards it was decided to take all the Coach Levels 2 and 3 (CL2/3) units via scUK. However, there will be a proviso for the BAB to arrange and tutor some of the CL2/3 units in the following situations:

- Availability – where scUK no longer run an equivalent course.
- Location – where there are no courses available in a required area.
- Time – where it holds back a student from taking a CL2/3 evaluation.
- Special circumstances - these will be reviewed by the Coaching team.

scUK units and some background information is available from the BAB website http://www.bab.org.uk/newspad/sb_news_display.asp?CAT=1

10. CLUBMARK

T. Bayliss reported on the progress he has made since taking over Clubmark. Letters had been sent out to each Association detailing the merits of Clubmark, and also to Association Coach tutors advising of the need for Clubmark Assessors. He reported that the response had been very encouraging. At least 5 Associations had expressed interest in going ahead with their junior clubs.

T. Bayliss then stated that the Assessors' course would cost circa £300.00 which included the cost of the venue plus the Tutor, and requested funding from the BAB. This was agreed.

T. Bayliss also reported that he had had a great deal of help from the National Clubmark officer for Sport England, and stated that Clubmark fits in well with the BAB Child Protection policy.

K. Holland then proposed a vote of thanks to T. Bayliss for how much he had achieved in bringing Clubmark to the fore in the short time that he had filled the appointment. This was echoed by the Committee members.

11. WEBSITE UPDATE

S. Billett confirmed that the present method of updating Club information was not working and he proposed changing the website to enable Associations to do updating; the onus for correct information should be by the club.

Action: Webmaster

P Cooke confirmed his willingness to continue as Project Manager for the updating of the website. He also confirmed that the initial budget provision of £6000 for this work had been increased to £8000.

S Billett informed the meeting that the website "Forum" was ready to go. It was agreed by majority vote that the Forum should be opened for a trial period. A reservation on the wisdom of this decision was expressed by the Vice-Chairman.

It was agreed that getting Biographies of all Heads of Associations for publishing on the website should be pursued.

Action: Heads of Associations

S. Billett suggested inviting various agencies to advertise on the website. This was given a cautious “go-ahead”.

Action: Webmaster

P. Cooke proposed a vote of thanks for the amount of work S. Billett had done in improving the BAB's website. This was unanimously agreed.

12. NATIONAL COURSE

The Secretary reported that information regarding the National Course has been sent out to Associations, and also posted onto the website. All 6 Instructors had accepted invitations to teach, and W. Harris's offer for extra mats had been accepted; his Association will also provide Stewards for the day.

13. ANY OTHER BUSINESS

Frank Burlingham brought to the meeting's attention that although First Aid was not mandatory, it was highly recommended and this should be pursued with the Associations.

Action: ??

One of the recommendations from KKP was for the BAB to have a Patron. P. Bengé suggested the actor Hugh Laurie, as he had once practiced Aikido as a member of the BAF. Keith Holland expressed the view that we might also look internally at our current membership where we have a “Gladiators” champion (Vanda Fairchild) and another (David Fielding) who has been appointed “MBE” – for services to aikido – under the UK Honours system. The Chairman agreed to find contact details for Hugh Laurie, and then write to them on the matter.

Action: Chairman

The Chairman asked the 2 new voting members on the EC if they would mind making a statement at the next General Meeting regarding their first impressions as members of the EC, with the hope of encouraging interest from other Association Heads for future years.

Action: P Bengé & S Billett

14. DATE OF NEXT MEETING

Date of next Executive meeting will be 13 September 2008, at the Hilton Newbury North.

Date of next General Meeting will be 4 October 2008, at Solihull Football club, Solihull.