

**North Wilts TKD
Committee Meeting Minutes
Meeting Date: 8th December 2023
Venue: Badbury Park Primary School
Opened: 8pm**

**Attending**:

Paul Lolley (PL), Leanne Lolley (LL), Jane Levett (JLEV), Menyee Doyle (MD), Peter Davies (PD), Katie Higgins (KH), Teresa Blackwell (TB)

**Apologies**: James Littleworth (JLIT), Holly Hunt (HH), Robin Doyle (RD)

1. **Roles**
	1. **Data Protection** – policy needs to be reviewed and updated by 31st January 2024. LL assigned for this task. – LL to Action
	2. **Health and Safety** - policy needs to be reviewed by 31st January 2024 - LL to Action
	3. **Risk Assessment -** Review of risk assessment by 31st January 2024 – RD to Action (possibly review TCUK Assessments at the same time)
	4. **Safeguarding –** Policies have all be reviewed and updated, they will be additional work with the preparation for SafeGuarding Code application, aim to be on the website by 31st December 2023 – LL/MD/JL to Action

DutySafeguarding lead position vacant. All to assist in search for a replacement.

* 1. **Social Events -** Discussion on social events, including laser quest for students and a bingo night. KH to conduct a poll on Spond for preferences. Quarterly events planned considerations need to be made for Southern Open and other TCUK events as well as awards ceremony commitments.
	2. **Social Media** – The wording on the student registration form will not be changing as is approved by barrister, TB assisted by other parents, to create content aim is to regularly post reels to showcase club activities.
1. **Instructors Trainings**KH (with support from LL/PL) to schedule for instructors/Junior Leaders’ lessons on Spond. All need to aim to teach at least once a quarter.
Junior Leaders to submit lesson plans for approval in advance.
A date needs to be set for a Sovereign Instructor Course – LL to action
2. **First Aid Course**PL to check dates of our instructors’ renewals as well as find out whether appetite for Sovereign to host a Swindon based First Aid course.
3. **Safeguarding Course**LL to share links for Safeguarding Courses.
4. **Swindon Sports Forum**
PL to explore opportunities for collaboration and funding.
5. **Website**Website update released: northwiltstkd.com.

All committee members to review for spelling/grammar. Sovereign website to be updated by end of Q2 – LL to action.

1. **Southern Open Competition**
Thank you everyone for help, LL/PL received mostly positive feedback, somethings which need to be discussed as TCUK Committee level. It was proposed charging for incorrect height submissions, with funds going to charity, this will be discussed at next TCUK committee meeting too. TB doing food worked well. Need to find new location for next year. ALL to review what they think was good and no so, will be discuss more at next meeting so we can plan for 2024’s competition.
2. **AOB**
	1. **Sovereign Squad Sponsorship**KH to investigate legal avenues for fundraising, for things such as raffles.
	All to think about potential sponsors.
	Peter Hewitts sessions will start to generate some income now; this money will be kept in a separate bank account for future subsidising of Squad members.
	2. **Promotion** - All to search for a local journalist for so we can share stories and try and get club promoted.
	3. **Committee Pictures** - All committee members to submit headshots with plain white background for the website.
	4. **Feedback Form -** PL to create a form which LL will put online as anyone can anonymously submit feedback form on instructors performance to help with their development, aim for this to be on site by end of February 2024.
	5. **Spond**

Spond in now in use, KH to send registration link to remaining members via Whatsapp. Whatsapp group to be closed asap.
KH to also look at ways for Mr Hewitts club to be set up on Spond.
All TCUK and Sovereign events now need to be added to Spond by KH/TB

* 1. **Leaflet Drops**PHTKD - JLIT to review and update training trainings. LL to then arrange printing.

NWTKD – Enough leaflets for one more drop. After which JLIT to do a redesign.
2-hour Leaflet drop for both clubs by the end of Feb 2024.

* 1. **Committee Development**

There are several big projects coming up both for Sovereign and TCUK in next few months, anyone who would like to be involved/on the committee are welcome, they will need to be recommended by another committee member, vetoed by another and then voted on. If anyone has any suggestions, please put names forwards.
Also it was unanimously voted that by all those present that by missing more than 2 committee meetings in a 12-month period you forfeit your right to remain on the North Wilts TKD Committee.

Adjourned 9.15pm
Committee to meet again within 4 months; date to be confirmed.