

Board Meeting Final Minutes 7 December 2023



PRESENT

Location: Board Room, TTE Offices, Bradwell Road, Milton Keynes MK8 9LA

Meeting: 10.30 am – 3pm

Board Members: Nick Donald (ND) Chair, Adrian Christy (AC) CEO, Steve Kemish (SK), Senior Independent Director, Don Parker (DP) Deputy Chair, Ritchie Venner (RV), Ray James (RJ), Jos Kelly (JK), Kwadjo Adjepong (KA), Sally Hughes (SH), Mark Boote (MB), Richard Ayers (RA)

Staff Attendees: Sue Wressell (SW)

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

Minutes: Sue Wressell (SW)

Apologies: None

Agenda Item	Paper No	Discussion	Decision/ Action	Who	When
1	N/A	<p>Welcome</p> <p>ND welcomed everyone to the meeting, his first as Chair of the Association. He thanked everyone for welcoming him to the organisation.</p> <p>There were no declarations of interest.</p>			
2		<p>Update on actions and decisions made since previous meeting held on 6 June 2023</p> <p>The actions were updated as below:</p> <ul style="list-style-type: none"> The action on good standing was discussed. AC would be meeting with the VETTS to discuss how to take this forward. He would be suggesting a simple MOU for those organisations who are not affiliated to Table Tennis England but wanted a formal relationship with the organisation. 			

Board Meeting Final Minutes 7 December 2023



		<ul style="list-style-type: none"> The item around the investigation following the first Chair recruitment process was agreed to be dropped. The Directors were keen to move forward and draw a line under this. ND was keen that the Board builds on the cohesion and effectiveness of its work, building trust and respect for each other. It was important for the Board to provide AC and the team with support to deliver the TTU strategy. <p>Minutes were approved by the Board on 16 October 2023.</p> <p>ND wanted to build a culture of learning and development of the Board and he would be including an item on this on the next Board agenda. He saw this as part of building a cohesive and supportive Board and part of being a high performing organisation.</p>	<p>Action: Item on Board Learning and Development to be added to next agenda</p>	<p>ND/AC/SW</p>	<p>February 2024</p>
3	23.12.1	<p>Chief Executive Report</p> <p>1. Table Tennis United – Q3</p> <p>AC spoke to his Report and updated on areas not covered within it. These included:</p> <ul style="list-style-type: none"> The new Articles and Regulations Committee and the Articles Working Group (AWG) had been set up. The AWG is considering initial changes that might be forthcoming to the AGM in 2024. AC and the team are working with Government and Sport England to explore an opportunity to expand Ping activity. [REDACTED] <p>The TTU Q3 report had been received by the Board and the following, additional, points were noted:</p> <ul style="list-style-type: none"> Work was moving ahead on building up the cohort of officials so that there was enough to support major events. A Ping hub in Manchester was being launched in January as part of our social impact commitment to the WTT Feeder at the Velodrome. 			

Board Meeting Final Minutes 7 December 2023



		<ul style="list-style-type: none"> • 20 workshops on the education programme “Better Me” had been held around the country. These provide an understanding of an athlete’s journey. • The next generation and talent framework, linked to the PDCs, would drive early talent into the areas and this would be shared when it was complete. • 24 Coach Festivals would be held in 2024, bringing coaches together and learning from each other. Ten coaches would also be chosen, through an application process, for the High-Performance Coaching Programme. • The SHE Coaches programme was discussed and SH raised an issue of access for wheelchair users to the programme. GE would investigate this. • Interviews for the People Committee were due to take place soon. • The recent Staff Christmas day had highlighted the amount of good work that had taken place over the last year and staff satisfaction levels were high. 	<p>Action: Talent Framework to be shared with Board</p> <p>Action: Investigate wheelchair access for SHE coaches programme</p>	<p>GE</p> <p>GE</p>	<p>When completed</p> <p>ASAP</p>
4	23.12.2	<p>Q3 Finance Report</p> <p>The Board received the Q3 Finance Report, and the following points were noted:</p> <ul style="list-style-type: none"> • KA asked if there were any concerns about events making a loss, as was the case with other sports and SG confirmed that currently there were not. • [REDACTED] • Two interviews had been held for the Finance & Audit Committee and both candidates were very qualified for the role. The Board approved both candidates and SG would contact them both to confirm. 	<p>Decision: Board approved the two new members of the Finance & Audit Committee</p>		
5	23.12.3	<p>Table Tennis United Implementation Plan and Budget 2024/25</p> <p>The Board received the Plan and Budget, and the following points were noted:</p> <ul style="list-style-type: none"> • This was the first draft of the Plan for the coming year and SLT had given a lot of thought to the work that really matters to take the Strategy forward and the finite resources required to make it succeed. 			

Board Meeting Final Minutes 7 December 2023



		<ul style="list-style-type: none"> AC took the Board through the four pledges and the areas of work that had been identified to date as 'What really matters' with great importance being placed on developing our tech capability. The work in the Areas would be adapted to what was required in that area and would pick up how to engage with school age children and how the Ping project and data could assist with this. It was noted that British Para Table Tennis were bidding to host the Para Table Tennis Championships in 2026 and if successful, how both organisations might be able to collaborate. [REDACTED] The budget would be further reviewed by SLT when all were back in the office in the New Year. The Board were happy for SLT to continue to develop the Implementation Plan. 	<p>Action: Business Plan for re-allocating SE Funding to be sent to Board</p> <p>Action: Implementation Plan to be kept and updated in the Board folder in SharePoint</p>	<p>AC</p> <p>AC</p>	<p>January 2024</p> <p>ASAP</p>
6	23.12.4	[REDACTED]			
7	23.12.5	<p>Code for Sports Governance</p> <p>The Board received feedback on TTE's compliance with the Code from Sport England. Two areas remained that needed to be completed by February 2024 and were well in hand – Sustainability Plan and People Plan.</p> <ul style="list-style-type: none"> Support for the Sustainability Plan had been provided by BASIS and an action plan would be written, once the Plan was approved. This will include cost implications, and will be brought to the Board The Board were happy with the principles and content provided in the Plan. The six pillars of the People Plan were received. These were Culture, Resourcing, Leadership, Wellbeing, Diversity & Inclusion and Growth & Development. 	<p>Decision: Board approved the travel of direction for the Sustainability Plan and People Plan</p>		

Board Meeting Final Minutes 7 December 2023



		<ul style="list-style-type: none"> • Further detail will be added to the Plan, together with considerations about budget. • The Board agreed the direction of travel and approved the work to continue. 			
8	23.12.6	<p>AGM 2024 - Resolutions</p> <p>The Board received the paper identifying potential resolutions for the AGM in 2024, proposed by the Articles Working Group. The following points were made:</p> <ul style="list-style-type: none"> • Appendix 1 of the paper provided initial proposed amendments which were largely tidying up wording within the current Articles. These were approved by the Board. • Appendix 2 highlighted Articles that had been discussed by the Articles Working Group (AWG) which will be further discussed in the New Year. These would be brought back to the next Board meeting. The next meeting of the AWG was due on 11 January 2024 • Discussion took place about voting rights, including how company members were approved. • The plans for the AGM in July 2024 were discussed, including the costs to host and for those attending, and the savings that could be achieved for all concerned if hosting the meeting online. Following a full discussion it was unanimously agreed that the meeting will be virtual only. 	<p>Decision: Resolutions in Appendix 1 were approved</p> <p>Decision: 2024 AGM to be virtual only</p>		
9	23.12.7	<p>Table Tennis England Membership Scheme</p> <p>The Board received the draft structure and principles of a redesigned membership proposition, including the membership fees for 2024/25. The following points were noted.</p> <ul style="list-style-type: none"> • Board was asked to approve that membership for all Under 11s would be free, including those competing; a half season membership offering be approved; and for an increase in fees for 24/25 season should the new scheme not be operational in time. • Discussion was held on whether the half season could be run from the first half of the second instead of the second, but it was acknowledged that members could defer joining until the second half and still play their leagues. 	<p>Decision: Under 11s to be offered free membership and a second half season offering to be included in membership.</p> <p>Action:</p>	KA	New Season

Board Meeting Final Minutes 7 December 2023



		<ul style="list-style-type: none"> RV asked if consideration had been given to a 2-3 year deal for membership and KA would add this as part of their considerations. <p>Board agreed that Under 11s should receive free membership and that a half year season offering could be introduced. The figures for an uplift of fees are based on the rising costs being experienced by the organisation. Any proposal will be presented to the Board in February 2024 but would not exceed the commitment to limit any increase to a maximum £2.</p>	Potential increase of fees to be brought to Board	KA	February 24
10	23.12.8	<p>LA2028 Investment Cycle</p> <p>The Board received the update on the next Olympic Cycle and the following points were noted:</p> <ul style="list-style-type: none"> The first draft request for funding had been submitted 3 – 4 weeks ago and a meeting had subsequently been held with the UK Sport which was very positive. The final draft of the submission was required by 12 January and an investment figure is expected in March 2024. 	<p>Action: Directors to be kept informed of athletes travelling to and from China</p>	GE	Ongoing
11		<p>Additional Board Item – Board Composition</p> <p>ND was keen to recruit for two Appointed Director positions (one currently vacant and one when SK’s term ends) with the intention to address the diversity of the Board.</p> <p>The Board agreed this course of action and it was further agreed that SH and MB would sit on a panel with ND to drive forward the recruitment process with ES.</p> <p>The Nomination Committee would review the Board skills matrix and diversity commitments and make suggestions to the Board for approval.</p> <p>It was agreed that the minimum hours required of those taking up the roles would be made very clear.</p>	<p>Decision: Two Appointed Directors to be recruited</p>	Board Panel	ASAP
12		AOB			

Board Meeting Final Minutes 7 December 2023



Board approved the travel of direction for the Sustainability Plan and People Plan
<ul style="list-style-type: none">• Board approved the Resolutions in Appendix 1• Board agreed the 2024 AGM to be held virtually only.
Under 11s to be offered free membership and a second half season offering to be included in membership.
Two Appointed Directors to be recruited
£1K to be provided to DW to use for Archives each year