Board Meeting minutes 3rd June 2021



PRESENT

Location: Zoom

Meeting 1: 9am – 3.30pm

Board Members: Sandra Deaton (SD) Chairman, Sara Sutcliffe (SS), Simon Griew (SG), Susie Venner (SV), Tom Purcell (TP), Steve Kemish (SK) Mark Quartermaine (MQ) Don

Parker (DP), Priya Samuel (PS), Ritchie Venner (RV) **Apologies:** Doug Livingstone (DL), Dee Paterson (DeeP)

Attendees: Emma Vickers (EV) Ray James (RJ) Kwadjo Adjepong (KA) [new directors taking office on 4 June], Joanna Keay-Blyth, Greg Yarnall, Sam Garey [staff attending for

certain agenda items], Neil Hurford and Kevin Buddell [MAG members for item 10]

Minutes Victoria Wiegleb

A recording has been retained of the full meeting.

Meeting 1 of 2

Agenda	Paper	Discussion	Decision/Action	Who	When
Item	No				
1		SD (Chair) welcomed everyone to the meeting and introduced the new 4 Board Directors: Ritchie			
		Venner, Ray James, Emma Vickers and Kwadjo Adjepong congratulating them all and welcoming them			
		all to the Board.			
		Apologies were given for DL and DeeP.			
		There were no conflicts of interests or Matters Arising not covered elsewhere.			
2		The minutes of 5 th March 2021 and 15 th & 19 th April 2021 were agreed and taken as a true and accurate	Decision: minutes		
		record by all. A show of hands was recorded.	approved		
3	21.6.1	Chairman's Report			
		The Chairman's Report was available to all Board members prior to this meeting. The report covered			
		the election and appointment of the new directors, the return to play and competition, preparation for			
		the AGM and the large number of resolutions, meeting with MAG on accountability and transparency			



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	and an update on the ITTF AGM date as well as confirmation of the European Championships in Warsaw in June.			
	SD recorded her thanks to DL, DeeP and MQ for their support, experience and time over the last 4 years on the Board.			
	There had been a low take up of the offer for Board members or senior staff to attend League and County AGMs this year. Brief updates were given from Berkshire (attended by SG), Herts (attended by DL) and Essex (attended by Greg Y). DP, SV and TP noted that they were due to attend various AGMs (notably Buckinghamshire, Liverpool and Southport) in the coming weeks.			
21.6.2	CEO Report			
	The CEO's Report was available to all Board members prior to this meeting. The report covered operational support for the director election and recruitment processes, update on member renewals and requested discount (c 5% currently) and a limited update on Sport England funding cycle as more information expected in June. SS also updated verbally that confirmation just received that Tin-Tin Ho had qualified for the Tokyo Olympics (first British Female to qualify since 1996), congratulations were minuted to Tin-Tin and Liam Pitchford.	Action: Email to Board when	vw	Ongoing
	Update on discussions with WTT – focus now on 2022 as not sufficient time and too many risks to pursue 2021.	reports are updated		
	Centenary Project Manager, Steve Joel, appointed and will present at the September Board Meeting.			
	It was requested that when Board pack on Dropbox is updated can Board be informed by email which documents have been amended or added.			
21.6.3	Head of Operations Report including Risk Register The Head of Operations Report covering staff updates, safeguarding and complaints logs and the risk register was available to all Board members prior to this meeting. The logs and risk register had also been reviewed by the Governance & Risk Committee and the minutes of that meeting were provided.			
		Warsaw in June. SD recorded her thanks to DL, DeeP and MQ for their support, experience and time over the last 4 years on the Board. There had been a low take up of the offer for Board members or senior staff to attend League and County AGMs this year. Brief updates were given from Berkshire (attended by SG), Herts (attended by DL) and Essex (attended by Greg Y). DP, SV and TP noted that they were due to attend various AGMs (notably Buckinghamshire, Liverpool and Southport) in the coming weeks. 21.6.2 CEO Report The CEO's Report was available to all Board members prior to this meeting. The report covered operational support for the director election and recruitment processes, update on member renewals and requested discount (c 5% currently) and a limited update on Sport England funding cycle as more information expected in June. 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		Concern raised that there were still 30+ leagues who had not completed their Annual Returns. Agreed that a targeted approach to League Chairs was needed including via the relevant county. The recent developments with TT Leagues and the announcement about TT Clubs was noted and	Action: targeted approach to leagues missing ARs	JKB	ASAP
		thanks to JKB for her work on this.	Alts		
6	21.6.4	21/22 Operational Plan and progress to date			
		The 21/22 Operational Plan had been distributed in early May and was included again in the pack. It was agreed that this document is much better presented and easier to review with the progress column than the previous template. No further comments or questions were raised.			
7	21.6.5	Departmental Reports			
		Departmental Reports were available to all Board members prior to this meeting and Board members are invited to contact the authors directly with questions generally.			
		a. CEO – no further questions			
		b. Operations – Staff Survey was discussed and the improvements noted. It was advised that an Action Plan with SLT has been created and feedback will be followed up. As Covid restrictions relax, it will be good to see Board and Staff together in the office to improve visibility and relationships.			
		Update on insurance tender - deadline for tenders is 17 th June.			
		c. Performance – Podcasts on Olympic games have been recorded and will be promoted.			
		d. Comps & Events – no questions	A ation. Drawd	VW	Commission
		e. Marcomms – The internal document about "Our Brand" was discussed. It was agreed this will be circulated to Board and beyond as appropriate.	Action: Brand documents to be sent to Board	VVV	Completed
		f. Development, Volunteering & Participation – no questions			
8	21.6.6	Finance Report			



		The Finance Report (including the Finance Committee minutes), the Audited Accounts and the Audit		
		Findings Report from haysmcintyre were available to all Board members prior to this meeting.		
		Head of Finance & IT, Samantha Garey (SamG) joined the meeting.		
		The audit took place virtually again and within a tight timeframe. Appreciation was shown to SamG for the hard work to complete the audit and to receive an unqualified audit report.		
		The end of year surplus was c £1500. The VAT discrepancy was investigated and discovered as a prior year issue. With advice from haysmcIntyre it was decided that the prudent course of action was to write it off this year but to have it investigated in more detail in the coming months which could result in a reversal. The Board approved the 20/21 audited accounts and the CEO authorised to sign them. A show of hands	Decision : 20/21 audited accounts approved.	
		is recorded. 21/22 - currently the budget is quite prudent to allow for uncertainty in both membership and competitions. The Finance Committee will monitor monthly.		
		It was noted that a future performance programme will need considerable additional financial investment and this will need to be discussed by Board.		
9		National Council Update		
		Board members were reminded that the next National Council meeting is on 19 th June via zoom and attendance encouraged.		
		The agenda has now been sent out with supporting papers:		
		https://tabletennisengland.co.uk/our-sport/national-council-papers/		
10	21.6.7	MAG update		
		Chair of MAG Neil Hurford (NH) and MAG Member Kevin Buddell (KB) joined the meeting.		



		A MAG Report was available to all Board members prior to this meeting. The report provided a brief update on current MAG projects. NH invited all new Directors to the next MAG Meeting on 12 June. NH discussed the Club Development Report. He requested: 1) The report is to be published on the TTE website 2) A Working Group to work through an appropriate action plan. The Board were asked for their considerations / comments on the above two actions – discussions took place on this. It was agreed that publication of the MAG needed to be accompanied by a Board response and commentary from the staff to ensure alignment with current priorities as several of the recommendations are already covered by development programmes. It was also agreed to set up a Working Group to include MAG, Board Member, TTE Staff and a club development member. KB noted that a facilities register, especially those that were helped with public funding, could be created. This might help planning in the future when relevant staff or volunteers move on and knowledge gets lost. It was queried whether Sport England or CSPs also hold central registers. SS	Decision: MAG Club Development report to be published along with Board and staff responses Decision/Action: Working Group to be created Action: SS discuss facilities register with GY	SD	ASAP
11	21.6.8	ITTF Committee Nominations ITTF committees will be reappointed for 2 year terms at the ITTF AGM later in 2021. A nation may nominate up to 4 individuals. England currently has 3 committee members namely SD (Nominations), TP (Umpires & Referees) and SS (Rules). SD's position on Nominations is not up for renewal as it happens at a different point in the cycle. SS and TP gave a brief summary of the work on their respective committees, on which they are both very active. It was agreed to nominate them again.	Decision : ITTF Committee nominations agreed		



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		In consideration of nominating a 4 th individual the Board considered the recommendation to nominate Karen Tonge MBE to the Para Committee in light of bids for the European Para Championships in 2023 and the World Para Championships in 2026. This was agreed.			
12	21.6.9	Board External Evaluation's action update			
		The Action Plan from the SRA Board evaluation was reviewed and is on track with a view to all actions being completed by December Board. The sourcing of Risk Management Training & Risk Appetite Training is still ongoing. Various directors who attended the SRA Board training on 27 th May said how beneficial it was. Feedback to SRA is that it was too long to cover in one day for zoom.	Action: Feedback to SRA on training Action: Add Board Training	JKB	ASAP
		Dates for Board Training Day to be discussed in the Sept Board Meeting.	Dates to Agenda for Sept	vw	Completed
13		Board Strategy Day It was agreed this will be a physical meeting (scheduled for 2 July) so if Covid restrictions continue the date would look to be rearranged. It was also agreed that an independent facilitator would add value to the day and the discussions. Agreed in principle that Mission 2025 provided the basis on which to build and that a 5 and 10 year strategy would probably be needed along with commentary on where and why parts of current M2025 might no longer be relevant or appropriate.	Action: Facilitator for the Strategy Day to be sourced	SD / SS	ASAP
14	21.6.10	Governance Statement for 20/21 Annual Review The standard governance statement for inclusion to the Annual Review was approved (subject to adding TP and correct spelling of PS).	Decision: Governance statement approved for Annual Report	JKB	Completed
15	21.6.11	Talent & Performance Board Sub Committee The Board reconfirmed its previous decision to establish a Talent and Performance sub committee of the Board. Draft Terms of Reference were considered and after discussion a small group was asked to consider the ToR in more detail taking into account the views expressed about using active terminology	Action: amend ToR and resubmit to Board		Completed

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and ensuring the right skills were on the committee and resubmit to Board ASAP. It was felt important to be able to agree the ToR and publish ahead of National Council meeting so that Council could see Board's commitment to this sub committee. DP was suggested as Chair of the committee. SD said this would form part of the 'cabinet reshuffle'.

GB TT Committee

Board was updated as a follow on from the March meeting when the MOU was agreed in principle allowing the Award Agreement with UK Sport to be signed. Further negotiations with the Home Nations have led to the MOU for the GBTTC being effectively a 12 month position and that during that period work would take place to consider the longer term governance structure – either the reconstitution of a British Table Tennis company delegating management of the programme to England via an SLA or a continuation of the MOU as presented.

Confirmed that Wales, Scotland and Ulster will sign the MOU as presented. Board agreed England to sign too.

Staffing of the GB programme for the initial 12 months also agreed by the GB committee. The implications of two TTE staff sharing their current roles with a GB role were considered by the Board. Two new roles to be advertised.

There was a healthy discussion about the role of the England Talent and Performance Committee and how it aligns to but is not superseded by the GB committee. It was agreed that the Chair of the England T&P Committee should attend the GB committee meetings as England's second attendee. Careful use of correct language and terminology needed to ensure everyone understood how the two committees and programmes would function and provide additional resource and strength to both the England and GB pathways/performance squads. Important not to lose control over England players and talent pathway. SS confirmed that this sentiment was agreed by all Home Nations — everyone had sovereignty over their pathways and players however to perform successfully at GB (Olympic) level cooperation to strengthen GB was needed. Will look to learn from other sports who operate predominantly as Home Nations but also successfully as GB for Olympic Games.

It was confirmed that this GB TT model does not include para table tennis. It was also confirmed that any Home Nation can withdraw from the MOU.

Decision:Sign GB MOU

Decision: Nominate SG as GB Chair. DP to attend GB meetings with SS as England's second attendee.



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		The Board discussed the nomination for the Chair of the GB TT Committee (until end March 2022). After discussion it was agreed to nominate SG as Chair taking to account the governance project for the longer term. Consideration to be given to succession planning as part of future model which would need to be compliant with the Code for Sports Governance.			
16	21.6.12	Diversity Action Plan presentation Head of Volunteering & Development Greg Yarnall (GY) joined the meeting A presentation was shared providing an update on the work of updating the Diversity Action Plan to the Board. A similar presentation would be given at the National Conference on 5 June. The final plan will be presented in September. With DL leaving the Board other board members were asked to express interest in joining the Diversity Working Group. GY and the working group were thanked for the progress being made on updating the diversity and inclusion strategy.	Action: Board members to volunteer to join working group		Completed KA and EV
17	21.6.13	Membership Survey Results GY also presented some initial findings from the membership survey, the full analysis is still being undertaken. A club audit is due June / July to get a better understanding how clubs are managing the return. Indications are positive and the trend is good with 60-75% of groups back playing and it is increasing. Sport England funding remains open until end of June. This is will actively pushed and republicized. Table Tennis clubs /organisations received over £370k so far.	Action: full report to be sent to Board	GY	When available
18	21.6.14	Approval of TOR for Board Sub Committees A report from TP as lead for Network was received before the meeting.			



		Updated TOR for Board Sub Committees (1) Finance and (2) Governance and Risk (3) Nominations Committee and (4) Remuneration Committee were approved. Further committee ToR being reviewed currently include: Disciplinary, Board of Appeal and Rules. These are due by Sept 21. Operational committees TAP and TOC have been reviewed and approved by departmental Heads.	Decision: Board Sub committee T of R were approved Action: GRC to consider	JKB	Next GRC meeting
		Following in the next phase for review are British League, NCL & NJL, ELCC and Schools committees. Vacancies on committees: The Regional Forum Chair position requires a Board member. SD will consider and discuss with Elected Directors. London Region very difficult to find a Regional Chair. South West also a vacancy currently. Case Management Group ToR have also been written. A question about whether a Safeguarding Committee was required (as opposed to the Case Management Group) will be discussed by GRC.	of Safeguarding Committee needed.		, v
10	24.6.45				
19	21.6.15	UKAD Board Lead UKAD Framework requires a Board Appointed Anti-Doping Lead. SD put her consideration forward of TP who has agreed in principle. TP role as Safeguarding lead dovetails with anti-doping into a wider Integrity lead. Succession planning was discussed as TP only has 1 year left on Board. EV volunteered noting her experience as a qualified anti-doping tutor. TP ad EV to work together.	Decision TP approved as Integrity lead including anti doping for UKAD Framework		
20		JKB shared the draft AGM notice on screen for Board approval which was given (subject to issue raised in Board Only time below). The Board was asked to approve the proposal to the AGM of hayesmcintyre for a 1-year extension as auditors. A full tender will be prepared and conducted later in 2021 for the next longer term appointment. The Board agreed unanimously.	Decision: AGM Notice approved Decision: hayesmcintyre to be proposed as auditors at the AGM		



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21	Board Only Time	Decision: full		
	 The publishing of full Board Meeting Minutes was discussed. This has been previously discussed via email and rolled over to this meeting for debate. 	Board minutes to be published.		
	Everyone supported the principle for transparency and whilst it was felt that the Board summaries as currently provided did that, Board agreed to publish the full minutes subject to personal information being protected. It would lead to a change in how the Board minutes are recorded as currently they include a lot of detail. The Board agreed to this change with immediate effect. This agreement was recorded.			
	2) SV submitted a paper on the question of the 'virtual' AGM decision taken at the March Board meeting and subsequently revisited and reviewed at the request of National Council in an electronic Board decision on 26 April, raising two points a) the legality of holding a wholly virtual AGM given the Government had not extended the temporary legislation, CIGA, which permitted this, beyond March 2021; and b) that Board members should have been made aware of legal advice received by TTE on this subject before reconsidering their decision in April.			
	TTE articles provide for virtual attendance at an AGM but not for a full virtual AGM. Therefore legally the AGM needs to be hosted physically however that a company can, in the circumstances for reason of health and safely and following Government guidance for indoor events, strongly encourage virtual attendance. SS confirmed that this was the legal advice received on 6 April as part of a wider brief regarding the Standing Orders and subsequently provided to the Board on 18 May.	Action: additional legal advice for AGM notice Action: Elected	SS	completed
	Additional legal advice to be sought to ensure wording of the AGM Notice complies with current legal requirements and protects members rights.	Directors to consider the Deputy Chair	EDs	completed
	Limited staff will be attending in MK office to assist with the AGM logistics. SD will also be in MK and requested the Elected Directors to consider who they would recommend as the Deputy Chair so that person could also attend.	Deputy Chair		
	3) Rationale and Board views on propositions was approved by all – this agreement is recorded.	Decision: Board proposition		



4) The two propositions of similar content and the process for dealing with them at the AGM was discussed and will be confirmed by Standing Orders Committee.	rationales and views approved		
5) With MQ leaving the Board a new Senior Independent Director needs to be appointed. SD also proposed a 'cabinet reshuffle' of Board committees. SD will notify Board members of her requests and intentions in the coming days and then seek full Board approval.	Action: SD propose 'cabinet reshuffle' and SID	SD	completed
 Proposed ETTU ranking system was discussed and SG welcomed anyone requiring further information to contact him. 	appointment		
7) Coach Education Grant Fund in the name of Charlie Childs was approved and will be announced at the National Conference.			
SD thanked everyone for their time and closed the meeting.			

Action	Owner	Completed
Update Board when reports are updated in dropbox	VW	Ongoing
Targeted approach to Leagues for Annual Returns	JKB	ASAP
Brand Document to be sent to Board	VW	ASAP
Working Group re MAG Clubs paper	SD	ASAP
Feedback to SRA about Board Director Training	JKB	ASAP
Add Board Training Dates to Sept Agenda	VW	Completed
Professional Facilitator to be sourced for Strategy Day	SD / SS	ASAP
Talent & Perf sub committee ToR to be amended	DP	Completed



Board sub committee 'cabinet reshuffle' and SID appt	SD	Completed
GRC consider if Safeguarding Committee required	JKB	Next GRC meeting
Membership survey results sent to Board	GY	When available
Elected Directors to consider Deputy Chair nominations	SV / DP / RV	completed
Legal advice for AGM notice	SS	completed