

Board Meeting Minutes 28 September 2023



PRESENT

Location: Board Room, TTE Offices, Bradwell Road, Milton Keynes MK8 9LA and via MS Teams

Meeting: 10am – 3pm

Board Members: Sandra Deaton (SD) Chair, Adrian Christy (AC) CEO, Steve Kemish (SK), Senior Independent Director, Ritchie Venner (RV), Ray James (RJ), Don Parker (DP), Deputy Chair, Jos Kelly (JK), Kwadjo Adjepong (KA), Sally Hughes (SH), Mark Boote (MB)

Staff Attendees: Sue Wressell (SW)

Part Attendees: Joanna Keay-Blyth (JKB), Sam Garey (SG), Andy Wilesmith (AW), Keely Armit (KA), Gavin Evans (GE), Emma Sutherland (ES), Neil Rogers (NR)

Minutes: Sue Wressell (SW)

Apologies: Richard Ayers

Agenda Item	Paper No	Discussion	Decision/ Action	Who	When
1	N/A	<p>Welcome</p> <p>SD welcomed everyone to the meeting, her last as Chair of the Association. She requested that all Directors who couldn't attend future meetings whether in person, or not at all, please inform the Chair at the same time that they inform the office.</p>			
2	23.9.1	<p>Update on actions and decisions made since previous meeting held on 6 June 2023</p> <p>The actions were updated as below:</p> <ul style="list-style-type: none"> It was noted that there was an outstanding action for Keely Armit to discuss with Susie Venner the issues relating to the abolition of the 'In Good Standings Organisations' and what would replace them, particularly with regards to VETTS. This discussion had not taken place, but the issue had been added to the agenda at item 7.4. 			

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		<ul style="list-style-type: none"> • The Pro League, initially considered to be for women and girls, was not likely to come to the Board in the near future – it is not currently a financially viable proposition. SH was happy to be involved in work on this if it became viable at which point, previous papers would be shared. • The item on safeguarding and linking issues with the Athletes Commission would be picked up in the People Plan. • The [REDACTED] current review of Patronages was still ongoing by the Palace. • The action to investigate possible breaches of the previous Chair recruitment process was discussed and it was agreed that once the new Chair was in post, the working practices of the Board as a group should be discussed and reviewed and focus should be on a way forward with trust and honesty. <p>Minutes were approved by the Board on 13 July 2023.</p>			
3	23.9.2	<p>Major Event Strategy (WTTTC2026)</p> <p>AC provided the Board with an update on the work undertaken since winning the bid to host the World Team Championships in 2026 together with progress regarding the wider major event strategy:</p> <ul style="list-style-type: none"> • The Heads of Terms for the Newco, between TTE, ITTF and UK Sport was still being completed. The TTE Board would be required to sign this off. • Discussions with ITTF were ongoing about the ownership and rights model. • TTE would provide support for the governance of the NewCo in the same way as it does for GBTT and BPTT. [REDACTED] • Once the NewCo was properly established and cash flow was released into it, there would be limited financial risk on TTE for the major events. • The WTT Feeder event in Manchester was the first event under the Major Event Strategy and two Local Organising Committee (LOC) meetings had already taken place. The next meeting was due on 11 October at the venue, the Velodrome. 			

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		<ul style="list-style-type: none"> An update was given on the potential ticketing for the event. Although the progress of the Major Events Strategy was in a good place, there was an issue with capacity. As soon as finances were flowing into the NewCo, additional people support would be recruited and contracted. The number of teams that might potentially play in the World Championships was discussed. The bid highlighted a total of 80 teams, 40 men and 40 women. However, a proposal for 64 teams each for men and women had been agreed at the recent ITTF Summit and TTE were in discussions about this Congratulations on winning the bid were given and noted. <p>AC updated the Board with a business plan for PING that was currently under discussion with Government and Sport England. Potential financial support was being discussed alongside its governance model. The Board would be kept updated on the developing plans for this.</p>			
4	29.9.3	<p>Competition Review</p> <p>The Board received the paper which provided the work to be undertaken for Phase III and NR provided an update of the work to date for new Directors. The following points were noted.</p> <ul style="list-style-type: none"> NR gave a brief reminder of the work to date on the Competition Review and thanked all of those people who had helped with the project. Discussion was held on aspects of Phase III that were causing concern to some Directors regarding the National Championships. This was a misunderstanding of the terminology and NR answered all concerns. Consideration was being given as to how other events during the year could help players to get qualification into 4* events. It was expected that many future 1* events would be supported by the new Area Manager set up, under the Local Development Plans. It was recognised that the competitions programme would be constantly evolving and areas where change was needed to enhance the programme would likely be necessary following implementation in Phase III. Following discussion with the new Chair and outgoing Chair of BPTT, the National Championships, the para categories would continue to run alongside the able- 	<p>Action: NR to update the Q&As on the new structure</p> <p>Decision: The Board approved the work of Phase III of the Competition Review</p>		

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		<p>bodied matches with close collaboration on the scheduling. Once this was drafted, it would be shared with the Chair of BPTT for comment.</p> <ul style="list-style-type: none"> • It was recognised and encouraging that Talent & Performance and Development were working well together to ensure performance was moving in the right direction. • JK noted that he still had concerns about the Review. • NR would update the Q&As on the website for the new Competition structure. <p>Following full discussion, the Board approved the work of Phase III of the Competition Review.</p>			
5	29.9.4	<p>Sustainability Plan</p> <p>The Board received the paper and an update on the work of Plan to date and the following comments were noted.</p> <ul style="list-style-type: none"> • The cost of support from BASIS was confirmed as £6K and would be useful for the World Championships in 2026. • It was recognised that this work would address our Environmental Social Governance (ESG) targets which could potentially make TTE a more attractive prospect with potential commercial partners. 			
6		<p>Safeguarding</p> <p>The Board discussed the role of Board representative for safeguarding. Following discussion it was agreed that SH would perform this role.</p>	<p>Decision: SH was approved as the Board Representative for Safeguarding</p>		
7	23.9.5	<p>1 Governance Report including an update on UK Anti-Doping and confirm a UKAD Board Representative</p> <p>The Board received the Governance Report and discussed the best person to be the representative on the Board for UK Anti-Doping. DP agreed to perform this role.</p>	<p>Decision: DP was approved as the Board Representative for Anti-Doping</p>		

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	<p>23.9.6</p> <p>23.9.7</p>	<p>2 To approve the Terms of Reference for:</p> <p>2a) Governance and Risk Committee</p> <p>The Board received and approved the Terms of Reference of the Governance & Risk Committee with proposed amendments.</p> <p>2b) Competition Committee</p> <p>The Board received and approved the Terms of Reference of the Competition Committee with proposed amendments.</p> <p>2c) People Committee</p> <p>The Board received and approved the Terms of Reference of the People Committee with proposed amendments.</p> <p>2d) Articles Working Group</p> <p>The Board received and approved the Terms of Reference of the Articles Working Group. It was noted that this would be a task and finish Group and recommendations from the Group would go back to the Rules Committee.</p> <p>2e) Amendments that are consistent across all T1 Committees</p> <p>The Board discussed the papers and agreed the proposed amendments that would be made to all Tier 1 Committees.</p> <p>3 To agree the date for the AGM 2024</p> <p>The Board discussed the proposal within the paper which suggested the date of 13 July 2024 for the next AGM. However, there was debate about clashes with tournaments taking place and it was agreed that the Exec would further review 20 July 2024 as an alternative date. <i>Following the meeting and further review of dates, it was agreed that the next AGM be held on Saturday, 20 July 2024</i></p>	<p>Decision: The Board approved the Governance and Risk Committee ToR</p> <p>Decision: The Board approved Competition Committee ToR</p> <p>Decision: The Board approved the People Committee ToR</p> <p>Decision: The Board approved Articles Working Group ToR</p> <p>Decision: The Board approved the amendments to the ensure consistency across all T1 Committees</p> <p>Decision:</p>		
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	23.9.8	<p>4 To approve the proposal to remove Part M Regulations and add to Part J of the regulations (Affiliation and Registration)</p> <p>The Board discussed fully the term of Good Standing for organisations and agreed the importance of TTE being protected.</p> <p>The Board agreed that Part M of the Regulations should be removed and new wording added to Part J of the regulations (Affiliation and Registration) as follows:</p> <p><i>Good Standing is the status of an affiliated member or affiliated organisation that is registered as such with Table Tennis England.</i></p> <p><i>Any individual or organisation not registered or affiliated to Table Tennis England, is in legal dispute with the organisation, is in breach of the Code of Conduct, has any outstanding monies due or is subject to any form of sanction, suspension, or disciplinary censure, is not considered to be in Good Standing.</i></p> <p>5 To receive an update on the appointment of the Chair from the Nominations Committee</p> <p>An initial list of eleven candidates had been shortlisted to five. Four of the five had been interviewed and extensive notes had been taken. The fifth candidate had dropped out of the interview process due to a family crisis.</p> <p>The remaining four candidates would be discussed by the interview panel on Tuesday 3 October with a view to agreeing those candidates to meet with AC, followed by a discussion with an experienced NGB Chair. It was expected that second interviews would then take place and it was agreed that a final recommendation from the Nomination Committee would be presented to the Board.</p> <p>6 To discuss the recruitment / reappointment of Appointed Directors from November 2023</p>	<p>The Board agreed for a further review of dates</p> <p>Decision: The Board approved Option 2 of the proposal</p> <p>Action: MB and SH to complete the skills</p>		
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		<p>It was noted that there were currently eleven members of the Board and a further vacancy would arise when SK's term of office was over in later November. SK would be able to reapply for the role. However, it was important for the Skills and Diversity Matrix to be updated with the new Director's skills to ensure the right skills were sought from new Directors.</p> <p>The Board discussed whether it should remain as eleven Directors for the time being and this was agreed. Once the new Chair was in place, further discussions about a twelfth Director could be held.</p> <p>A further meeting of the Board would be held online to discuss the Skills Matrix, once completed by SH and MB.</p> <p>7 To approve Mark Boote to be appointed Chair of the Finance & Audit Committee with immediate effect.</p> <p>The Board approved the appointment of Mark Boote as Chair of the Finance & Audit Committee with immediate effect.</p> <p>8 To approve the co-option of Sally Hughes onto the Development Committee and the People Committee</p> <p>The Board approved the appointment of Sally Hughes onto the Development Committee and the People Committee.</p>	<p>matrix form and a further meeting of the Board to be held to agree the skills required for the Director to replace SK.</p> <p>Decision: Mark Boote was appointed Chair of the Finance & Audit Committee with immediate effect</p> <p>Decision: Sally Hughes was appointed onto the Development Committee and People Committee</p>		
8	23.9.9	<p>Membership Scheme</p> <p>The Board received the paper which provided an update on the remodelling of the Table Tennis England Membership Scheme and the following points were noted:</p> <ul style="list-style-type: none"> • Current consideration was still to split the parts of the membership up to suit individual members' needs but better tech would need to be in place to accommodate this. 	<p>Decision The Board approved the proposals within the paper to move forward with</p>		

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		<ul style="list-style-type: none"> • Having one system that brings all parts of membership together was key. • Investment was being sought to employ a consultant to investigate the technical needs required of the new system. • This was seen as an investment into digital and data capture that was a necessity for future commercial opportunities and the Board were happy to approve the spend. • Finding a suitable consultant and providing them with as much information about the organisation was crucial to a successful result. • A tender would be sent for companies to apply for the consultant role. • External consultation would also start to take place with a small number of members if the Board approved. • Board was asked to note the complexity of redesigning the scheme in consideration of other work and existing resources. <p>The Board approved the continuation of the project, as highlighted in the paper.</p>	consultation and technical support.		
9	23.9.10	<p>Table Tennis United – Q2</p> <p>1. To receive an update on progress to Q2 and a forward view of Q3</p> <p>The Board received the Q2 Report and the following points were noted:</p> <ul style="list-style-type: none"> • Good progress was being made across all workstreams. The report had been adapted to show progress against the previous quarter and plans for the coming quarter. • It was being proposed that hosting of an England international event would not happen this year and this should be revisited in the next financial year. • AW provided a full update on the work of the Area Managers. Contracts for new Area Managers and replacement for Claire Warner were being finalised and it was hoped would be in place by early/mid-November. One remaining role within the Development Team was currently out to interview and once filled would mean the Team was complete. • Update on the Local Area Groups and Delivery Plans was provided. The NE Area was already working well. 			
	23.9.11				

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		<ul style="list-style-type: none"> • It was acknowledged that the work spent at the European Para Table Tennis Championships had meant there was less time for work in the West Area by that Area Manager. The reminder was given that Area Managers could not be expected to do everything for the areas. • Now that the Regional Forum and tournament had finished, there were plans for an area tournament along similar lines and this would be worked out in the Competition Review. • From November an Area Digest would be available to read on the website, which would provide updates on the work of all the Areas. This would also be added to Over The Net. • The Board were pleased with the work to date which felt very positive. <p>2. Proposal for Technical Capability Support</p> <p>The Board discussed this under Item 8 and approved the proposal for investment of circa £30k from reserves in a technical consultant.</p>	<p>Decision: The Board approved the Proposal</p>		
10	[REDACTED]	[REDACTED]			

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		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p>		
11		<p>LA2028 Investment</p> <p>1. To receive an update on the UK Sport LA 2028 investment process</p> <ul style="list-style-type: none"> • On behalf of GB Table Tennis, TTE was in the middle of the submission to UK Sport for funding for the LA Olympic Cycle. A meeting was due to take place on 16 November to discuss this at which UK Sport will review the performance strategy for LA and discuss the performance pillars. • GE updated the Board on the Plan for the Pathway Development Centres, whose objectives would operate across four strands: Environment System; Player Development; Coach Development; and Parent Support & Engagement. • There were currently 12 players who were showing high potential and it was expected that this could increase up to 26 by the LA Olympics. 			

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	<p>23.9.14</p>	<ul style="list-style-type: none"> • In addition, GE updated the Board on the Pathway and Performance Plan. He explained that the Home Nations were aligning their pathways to enhance performance. Work was underway with Stupa to provide as great an opportunity to win against China. • GE explained the Core Outcomes of the Plan: to produce senior level athletes capable of international podium success; provide meaningful life experiences for players; support player exit pathways; and develop coaches with expertise at specific stages of the player journey. • A full time Performance Centre was critical to the success of the Plan and discussions are advancing with several partners, and a preferred location is expected to be confirmed this year. • This would encourage players from all over Europe to come and train here and enhance the sparring opportunities for the Home Nation athletes. <p>2. To consider the alignment with GB Table Tennis</p> <p>The Board received the paper and recognised that the points within it were from a performance view rather than a political one.</p> <p>The paper requested the approval from the Board in three areas:</p> <ul style="list-style-type: none"> • The Board’s intention for TTE to continue as the Lead Home Nation for the LA2028 Olympic cycle, subject to agreement by the GB Table Tennis Board. <p>[REDACTED]</p> <p>For the Memorandum of Understanding to be signed [REDACTED]</p> <p>The Board approved the request to continue as the Lead Home Nation for the next Olympic Cycle to LA2028.</p> <p>[REDACTED]</p>	<p><u>Decision:</u></p> <p>The Board approved the intention to continue as Lead Home Nation for the LA2028 Olympic cycle</p>		
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		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p>		
12		<p>AOB</p> <p>1. Meeting Schedule for Board</p> <p>It was agreed that Board agenda and papers would be posted to SharePoint for Board to receive as soon as they were individually ready, rather than in one batch that was posted closer to the date of the meeting.</p> <p>AC requested that Board meeting dates in 2024 and onwards be reconsidered so that they align with the financial performance dates of the organisation. He also requested to move the two day Board meeting from December 2023 to March 2024 and then onwards for future years so that Strategy and budget forecasting could be discussed in more detail.</p> <p>Board agreed to these and to hold future meetings on a Wednesday.</p>	<p>Action: Agenda and papers to be posted to SharePoint as soon as ready and Board notified</p> <p>Decision: Board meetings to be rescheduled to align with Finance performance dates</p>	SW	Ongoing

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		<p>2. ITTF Nominations</p> <p>The Chair left the meeting so the Board could discuss her current appointment to the Nominations Committee of the ITTF. This was up for renewal and SD wanted to apply for the roll of Chair on the Committee, which would afford her a place on the ITTF Council.</p> <p>The Board recognised the benefit of having such representation on the ITTF Council and agreed to nominate SD to the role.</p> <p>3. Board Expenses</p> <p>The Finance Committee discussed remuneration of the Board members at their recent meeting, following the removal of the Honorariums. Legal advice had suggested a separate expense policy and this was agreed to be written for the Board, indicating a maximum level of £250 per meeting, per Director, to ensure all out of pocket expenses were recognised.</p>	<p>Decision: The Board approved the nomination of SD as Chair of the Nominations Committee of the ITTF</p> <p>Decision: Board agreed to have a separate expense policy to cover Director expenses at Board meetings</p> <p>Action: Board Expense Policy to be revised</p>	<p>JKB</p>	<p>ASAP</p>
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The meeting closed at 4.30 pm.

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Decisions
The Board approved the work of Phase III of the Competition Review
SH was approved as the Board Representative for Safeguarding
DP was approved as the Board Representative for Anti-Doping
The Board approved the Governance and Risk Committee ToR
The Board approved Competition Committee ToR
The Board approved the People Committee ToR
The Board approved Articles Working Group ToR
The Board approved the amendments to the ensure consistency across all T1 Committees
The Board agreed for a further review of dates for the AGM <i>Subsequently date of 20 July 2024 agreed</i>
The Board approved Option 2 of the proposal to remove Part M of the Regulations and Part J to be rewritten
Mark Boote was appointed Chair of the Finance & Audit Committee with immediate effect
Sally Hughes was appointed onto the Development Committee and People Committee
The Board approved the proposals within the Membership paper to move forward with consultation and fund additional technical consultant support.
[REDACTED]
[REDACTED]
The Board approved the intention to continue as Lead Home Nation for the LA2028 Olympic cycle
[REDACTED]
Board meetings to be rescheduled to align with Finance performance dates
The Board approved the nomination of SD as Chair of the Nominations Committee of the ITTF
Board agreed to have a separate expense policy to cover Director expenses at Board meetings