

Regular Updates

1. **Chairman's update** – Sandra welcomed everyone to the meeting, commented on the size of the agenda and thanked everyone for their commitment. The new Board members were welcomed and everyone introduced themselves around the table.

Sandra had just returned from the World Championships which were very enjoyable and a good opportunity to network. Thomas Weikert was re-elected as President and had been supported by TTE. The ITTF was now the largest federation in the world.

In respect of ITTF Committees - Sandra confirmed that Sara was appointed as a corresponding member of the Rules Committee whilst Sandra was on the B.O.D and Nominations Committee.

Sandra had attended the official opening of the David Ross Sports Village which was also attended by Den Yaping

2. **CEO report** – there was a new Chair at UK Sport, Dame Katherine Grainger, it was felt that it was an opportunity to engage with Dame Katherine and put the collaborative case forward for the unfunded sports to reconsider the current strategy. This was likely to be a medium term strategy rather than have an immediate impact.

Team World Cup –The ITTF had approached TTE to organise the Team World Cup, the event is the premier event after the World Team Championships. The Board were supportive subject to the hosting underwrite being agreed so there was no financial exposure. Final Board approval would be needed

3. **Head of Operations report** –It was acknowledged that much of the financial and risk detail had been covered at the recent Financial Operations Risk and Governance meeting however an overview of the 16/17 year end was provided as was the status of the 17-21 forecast budgets. It was highlighted to the Board that due to protracted delays in receiving Sport England funding the reserves policy had been violated, however the award letter/contract had been received and returned and the funds were due by 02/06/2017.

KT then went through the audited accounts page by page highlighting changes such as the impact of the Code of Governance for Sport and that the Auditors had changed the treatment of

membership income to bring it in line with financial years rather than membership years. Some wording was queried and was amended following discussions with the auditors.

The audited accounts were presented and agreed that SS and KT could sign them

Safeguarding and the Duty of Care in respect of looking after athletes and the risk around this was discussed.

4. **National Council Update –**

Three main points were taken to the last National Council

- a. Introduction to the new Club and League Development Programme
- b. National Council Portal
- c. Code of Governance Update

It was highlighted that despite recommendations that there should not be a National Council meeting prior to the National Conference a meeting was agreed with an agenda as follows:-

- This meeting would be for NC's only
- Report back from Steering Group regarding Governance Code
- The dates of future National Council meetings should be set for the following season
- Elect the Chair for meetings for the following season
- Discussion about future of National Council

As the meeting will be shortened, there will not be time for discussion of any reports from CEO, Chair and departments. The staff of TTE and the Board will not be expected at the meeting as they will be preparing for the conference and Annual General Meeting although it was felt that some Board representation should be there to address points ahead of the AGM.

Dashboard and Decision papers

5. **Dashboard/Operation Plan** – The operation plan was presented in a different format with Simon Mills providing an overview of how it was arrived at – it was highlighted that its format was still work in progress, especially as Sport England measures had not been agreed which would impact priorities and focus.

Greg Yarnall described that the target was to increase membership retention from 81% to 87% which was felt to a stretching target but achievable. The focus would be on the younger age groups and reducing drop off.

Overall Board members commented positively on the presentation of the Operational Plan as it should mostly provide a useful purpose for SLT to monitor progress and strategic alignment.

6. **Appointment of Senior Independent Director** – Mark Quartermaine was appointed Senior Independent Director.
7. **Board Self Evaluation Report** – Sandra presented the findings and relevant comments from each section. Overall each section showed a positive movement from the previous year's evaluation report which showed good progress and evolution of the Board.
8. **Skills Matrix** The Board were asked to complete the matrix offline and return.

Papers for Discussion

9. **Governance Action Plan** - It was agreed that the action plan, (the original of which had had been circulated and agreed electronically by the Board) should be brought back as a standing item to each Board meeting.
10. **Diversity Action Plan** –It was felt that Table Tennis was an inclusive sport and diversity was embedded in everything that was being done, there are very few barriers to entry. There were also a number of interventions currently being delivered focused on the more diverse aspects of society such as Loop in the Community and an internal inclusivity group of staff had been created
11. **Board Sub- Groups – review, vacancies, succession planning –**
Nominations Committee – ToR and membership need to be reviewed post AGM to be brought into line with Governance code
Remunerations Committee - Senior Independent Director to become member of the group
FORG – It was discussed as to whether this group should it be split and should there be a governance and risk group and a finance and audit group.
12. **ESTTA** Greg Yarnall provided the Board with an updated as to how the merger with ESTTA was proceeding and the creation of the Schools Committee.

Day Two

13. **Annual Customer/Membership Survey** - Discussions took place how it could be improved next year.
Slide 41 (Value for Money and satisfaction) was felt to be key as it did not just impact TTE but what Counties' provide to leagues and leagues to clubs. Greg Yarnall highlighted that the consensus was that clubs did not want money from TTE but support and advice. GY then went on to describe BeTT and how this new programme would work with the core of the sport including coaches, volunteers, clubs and leagues. It would bring clubs and leagues together to share best practice and create synergistic working, whilst coaches and volunteers would feel valued, supported ensuring the sustainability of the sport at local level.
The question was asked what would happen if demand exceeded the ability to resource the requests. It was confirmed that premier clubs would be given priority, additionally there will be differing levels of request with some not being ready and others supported centrally from Milton Keynes or from volunteers.
Success will be primarily measured through increases in retention and satisfaction.
A communications plan had been informed to let all aspects of the sport know what was happening.
14. **AGM** - The Board confirmed the previous decision to hold an Annual Conference ahead of the AGM. The aim of the conference would be to present the Annual Review in an informative way. The intention is to have a better engaged and informed audience rather than the previous way of presenting the Annual Report page by page at the AGM.
A working group agreed to plan the detail of the Annual Conference.
15. **Mission 2025 v 2017-21 priorities** - It was agreed that there were no fundamental changes to Mission 2025, although some of the headlines measures needed reviewing.
16. **AOB**
British League
After several reminders British League had finally submitted a paper to the Board reviewing the 16-17 season and making a request for the 17-18 season.
It was felt that the report did not provide enough detail regarding development, sustainability and the use of the bursary – a further report was required.

Network Group paper

The paper which focused on making the Network more devolved now that it is established - this was agreed and will be progressed moving forward.

Doug Livingstone had met with Dame Tanni Grey Thompson and had discussed the new Government Duty of Care report which was likely to become more prevalent over the next few months.

Susie Hughes was attending the European Vets Championships on behalf of the ETTU.