

# FINAL Board Meeting Minutes 14 August 2024



**PRESENT**

**Location:** Online via Microsoft Teams

**Meeting:** 9 am – 1 pm

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

**Additional Attendees:** Nigel Mawer, Steven Richardson (for Item 8 only)

**Staff Attendees:**

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

**Minutes:** Sue Wressell (SW)

**Apologies:** Richard Ayers



Agenda Item	Paper No	Discussion	Decision/ Action	Who	When
1	N/A	<p><b>Welcome</b></p> <p>ND welcomed everyone to the meeting. He thanked everyone for their support at the recent AGM, which would be reviewed from a format perspective. It was unfortunate not to be able to see everyone and this would be considered for the next AGM, should it be held online again.</p> <p>The Chair spoke about the important function of the Board and the Executive and it appeared that some members of Table Tennis England appeared to be using AC's departure to drive a wedge between the organisation's leadership. The Chair reminded the Board of their collective responsibility and not to allow themselves to be influenced by members who</p>			

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		<p>have contacted them directly, rather than through the executive. If Directors are invited to meetings at which no executive is in attendance and the work of the TTE is being discussed, they should inform the Chair or Executive directly.</p> <p>The Chair also expressed concern that confidential emails were being forwarded on and also being transferred to personal email addresses. This raises conduct issues.</p> <p>Directors were also advised not to get involved in individual disciplinary issues where they are not involved in order to safeguard the independence of the process.</p>			
2		<p><b>Update on actions and decisions made since previous meeting held on 5 June 2024</b></p> <p>The actions were reviewed and updated.</p> <ul style="list-style-type: none"> <li>• The Transgender Policy would be brought back to the Board in November 2024</li> <li>• The commercial valuations had been received the day before and AC would share them with the Board. He stressed that these were very commercially sensitive and must not be shared with anyone else. In due course, he expected that the Board should be updated, through a contact tracker, on the progress with target brands, once he leaves the organisation. Deliverables were in place for the commercial work which was being run by Matthew Osmon from Jump.</li> <li>• Every club was now being checked for the new season to ensure they all have welfare officers, as agreed at the June Board meeting.</li> </ul> <p>The Minutes of the meeting held on 5 June 2024 were approved as a true and accurate record of the meeting. It was noted that these had been sent out late, hence approval at the meeting. However, future draft minutes would revert to the 14 day target.</p>	<p><b>Action:</b> AC to share the commercial valuations with the Board</p> <p><b>Decision:</b> The Minutes of 5 June 2024 were approved by the Board</p>	AC	Following the Board meeting
3	24.08.1	<p><b>Chief Executive Report</b></p> <p>The Board received the Chief Executive’s Report, which included an update on Welfare, People, Safety and Environmental Social Governance and the following comments were noted:</p>	<p><b>Action:</b> Statistics of those new joiners from the Hub to be presented to Board, if available</p>		

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		<ul style="list-style-type: none"> <li>• 100 new members to TTE had come from the Manchester Ping Hub from a range of local areas; schools, universities and general public using the Hub. An update on the sample of these new joiners would be given in November, if the stats were available as there was currently limited tech to provide this information. An investment in Ping would enable TTE to target communications and influence a player's behaviour, whatever journey they decide to take through the sport.</li> <li>• Negotiations with ITTF regarding the World Team Table Tennis Championships were ongoing and AC updated the Board on the current format. AC would share a slide with the Board that went to the Event Delivery Board, showing the lead up, build and structure of the event.</li> <li>• The minutes of the TTIE Board would be added to the Board shared folder to keep the Board up to date.</li> <li>• ND wanted to review the diversity around the committees and would come back to the Board in future. EDI needed to be considered across the whole organisation, rather than just within People.</li> </ul>	<p><b>Action:</b> AC to share slide re WTTTC26 Event format and build</p> <p><b>Action:</b> TTIE Board minutes to be added to the Board folder</p>	<p>AC</p> <p>AC</p> <p>SW</p>	<p>November Board, if available</p> <p>Following meeting</p> <p>Ongoing for each meeting</p>
4	<p>24.08.2</p> <p>24.08.3</p>	<p><b>Q3 Finance Report</b></p> <p>1 To receive the Q1 Report</p> <p>The Report was received by the Board and the following points were raised.</p> <ul style="list-style-type: none"> <li>• There was little to note apart from the year end forecast was showing a small surplus.</li> <li>• The regional monies of £18K were still showing in the accounts but these would be wound up by the end of Q2 of this year.</li> </ul> <p>2 To receive the BDO Report</p> <p>The Board received and noted the recommendations within the BDO Report. The following points were noted:</p>			

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		<ul style="list-style-type: none"> <li>The main proposals from the BDO were around approval thresholds and single process tender.</li> <li>The recommendations were minor and documentation of processes that were already being followed. Bringing the finance function back in house from August 2023 meant that some of the policies and procedures were not within the financial protocols but would be added and BDO recognised this.</li> <li>Following the Board meeting, the management response resulting from the BDO report, would be returned to UK Sport together with the changes implemented. SG was thanked for the work on this.</li> <li>The Finance and Audit Committee were happy with the BDO report and recommendations.</li> <li>The approvals threshold was reiterated.</li> </ul>			
5	24.08.4	<p><b>Financial Protocols</b></p> <p>The Board received and approved the amendments to the Financial Protocols.</p>	<p><b>Decision:</b> Revised Financial Protocols were approved</p>		
6	24.08.5a & 5b	<p><b>Procurement Policy</b></p> <p>The Board received and approved the Procurement Policy and the single tender action form.</p>	<p><b>Decision:</b> Revised Procurement Policy and single tender action form were approved</p>		
7	24.06.6	<p><b>Table Tennis United</b></p> <p>The Board received an update on progress to date and the following points were noted:</p> <ul style="list-style-type: none"> <li>Discussion was held on the current suspension of a member.</li> </ul>			

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8		[REDACTED]			
9	24.06.8	<p><b>Risk Management</b></p> <p>The Board received the current Risk Register and the new format of the Register which includes a heat map of the risks. It was noted that the new document was still being worked on.</p> <p>ND was keen to start a discussion about the Register and the appetite to risk but due to the fullness of the agenda, a facilitated session at a future meeting was a better way forward, to enable a full discussion by Directors.</p> <p>The Board focussed on the Risk Register, which was laid out in a different way, with a heat map and the following comments were noted:</p> <ul style="list-style-type: none"> <li>• The Governance and Risk Committee had reviewed the Register and had suggested a heat map that would show the risks in a much easier to see format.</li> <li>• The new format would provide easier support for Committees to see the risks in their areas.</li> <li>• The new version would then be seen and reviewed by the G&amp;R Committee at its next meeting before returning to Board in November.</li> <li>• To aid visual presentation, it was suggested that the Register be put onto a PowerPoint presentation.</li> <li>• AC suggested that the G&amp;R Committee look at the Register and put forward a simplified format of the top risks, with their movements and mitigations, for Board to see (possibly as a PowerPoint). He confirmed that the full Register would always be included with the agenda papers for each meeting.</li> <li>• AC felt there was one risk that was significant, around the tech ability of the organisation that was needed to develop its data and digital capability.</li> </ul>			<p><b>Action:</b></p> <p>AC/ND</p> <p>By the end of the year</p>

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		It was agreed that a half day, facilitated session, would be set up for Board to work through its risk appetite	A half-day session to be convened around risk appetite		
10	24.06.9	<p><b>MOU – Great Britain Table Tennis</b></p> <p>The Board received the Memorandum of Understanding (MOU) and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The GB Table Tennis had approved that Table Tennis England should be invited to remain as the Lead Home Nation for the LA 2028 Olympic cycle.</li> <li>• Governance documents for each cycle are prepared. A Memorandum of Understanding between each of the home nations is signed which sets out the relationship between all four nations with regards to the Olympic programme. In addition, a Lead Home Nation Agreement (LHNA), showing how GB expects TTE to operate, is signed. It was not anticipated that there will be any changes to the LHNA, and the MOU had been circulated to Board for its consideration.</li> <li>• It was noted that all sports are being challenged to look at how governance and operations could be more streamlined. Table tennis needed to consider this.</li> <li>• Subject to Board approval the MOU would be shared with the Boards of Wales, Scotland and Northern Ireland for their respective approval prior to seeking approval from the GBTT Board.</li> <li>• The MOU had been strengthened around home nation alignment and coach education and development. This was necessary to challenge the countries who did so well at the Paris games.</li> <li>• To challenge for medals in future, it is felt necessary to have a podium level funded programme after the LA Games in 2028. Alignment across the four home nations would help the case for additional funding with UK Sport.</li> <li>• AC had spoken with UK Sport about potential opportunities for a medal support programme for specific athletes, that may include a co-funding arrangement. This should be explored going forwards.</li> <li>• Some of the Directors felt TTE’s performance focus should be on England over GB. It was noted, that, as the Lead Home Nation for the GB Programme, and the recipient</li> </ul>	<p><b>Action:</b> T&amp;P Committee to consider GB representation rather than England</p>	DP	Next T&P meeting

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		<p>of public funding to support the GB programme, Table Tennis England is obliged to demonstrate GB primacy as are all home nations as GBTT member bodies.</p> <ul style="list-style-type: none"> <li>• It was suggested that the Talent and Performance Committee should look at whether athletes should compete as GB or England for the Worlds 2026.</li> <li>• It was recognised that more work was needed to bring girls into the talent pathway and discussion was held on the growth of girls and women in the sport.</li> </ul> <p>The Board approved the MOU.</p>	<p><b>Decision:</b> The Board approved the GBTT MOU</p>		
11	24.06.10	<p><b>Competition Review</b></p> <p>The Board received the paper, prepared by AW. A full and frank discussion was held on the issues raised by several Directors and the direction to resolve them within the paper. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The Competition Review was not designed specifically for performance outcomes, but it has a key role to play in our talent pathway, identifying and developing players that might have future potential.</li> <li>• It was recognised by the Board and the Executive that some changes were needed to be made within the new competition structure and the objectives of the competition review needed to be revisited and a system of reflection was important.</li> <li>• A Director was concerned about an apparent lack of guidance about the events being run for the coming season and that their events should not be expected to be profit making. AC stated this was a broad statement and highlighted that parameters are given to tournament organisers to ensure there is sufficient guidance without too much regulation.</li> <li>• It was noted that the Cambridge 4 Star had been recently cancelled leaving only one 4 star tournament left in the 24/25 Calendar.</li> <li>• It was noted that the Review was only just being implemented, and it was important to reflect on what was working well and what was not, but only after events had been held and feedback could be received.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• It was difficult to see a clear pathway for new players and how they move up the ladder and work was ongoing to map the competitions against the players pathway and member standards.</li> <li>• AWi confirmed that there were four underpinning principles considered when drawing up the Competition Review: structure; audience; key enablers; and event formats. All feedback needed to reflect the principles to ensure the review and implementation plan was on track.</li> <li>• The Competition Review was aimed at all members of the organisation, not just Compete Plus members, and it needs to sustain the pathway and growth within the sport.</li> <li>• Discussions had already taken place about how to remove blockers for events to be held and thoughts and feedback from Directors was welcomed. This included potential changes to the Competition regulations to enable competitions to be run this season while the review and reflection process is undertaken.</li> <li>• RV and Andy Wilesmith would work through the discussions held at the meeting and an update would be given at the next Board meeting.</li> </ul>	<p><b>Action:</b> RV and AWi to work through discussions and look at way blockers could be removed to allow for tournaments to take place</p>	RV/AWi	Following the meeting
12	<p><b>Affiliation via the Counties</b></p> <p>It was noted that there had been a growing number of enquiries from clubs and leagues that were keen to affiliate to TTE but not wishing to do this via their County.</p> <p>ND was keen to see how TTE could welcome clubs, leagues and new members in a different way (through partnership agreements) and removing the blocker of affiliation to the County to become a member. In doing this, consideration would need to be given to intended and unintended consequences.</p> <p>Board agreed to some pilot testing of partnerships which could be reviewed after 12 months</p> <p>It was agreed that this item would be moved to the next Board meeting to allow for fuller discussion around opportunities to support.</p>	<p><b>Action:</b> Consideration of a new affiliation process to come back to the Board.</p> <p>Agreement to some pilot testing</p>	ND/AC	November 2024	
13	<p><b>ETTU Nominations</b></p>				



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		<p>A full discussion was held on the Nominations being put forward to the ETTU for their Committees and a representation for the ITTF and the following points were noted:</p> <ul style="list-style-type: none"> <li>• Requests for future nominations would be shared with Board as soon as they were received so that full consideration could be given to those who would be the best person put forward.</li> <li>• A succession plan to for future nominations to ETTU and ITTF would be developed.</li> <li>• The staff put forward for nominations were keen to undertake the role and the organisation would make sure that the role would be included within their job rather than in addition. It was noted that the experience gained by staff from being on the role could be beneficial to them.</li> <li>• Those whose nominations were ultimately successful would be required to provide reports back to the TTE Board after relevant meetings within the bounds of confidentiality</li> </ul> <p>Directors were asked to give their approval for the list of nominations. All Directors, bar one, in the meeting were happy to approve. SW would canvas those Directors who were not in meeting and if a majority of approval was given, she would put forward the nominations.</p> <p><i>[Following the meeting, a majority approval was received, and all nominations were put forward to ETTU].</i></p>			
14		[REDACTED]			

The meeting closed at 2.00 pm

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Decisions
The Minutes of the 5 June 2024 were approved by the Board
Revised Financial Protocols were approved by the Board
Revised Procurement Policy and single tender action form were approved by the Board
The Board approved the GBTT MOU