

FINAL Board Meeting Minutes 5 June 2024



PRESENT

Location: Boardroom, TTE Offices, Bradwell Road, Milton Keynes MK8 9LA

Meeting: 10 am – 2 pm

Board Members: Nick Donald (ND) Chair, Adrian Christy (AC) CEO, Don Parker (DP) Deputy Chairman, Kwadjo Adjepong (KA)*, Richard Ayers (RA)*, Mark Boote (MB), Katharine Curran (KC), Sally Hughes (SH), Ray James (RJ), Jos Kelly (JK), Ritchie Venner (RV), Anna Whowell (AW)

Additional Attendees: Jill Parker (JP) President

Staff Attendees:

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

Minutes: Sue Wressell (SW) by recording

Apologies:

*Attended online

Agenda Item	Paper No	Discussion	Decision/ Action	Who	When
1	N/A	<p>Welcome</p> <p>ND welcomed everyone to the meeting, especially Kath Curran and Anna Whowell, who were attending in person for the first time.</p>			
2		<p>Update on actions and decisions made since previous meeting held on 7 February 2024</p> <p>The actions were reviewed and updated.</p> <ul style="list-style-type: none"> The action for competition cost lines was in hand, with a meeting due to take place on 26 June to discuss further. 			

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		<ul style="list-style-type: none"> An update on the Royal Patronage was given. Discussion was held on the progress of the Transgender Policy review and the current thinking around other sports for open competition rather than 'men's' competitions. SLT have been discussing the Policy and it was agreed that it would come back to the next Board meeting once discussed by the People Committee. <p>Minutes were approved by the Board on 9 April 2024.</p>	<p>Action: Transgender to be discussed by the People Committee and brought back to the Board.</p>	SH	At next People Committee and Board meeting
3	24.06.1	<p>Chief Executive Report</p> <p>The Board received the Chief Executive's Report and the following comments were noted:</p> <ul style="list-style-type: none"> Discussions are taking place with WTT to finalise events to be hosted in England in 2025; discussions are also progressing with potential host cities. Final confirmation from WTT was expected over the coming weeks. Discussions to finalise the format and schedule for the Worlds are progressing and it is expected to be confirmed by the end of September 2024.. The outcomes of the UK Sport restructure would be known on 6 June and AC would keep the Board updated when they were known. Work was still underway to scale Ping! but additional investment was required to do this. AC had met with Sport England to discuss investment to Ping! and there would be an opportunity to request additional funding when the grant funding for delivery activities comes up for reinvestment in March 2025. Other sponsorship/commercial investment was also being investigated. The Board would be kept updated on this topic. The project with Nielsen to investigate the commercial prospects for Table Tennis England was almost complete and this work with dovetail with exploring the commercial viability of Ping! 	<p>Action: Board to be kept updated on UK Sport restructure</p> <p>Action: Board to be kept updated on sponsorship and commercial investment</p>	AC AC	Once restructure was complete Ongoing
4		<p>Q3 Finance Report</p> <p>It was noted that a huge amount of work had taken place with the year end Audit coinciding with a BDO review by UK Sport. The BDO report was still outstanding. This would go to UK</p>			

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	<p>24.06.2.a</p> <p>24.06.2b</p> <p>24.06.2c</p> <p>24.06.3a</p> <p>24.06.3b</p> <p>24.06.3c</p>	<p>Sport in the first instance and would be shared with the Finance & Audit Committee and Board when the Report was received. SG was thanked for her work.</p> <p>1 To receive the Q4 Report The Report was received by the Board and there were no points raised.</p> <p>2 To receive the Cashflow It was noted that progression funding from UK Sport was received quarterly and Sport England funding is received now over two payments, usually at Q2 and end of year which causes a spike of cash held at those times. This meant that higher Corporation Tax was paid than in previous years.</p> <p>3 To receive Going Concern assumptions The Board received the going concern assumptions and there were no points raised.</p> <p>4 To receive and note the Audit findings The Audit Findings were received and had been presented to the Finance Committee at the end of May. There were no control points this year, with only one outstanding from last year which was receiving the cash flow. Now that the new finance system could produce the cash flow report, and it would be reviewed at each Finance Committee and Board meeting, the auditors were happy to remove that control.</p> <p>An unqualified opinion on the financial statements of Table Tennis England was anticipated by the auditors.</p> <p>5 To receive and approve the Audited Accounts The Board received and approved the Audited Accounts.</p> <p>6 To approve the Letter of Representation The Board received and approved the Letter of Representation. A letter of representation had been provided by the Senior Leadership Team to the Chair, which was now good practice.</p>	<p>Decision: Board approved the Audited Accounts</p> <p>Decision: Board approved the Letter of Representation</p>		
5		Table Tennis United			

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	24.06.4	<p>1. To receive the year-end report for the Year 1 Implementation Plan</p> <p>The Board received the year-end report which would be used within the Annual Review, with additional information and graphics. The first year of the Implementation Plan had laid the foundations for future objectives. Much of the objectives were moving forward well or completed.</p> <p>There may be some adjustment to the half year financial forecast to ensure that the work that is necessary meets the organisation’s strategic objectives, even if this means prioritising some activity over others.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • An update on the SheCoaches programme was given which was going well. This was a two-year programme and it was hoped that there would be investment to run the programme again. Feedback from the SheCoaches in the programme was good. • The SheCoaches had supported the ShePlay development initiative which was well received. Feedback from parents was very good. The ShePlay development was being supported by the Development Team through the Areas. • A full discussion was held on the recent selection for the European Youth Championships. • More meaningful content was being produced and monetised. KA updated on the content and platforms where this was working well. A new member of staff was coming in to look after Tiktok. • The technical review of the IT and digital platforms was completed at the end of April and a realistic report, which met the brief well, was produced. There were a number of key recommendations that would enable TTE to start to move forwards in this area. It was made apparent from the report, that to move forward with this work it would be necessary to have inhouse support. SLT had therefore been discussing how this could be resourced. KA would share the report with the Board. 	<p>Action: A copy of the report of the technical review to be circulated to Board</p>	KA	ASAP
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	24.06.5	<p>2. To receive an update on progress to Q1 and a forward view of Q2 for the Year 2 Implementation Plan short to medium term.</p> <p>The Board received the Year 2 Implementation Plan for TTU for 2024/25 and the following points were noted:</p> <ul style="list-style-type: none"> • It was noted that not all competitions were listed in the calendar as yet but these would be added over the season, especially area competitions – this is consistent with previous years as the structure of the calendar evolves. The calendar was a live document and discussion was happening within the areas for Senior four-star competitions, which are replacing grand prix. More thought needed to be given to the differences between grand prix and the planned four-star events. • A comprehensive review of costs to support the competitions needed to be undertaken. • AC took the Board through the State of Play report which was more qualitative and allowed a better look at how the objectives were being met and what needed to change. The actuals at 2024/25 would become the new baseline for measurement. This document would accompany future Goalscape reports. • The Board noted the progress made and acknowledged the work undertaken to date. 			
6	24.06.6	<p>Strategy for Coaching</p> <p>The Board received the Coach Learning Review paper and received a presentation on the proposed Strategy (which would be circulated with the minutes) from Jon Roberts, who had undertaken the review. The following comments were noted:</p> <ul style="list-style-type: none"> • Coaches that currently hold a Coaching qualification do not need to undertake CPD or develop themselves to keep that qualification. 			

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		<ul style="list-style-type: none"> • The Performance Development Centre coaches could support coaches in their local area. The Area Managers could also support this work. • TTE would need to work with clubs too, as part of a local network to support coaches due to the lack of resources within the organisation to fund the work. It would not be possible for TTE to ensure that each coach was at an appropriate level to support players. • Women were not coming into coaching in table tennis and work needed to be done to try and address this. • The current system does not allow coaches to develop in a working environment which is necessary for them to improve. • It is expected that future regulation will put the onus onto the governing bodies to ensure the competency and quality of coaching provided. • The proposal put forward was bold and would bring about a cultural shift and some volunteer coaches may not want to continue. • Communication would be key with the new strategy in getting the message across. • Tactical consideration of how to bring in the new strategy was key, rather than a radical change to the current system. • Those coaches already with a qualification would be mapped over to the new system. • The workforce around coaching was changing and a new Workforce Registration system was being put together by CIMPSA which would require TTE coaches to be registered and attain a certain level. • Concern was raised about the resources required to undertake the implementation of a new coaching system, especially if this impacted on the talent programme and the athletes. • The Board agreed with the direction of travel and the proposal to move forward towards an implementation plan which would come back to the Board at a future meeting. 	<p style="text-align: center;">Decision: The Board approved the direction of travel and proposal to move to an implementation plan.</p>		
7		Governance Statement			

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	24.06.7	<p>The Board received the Governance Statement for 2023/24 and the following comments were noted:</p> <ul style="list-style-type: none"> The Governance and Risk Committee had reviewed the Statement and approved it at its last meeting. The table of Board attendance had been included. <p>The Board approved the Governance Statement to be included in the Annual Review.</p>	<p>Decision: The Board approved the Governance Statement for 2023/24</p>		
8	24.06.8	<p>SafeTT Policy</p> <p>The Board received the revised Policy and the following points were noted:</p> <ul style="list-style-type: none"> The main change was that the Policy had been rebranded as SafeTT Policy instead of Safeguarding Policy. The Policy has been aligned with the Table Tennis United strategy. It was recognised that the Safeguarding update and all other Governance & Risk Committee papers had not been included with the agenda papers and they would be shared with Board following the meeting. Within the Vision of the Policy, it was agreed that there would be more reference to protecting vulnerable adults. Once approved, the Policy would be laid out on the website in a clear format and communications would be sent to all clubs, leagues and counties to update them and for them to update their policies too. Club webinars are also being set up and are on the website. The Safeguarding team now had the resources to provide additional support to the Performance team and to bring courses and learning tools online. Clubs who affiliate to TTE and have a junior section must have a welfare officer and the safeguarding team are in regular contact with them. Currently if a club does not have a junior section, they do not need a welfare officer but this might be seen as contradictory to the Policy which recognises the welfare of children and adults at risk and this would be reviewed. Further consideration about whether counties should also have a welfare officer would be taken to Governance & Risk Committee. 	<p>Action: All G&R Papers to be added to the Board folder</p> <p>Action: Consideration to be given to welfare officers at each club due to welfare of adults too.</p> <p>Decision: Board approved the Policy with the proviso</p>	JKB	ASAP

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		<ul style="list-style-type: none"> The Board approved the Policy, with the proviso of the consideration of welfare officers being necessary in all clubs because of the support to adults at risk. 	of consideration re adults at risk requiring welfare officer support		
9	24.06.9	<p>Risk Policy and Appetite</p> <p>1. The Board received the Risk Register and the following points were noted:</p> <ul style="list-style-type: none"> The risk about technology was highlighted but it was recognised that the current financial future with regards to politics and grant funding had to be considered. Grant funding had remained static since 2017 and this was not expected to change in the next cycle of funding which would mean a big downturn in funding due to rising costs and inflation. There was no further mitigation against this risk. All of the Committees are now seeing their element of risk and they are being asked to consider them at their meetings. [REDACTED] The risk about diversity was discussed and the membership of some of the Committees with too few men or women was noted and this would be considered along with further recruitment. 			
	24.06.10	<p>2. The Board received the paper to review the Board’s appetite to risk. The following points were noted:</p> <ul style="list-style-type: none"> It was recognised that risk was inherent and due to the way the organisation was funded, it was quite risk averse. The Directors discussed their appetite to be less cautious at times, not necessarily with finance and how this might accelerate strategic objectives. The policy and procedures around risk appetite would be shared with the Board for their consideration. This item would come back to a future Board meeting for a deeper discussion. 	<p>Action: Policy and procedures around risk appetite would be shared with the Board</p> <p>Action: Appetite to risk to be brought back to the</p>	JKB AC/ND	<p>Following meeting</p> <p>Future Board meeting</p>

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			Board for deeper discussion		
10	24.06.11	<p>People Plan and Diversity, Inclusion Action Plan</p> <p>The Board received the paper which outlined the next steps of the people Plan and how it was brought to life. The following was noted:</p> <ul style="list-style-type: none"> • The People Committee had started and more clarity was being sought about what was expected of that Committee and what areas of people would be considered by it e.g., Board, staff, volunteers, technical officials. • Much of the work of the Committee might also sit across the Advisory Committees and it would be necessary to work in conjunction with them and to use the expertise that sits in those Advisory Committees. • A requirement of the Code of Sports Governance was that a People item should be on the Board agenda at least once a year but ES would prefer that it was discussed more regularly. The Board also needed to consider what reporting structure it wanted from this area of work. • The Board agreed that People would be a standing item on the Board agendas initially and SH and AW would feedback to the Board on general items. ES would attend and produce papers for items that needed greater board engagement. • There had not yet been any feedback on the Diversity, Inclusion Action Plan that was submitted earlier in the year. • Board was asked to reflect on anything around People that should be considered by the People Committee, including what might cross over into other Advisory Committee considerations. 	<p>Action: People would be a standing item on all Board agendas initially</p>	AC/SW	Ongoing
11	AOB	<ol style="list-style-type: none"> 1. The Development Committee wanted to bring on a new member to the Committee and the Board agreed that David Maddison should be appointed. 2. AGM Resolutions were out for members to review. ND had heard that some members felt Resolution 10 provided the Board with a right to veto anyone they did 	<p>Decision: Board approved appointment of David Maddison to the</p>		

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		<p>not want to put forward and he was keen that all Directors who are approached by members, explain that it is not a veto. It is a process of good governance for the Board to ensure that those nominated to the Board have the skills, knowledge and experience that is required at that time, as listed in a role description.</p> <p>3. ETTU elections were due to come up in October in Linz and ND updated the Board on the current situation. Sandra Deaton’s election was also up for renewal and she was keen to re-stand. SH was also on the ETTU Gender Equality Committee and was due to renewal in August. She would also like to re-stand for this Committee. A list of renewals and new appointments would be shared with Board in due course for their approval.</p> <p>4. MOU with the National Council was progressing well and a productive meeting had taken place.</p> <p>5. An All Staff Day was being planned and Directors would be invited to attend for lunch and afternoon activities together with an Olympic send off for the athletes.</p> <p>6. AC updated the Board on an ongoing integrity case. The Board would need to decide whether it wanted to pursue a case against the individuals involved. AC proposed that the investigator, who had been working for TTE, should come to the next Board meeting and his final report would be sent to Board for consideration. [REDACTED] It was agreed that this item would be discussed at the next Board meeting in August and the investigator would be invited to attend.</p>	<p>Development Committee</p> <p>Action: List of re-election and new election for ETTU Committees to be sent to Board for online approval</p> <p>Action: Item on the investigation to be added to the August Board agenda and the TTE Investigator to be invited to attend</p>	<p>AC/SW</p> <p>ND/AC/SW</p>	<p>When ready</p> <p>August 2024</p>
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The meeting closed at 2.10 pm

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Decisions
Board approved the Audited Accounts
Board approved the Letter of Representation
The Board approved the direction of travel and proposal to move to an implementation plan.
The Board approved the Governance Statement for 2023/24
Board approved the Safe TT Policy with the proviso of consideration re adults at risk requiring welfare officer support
Board approved appointment of David Maddison to the Development Committee