

# Board Meeting minutes 3<sup>rd</sup> 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 Item	Paper No	Discussion	Decision/Action	Who	When
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 <sup>th</sup> March 2021 and 15 <sup>th</sup> & 19 <sup>th</sup> April 2021 were agreed and taken as a true and accurate record by all. A show of hands was recorded.	<b>Decision:</b> minutes approved		
3	21.6.1	<b>Chairman's Report</b>  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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		<p>and an update on the ITTF AGM date as well as confirmation of the European Championships in Warsaw in June.</p> <p>SD recorded her thanks to DL, DeeP and MQ for their support, experience and time over the last 4 years on the Board.</p> <p>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.</p>			
4	21.6.2	<p><b>CEO Report</b></p> <p>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.</p> <p>Update on discussions with WTT – focus now on 2022 as not sufficient time and too many risks to pursue 2021.</p> <p>Centenary Project Manager, Steve Joel, appointed and will present at the September Board Meeting.</p> <p>It was requested that when Board pack on Dropbox is updated can Board be informed by email which documents have been amended or added.</p>	<p><b>Action:</b> Email to Board when reports are updated</p>	VW	Ongoing
5	21.6.3	<p><b>Head of Operations Report including Risk Register</b></p> <p>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 &amp; Risk Committee and the minutes of that meeting were provided.</p>			

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		<p>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.</p> <p>The recent developments with TT Leagues and the announcement about TT Clubs was noted and thanks to JKB &amp; Claire Brockwell for their work on this.</p>	<p><b>Action:</b> targeted approach to leagues missing ARs</p>	JKB	ASAP
6	21.6.4	<p><b>21/22 Operational Plan and progress to date</b></p> <p>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.</p> <p>No further comments or questions were raised.</p>			
7	21.6.5	<p><b>Departmental Reports</b></p> <p>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.</p> <p>a. CEO – no further questions</p> <p>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.</p> <p>Update on insurance tender - deadline for tenders is 17<sup>th</sup> June.</p> <p>c. Performance – Podcasts on Olympic games have been recorded and will be promoted.</p> <p>d. Comps &amp; Events – no questions</p> <p>e. Marcomms – The internal document about “Our Brand” was discussed. It was agreed this will be circulated to Board and beyond as appropriate.</p> <p>f. Development, Volunteering &amp; Participation – no questions</p>	<p><b>Action:</b> Brand documents to be sent to Board</p>	VW	Completed
8	21.6.6	<p><b>Finance Report</b></p>			

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		<p>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.</p> <p>Head of Finance &amp; IT, Samantha Garey (SamG) joined the meeting.</p> <p>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.</p> <p>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.</p> <p>The Board approved the 20/21 audited accounts and the CEO authorised to sign them. A show of hands is recorded.</p> <p>21/22 - currently the budget is quite prudent to allow for uncertainty in both membership and competitions. The Finance Committee will monitor monthly.</p> <p>It was noted that a future performance programme will need considerable additional financial investment and this will need to be discussed by Board.</p>				<p><b>Decision:</b> 20/21 audited accounts approved.</p>
9		<p><b>National Council Update</b></p> <p>Board members were reminded that the next National Council meeting is on 19<sup>th</sup> June via zoom and attendance encouraged.</p> <p>The agenda has now been sent out with supporting papers:</p> <p><a href="https://tabletennisengland.co.uk/our-sport/national-council-papers/">https://tabletennisengland.co.uk/our-sport/national-council-papers/</a></p>				
10	21.6.7	<p><b>MAG update</b></p> <p>Chair of MAG Neil Hurford (NH) and MAG Member Kevin Buddell (KB) joined the meeting.</p>				

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		<p>A MAG Report was available to all Board members prior to this meeting. The report provided a brief update on current MAG projects.</p> <p>NH invited all new Directors to the next MAG Meeting on 12 June.</p> <p>NH discussed the Club Development Report. He requested:</p> <ol style="list-style-type: none"> <li>1) The report is to be published on the TTE website</li> <li>2) A Working Group to work through an appropriate action plan.</li> </ol> <p>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.</p> <p>It was also agreed to set up a Working Group to include MAG, Board Member, TTE Staff and a club development member.</p> <p>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 agreed to pick it up with Greg Y.</p>	<p><b>Decision:</b> MAG Club Development report to be published along with Board and staff responses</p> <p><b>Decision/Action:</b> Working Group to be created</p> <p><b>Action:</b> SS discuss facilities register with GY</p>		<p>SD</p> <p>ASAP</p> <p>SS</p> <p>ASAP</p>
11	21.6.8	<p><b>ITTF Committee Nominations</b></p> <p>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 &amp; Referees) and SS (Rules).</p> <p>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.</p>	<p><b>Decision:</b> ITTF Committee nominations agreed</p>		

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		In consideration of nominating a 4 <sup>th</sup> 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	<p><b>Board External Evaluation's action update</b></p> <p>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.</p> <p>The sourcing of Risk Management Training &amp; Risk Appetite Training is still ongoing.</p> <p>Various directors who attended the SRA Board training on 27<sup>th</sup> May said how beneficial it was. Feedback to SRA is that it was too long to cover in one day for zoom.</p> <p>Dates for Board Training Day to be discussed in the Sept Board Meeting.</p>	<p><b>Action:</b> Feedback to SRA on training</p> <p><b>Action:</b> Add Board Training Dates to Agenda for Sept</p>	<p>JKB</p> <p>VW</p>	<p>ASAP</p> <p>Completed</p>
13		<p><b>Board Strategy Day</b></p> <p>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.</p> <p>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.</p>	<p><b>Action:</b> Facilitator for the Strategy Day to be sourced</p>	<p>SD / SS</p>	<p>ASAP</p>
14	21.6.10	<p><b>Governance Statement for 20/21 Annual Review</b></p> <p>The standard governance statement for inclusion to the Annual Review was approved (subject to adding TP and correct spelling of PS).</p>	<p><b>Decision:</b> Governance statement approved for Annual Report</p>	<p>JKB</p>	<p>Completed</p>
15	21.6.11	<p><b>Talent &amp; Performance Board Sub Committee</b></p> <p>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</p>	<p><b>Action:</b> amend ToR and resubmit to Board</p>		<p>Completed</p>



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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	<p><b>Diversity Action Plan presentation</b></p> <p>Head of Volunteering &amp; Development Greg Yarnall (GY) joined the meeting</p> <p>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.</p> <p>With DL leaving the Board other board members were asked to express interest in joining the Diversity Working Group.</p> <p>GY and the working group were thanked for the progress being made on updating the diversity and inclusion strategy.</p>	<p><b>Action:</b> Board members to volunteer to join working group</p>		Completed KA and EV
17	21.6.13	<p><b>Membership Survey Results</b></p> <p>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.</p> <p>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.</p>	<p><b>Action:</b> full report to be sent to Board</p>	GY	When available
18	21.6.14	<p><b>Network Update</b></p> <p><b>Approval of TOR for Board Sub Committees</b></p> <p>A report from TP as lead for Network was received before the meeting.</p>			



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		<p>Updated TOR for Board Sub Committees (1) Finance and (2) Governance and Risk (3) Nominations Committee and (4) Remuneration Committee were approved.</p> <p>Further committee ToR being reviewed currently include: Disciplinary, Board of Appeal and Rules. These are due by Sept 21.</p> <p>Operational committees TAP and TOC have been reviewed and approved by departmental Heads. Following in the next phase for review are British League, NCL &amp; NJL, ELCC and Schools committees.</p> <p>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.</p> <p>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.</p>	<p><b>Decision:</b> Board Sub committee T of R were approved</p> <p><b>Action:</b> GRC to consider of Safeguarding Committee needed.</p>	JKB	Next GRC meeting
19	21.6.15	<p><b>UKAD Board Lead</b></p> <p>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.</p> <p>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.</p>	<p><b>Decision</b> TP approved as Integrity lead including anti doping for UKAD Framework</p>		
20		<p><b>AOB</b></p> <p>JKB shared the draft AGM notice on screen for Board approval which was given (subject to issue raised in Board Only time below).</p> <p>The Board was asked to approve the proposal to the AGM of hayesmcityre 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.</p>	<p><b>Decision:</b> AGM Notice approved</p> <p><b>Decision:</b> hayesmcityre to be proposed as auditors at the AGM</p>		



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	<p>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.</p> <p>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.</p> <p>6) Proposed ETTU ranking system was discussed and SG welcomed anyone requiring further information to contact him.</p> <p>7) Coach Education Grant Fund in the name of Charlie Childs was approved and will be announced at the National Conference.</p> <p>SD thanked everyone for their time and closed the meeting.</p>	<p>rationales and views approved</p> <p><b>Action:</b> SD propose 'cabinet reshuffle' and SID appointment</p>	<p>SD</p>	<p>completed</p>
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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

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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