



## British Para Table Tennis Board Meeting Minutes

1<sup>st</sup> March 2023, English Institute of Sport, Sheffield, and via Microsoft Teams

### Board Members:

Karen Tonge OBE (Chairman) (KT)  
Martin Clark (Financial Director) (MC)  
Kim Laws (Senior Independent Director) (KL)  
Mel Cheung-Turner (Director) (MCT)  
Jaime Morgan Hitchcock (Director) (JMH)  
Catherine Willcocks (Director) (CW) via Microsoft Teams  
John Timms (Director) (JT)  
Rebecca Hembrough (Director) (RH)  
Maurice Hammerton (MH)

### **In Attendance**

Mike Smith (Advisor to the Board) (MS)  
Neil Marples (Acting Company Secretary) (NM)  
Louise Larcombe (Minutes) (LL)

#### **1. Welcome (KT)**

KT welcomed all. CW joined via Microsoft Teams.

#### **2. Apologies (NM) – Phil McCallum (Director) (PM).**

#### **3. Declaration of Interests (ALL)**

JT declared that his company, MLS GB, are interested in supporting and delivering BPTT world class events.

#### **4. Minutes of previous meeting held on 14<sup>th</sup> November 2022 (ALL PRESENT) – Approved.**

a. Action updates not mentioned elsewhere in the minutes:

##### **i. Minute 10.a. from 141122 meeting:**

##### **Finance (MC): New Members to be approved by Board:**

Going forward, new members will need to be approved at the point of domestic competition entry deadlines. All agreed that the Company Secretary can act on behalf of the board to approve new members.

##### **ii. Minute 13.b. from 141122 meeting:**

##### **Governance (KL): Risk Register (KL) advise on way forward:**

KL / CW to circulate the guideline document, this is in the board

folder.  
ACTION COMPLETED.

## 5. Matters Arising – None.

## 6. Performance (PM)

### a. Strategy Update

### b. BEAA – Athlete Rep recruitment outcome, MOU (LL)

3 athletes put themselves forward to be athlete rep; Aaron McKibbin (current athlete rep), Tom Matthews, and Martin Perry. It went to an anonymous vote amongst the Performance Squad athletes.

An updated MOU was signed by KT (document is in the board folder).

### c. Anti-Doping (LL)

LL has completed the annual report and it is on the website.

LL has also completed the 2023 Annual Submission to UKAD.

UKAD have sent a letter congratulating BPTT meeting all 24 requirements of the Assurance Framework, the primary mechanism through which National Governing Bodies (NGBs) demonstrate to UKAD their compliance with the UK National Anti-Doping Policy.

LL will be organising the first major games anti-doping training session by the end of this year to Paris 2024 Paralympic Games long list athletes and staff.

### d. Safeguarding (LL)

There has been no safeguarding issues since the last board.

Board members have safeguarding training in February and March with the NSPCC's Child Protection in Sport Unit (child safeguarding), and the Ann Craft Trust (adult safeguarding). At the second session, there will be a discussion on BPTT's safeguarding process, and Judy Rogers, to date BPTT's voluntary Safeguarding Officer, and Table Tennis England's Designated Safeguarding Lead (of 25 years this year), will be present to assist.

KT's proposal to the board is to put an advert out to have a volunteer safeguarding officer, who reports to the board and to RH (Board Safeguarding Lead).

UK Sport have offered to pay for 10 days consultancy work which went to Governance this week and this has now been agreed ..

Board agreed to accept the 10 days consultancy.

They will work with LL to get the safeguarding policy done.

KT suggested that Governance write to Judy Rogers re safeguarding thanking her for her work over the years and to advise of the advert that will be going out and that if she would like to apply for the position we will let her know when the advert goes out.

It was agreed that BPTT staff who are employed through Table Tennis England will follow the BPTT Safeguarding policies and processes.

### e. Cultural Feedback Survey (CFS) Update (LL)

100% of athletes, staff, and stakeholders accessed and started the CFS (one staff member however did not finish the survey despite reminders).



Overall, again, we had great responses, especially the written answers. There is a feedback meeting with UK Sport and The Happiness Index on Monday.

## 7. Selection (via KT)

- a. The Selection Committee has met. Simon Heaps got a bronze in Egypt (self-funded).  
LL advised that the cost of the competitions have arisen as the package is just for the singles, with an additional cost to stay on for the doubles.

## 8. International Events

### a. European Para Championships 23 update (KT) plus JT

KT has signed the Agreement Offer letter with UK Sport.

Progress is being made with the ITT. JT has now been appointed as their point of contact.

The steering group has met and JT has met with the hotel.

JT will speak to JMH and MCT re communications and a logo.

JT, JMH, MCT ACTION.

All foreign technical officials will be appointed by the ITTF. KT has prepared the draft advert with ITTF to recruit the officials. TTE selection committee for officials is KT with Chris Newton and Margot Fraser. There will be a site meeting with ITTF at the end of March 2023 in Sheffield.

We are also looking to put on classification seminars, coaching seminars, and technical official meetings.

We also have interest from stakeholders such as UK Sport, BPA, Sport England and the Home Nations who are wanting to come to the event.

### **BPTT Management of Conflict of Interest re E23**

KT asked the board to confirm and minute how we are going to manage the conflict of interest of JT having the management company for the E23 and PM being the equipment supplier. This is a condition of UK Sport as part of the award.

Where appropriate, we will ask them to leave the meeting. KL (Chair of Governance Committee) advised that we already have a conflict of interest policy; the chairman of the meeting, always ask re conflict of interests at the beginning of the meeting. It is then down to the chair to ensure that anyone with a conflict leaves the meeting at appropriate sections of the meeting, where necessary.

JT stated he will leave the room if anything commercially is discussed. It was noted that when JT is at the steering group meetings, he is there as the event director, not as a board member

**b. Welsh Open 2024, 25, 26 possible Cardiff: Disability Wales events August 2023**

KT had a meeting with the Welsh government, along with TTW and Disability Wales. They want it to be a British Open, rather than a Welsh Open, so that it can be a factor 40, rather than a factor 20. They want Rob Davies, Josh Stacey, Grace Williams, Tom Matthews, and Paul Karbardak can be celebrated playing in their own country.

They have got it down to 3 venues. KT and GV will be going over to discuss further. However, it will need to be a Factor 20 as a different venue to previous events in UK.

They have a national event in Swansea that they want to link it in with.

**c. Training Camp for ETTU Coaches/Players at Inverclyde with TT Scotland Legacy Event from E23 (KT) plus PM**

This came about because of the GAP project in Birmingham last year. All the events in Europe are ITTF not ETTU.

The ETTU have put on two courses whilst KT has been on the committee which have been inspirational. Matjaz Sercer, Pathway Coach has been on one of them.

Scotland (Richard Yule) have signed an agreement with Sport Scotland that the rebuild of Inverclyde be made user friendly for para athletes.

We have been invited to put a course on in Inverclyde by the ETTU.

There will be information on classification from Shaun Marples. This will be in October 2023 and will be a legacy from the European Para Championships.

**9. Board (KT)**

**a. Approval of Committee appointments updates (KT)**

All of the committees should be up and running.

KT mentioned the National Championships. MC advised that we usually make a loss on this.

LL advised that the updated board and committee diagram is on the website.

**b. Annual Review and the 2023 AGM (NM)**

NM said that he has had all of the chairs info for the annual review.

**c. Update on relationships and appointment with ITTF, ETTU, UK Sport, Home Nations, S&R and BPT (KT)**

The BPA CEO Mike Sharrock has left this week, the Vice-Chair Dave Clarke had applied and been appointed the new CEO.

**d. IRIS review and planning has been updated following discussions with UK Sport held over the last 12 months.**

The IRIS plan has been updated this week by KT and sent to UKS.



**e. Succession planning – Chairperson recruitment update (KL)**

KL advised that the closing date is 6<sup>th</sup> March. We have received 1 application so far. We have appointed the interview panel which will be KL, MCT, MC, RH, Maddie Thompson from Wheelchair Basketball will sit on the panel as an independent person. Katherine Grainger, UK Sport Chair, and NM, will be present also as observers, they will be non-voting. KT remains in place until the end of September 2023. MCT advised that quite a few people have shared on social media. TTE are looking to appoint a new Chair also. MCT asked KL for a catch up with the interview panel to confirm the process. KL ACTION. KL mentioned that all will be asked the same question with a standard matrix and scoring system, all mark individually and then they have a Microsoft Teams call.

**Risk Session (KL, CW)**

We need to sit down as a group and go through what the risks are that BPTT face. In the last 4 years we have only added one risk and removed none.

We also need to identify what our key risks are.

KL advised that he has added 'updating Risk Register guidelines' to the board folder.

Board had a discussion on risks, KL took notes to inform the new Risk Register. CW mentioned that usually it would be the executive that writes the Risk Register and the board is there to challenge it. The board are doing a lot of the key strategic work and is that a potential risk. We lack a CEO and the administrative side of the organisation that many other sports have.

Risk has been changed on all of the committees meeting the Risk Register earlier on in their meetings. All agreed that they feel that they are adequately reviewing the risk items.

KT said that KT and SM have negotiated with TTE that they have more para events.

CW said that we need to record these risks and circulate these to board and someone should propose what the ratings should be. CW added that she believes that we shouldn't sit on this for the next few months. Risks that are identified as no longer risks should be discussed also.

NM queried whether we should have an independent review of the risks annually. KL replied that that is a great idea. CW said that the people who work in the organisation should see this document and agree and suggest additions.

**10. Governance (KL)**

**a. UK Sport Award Organisational Health Conditions (KL)**

KT has sent off the matrix and has confirmation our governance contact at UK Sport, Lucy Moore, has confirmed that this fulfilled their requirements.

**11. Finance (MC)**

**a. BPTT Annual Accounts for approval**

MC added that the independent auditor has now signed this.

All board members approved the accounts.

MS queried whether subscriptions had been discussed, MC replied that they were approved to remain the same at the last board meeting.

**b. SLA with TTE (MC)**

We have had an agreement for the whole cycle however as we have added a staff member to it, they want to renegotiate.

There is a new CEO at TTE, Adrian Christy.

TTE sent KT a letter with an increase of costings.

MC has drafted a letter which the board need to approve.

All board members have approved the course of action.

MC will circulate the letter which will be sent,.

**12. Communications (MCT)**

**a. Update**

The Communications Committee Annual Review is in the board folder.

The Communications Committee meeting had to be postponed due to committee members other commitments.

**13. Competitions (JMH)**

**a. National Championships update**

KT said that there is a fantastic new Competitions Committee ready to put on the National Championships but will need assistance this first year.

JT said that we may be light on the ground for the National Championships therefore it would be great if board and staff could be available over that weekend.

**b. JT suggested instead of having perpetual trophies that we have a list on the website. JT said that we will be trialling live streaming at the venue.**

KT said it would be an opportunity to promote E23.

**c. Grand Prix circuit**

We had 35 entries for the Sheffield Para Open.

**14. Honours and Awards (KT)**

**a. Update**

MS pointed out that we have yet to present the awards from the last time we did them.



- 15. Date of the next meeting (LL)**  
LL has circulated a Doodle Poll.