

### PRESENT

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

Meeting: 10 am – 3 pm

Board Members: Nick Donald (ND) Chair, Sally Lockyer (SL) CEO, Don Parker (DP) Deputy Chairman, Kwadjo Adjepong\* (KA), Richard Ayers (RA), Paul Bishop (PB), Katharine

Curran (KC), Sally Hughes (SH), Ray James (RJ), Jos Kelly (JK), Ritchie Venner (RV), Anna Whowell (AW)

Additional Attendees: Jackie Bryson, Board Evaluation Consultant, Richard Scruton, Chair of TTIE Ltd Board

Staff Attendees:

Part Attendees: Joanna Keay-Blyth (JKB), Sam Garey (SG), Keely Armitt (KA), Gavin Evans\* (GE), Andy Wilesmith\* (AWi)

Minutes: Sue Wressell (SW)

**Apologies**: None \*Attended via Teams

Agenda Item	Paper No	Discussion	Decision/ Action	Who	When
1	N/A	Welcome The Chair welcomed everyone to the meeting, especially Paul Bishop, who was attending his first Board meeting as a Co-Opted Director, until a replacement for Mark Boote is found.			
2	N/A	Conflict of Interest Declaration  The Chair declared his interest in Item 5 as he was a member of the GBTT Board.			
3	Minutes	Minute of the meeting held on 13 November 2024  It was noted that the Minutes of the meeting held on 13 November had been approved on 19 December 2024.			





4	Actions & Decisions	The actions, not covered in the agenda, were reviewed and updated.  • The Risk half day needed to be scheduled for Board.		
		<ul> <li>There was no update on the paper from AC on the executive team structure. This would be reviewed by SL and the executive team, in light of budget discussions that were coming up later in the meeting.</li> </ul>		
5	Presentation	GBTT Alignment & Podium Funding		
		<ul> <li>Gavin Evans (GE) provided the Board with a presentation of his thoughts about greater alignment across the Home Nations to support TTE's goal of achieving an Olympic medal at the 2032 or 2036 Games.</li> </ul>		
		<ul> <li>In order to achieve this goal, it was important to be in receipt of Podium funding by UK Sport, which would equate to three times the current funding.</li> </ul>		
		<ul> <li>It was noted that as a funding condition for the 2032 cycle, UK Sport requires a review of operating and governance models of TTE (as funding recipient) in conjunction with the Home Nations and other relevant bodies to be undertaken by 30 April 2027. Such a review to establish where greater structural alignment and efficiencies could be made.</li> </ul>		
		<ul> <li>GE was attending all Home Nation Board Meetings to discuss this review and to ascertain their willingness to take part. He requested the Board to give approval for two areas: Confirmation of the need to obtain podium funding to support the goal of an Olympic medal; and to begin the review, with other Home Nations, as soon as possible.</li> </ul>		
		Full discussion was held by Board, who raised concerns about representation and retaining individual membership and voting rights to the ITTF	<b>Approved</b> : Board approved the	
		<ul> <li>The Board approved the move towards going for podium funding to assist with the Olympic medal goal.</li> </ul>	move towards going for podium funding	



		The Board approved the review required to secure future funding. SL and the executives from the Home Nations would work together to decide how the review might be undertaken while taking on board learnings from previous projects of this kind.	Approved: Board approved the review required by UK Sport to be undertaken	
6	25/02/1	SL updated the Board on her first six/seven weeks in post. [REDACTED]		
7	25/02/2	<ul> <li>Jackie Bryson (JB) from Campbell Tickell, was welcomed to the meeting. JB thanked all the Directors and Senior Leadership Team for their input into the Evaluation and outlined the structure and methodology that had been followed and the findings.</li> <li>The Board had received the Report prepared by Campbell Tickell and noted the area of greatest focus needed to be on the Dynamics and Culture of the Board.</li> <li>Board supported the report and agreed that an Action Plan would be drafted, taking into account the recommendations within the Report, and this would come back to the Board for approval at a future meeting.</li> </ul>	Approved: Board approved the drafting of an Action Plan	
8	25/02/3	<ul> <li>Finance Report</li> <li>1 To receive the Q3 Report and cashflow</li> <li>The Report was received and noted by the Board and the following points were raised.</li> <li>There would be a surplus of £20K after the year-end adjustments. There was nothing of significance to highlight.</li> </ul>	Approved: Board approved the Q3 Report and cashflow	



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		The Board approved the Q3 Report and cashflow.			
9	25/02/4	<ul> <li>Interim Budget</li> <li>SL explained that the Interim Budget had been produced to allow her an opportunity to settle into the role and gain a greater understanding of the staffing structure required for the organisation. Any changes to staffing structure would have an impact on the budget.</li> <li>The full budget would come back to the Board at the June meeting.</li> <li>The Board discussed the contents of the Interim Budget and the gap analysis prepared for the recent Finance &amp; Audit Committee, who had agreed that both documents come to Board for approval. ND confirmed that he had Chaired the recent F&amp;A Committee.</li> <li>After full discussion which included confirmation of the process for salary increases, costs of the National Qualifiers and Senior Nationals, membership fees and review of contracts, the Board approved the Interim Budget.</li> </ul>	<b>Approved</b> : Board approved the Interim Budget		
10	Verbal	<ul> <li>Safeguarding</li> <li>Sally Hughes (SH) had attended a safeguarding course for board members in December, to help her understand her role as the Board Safeguarding Champion. She had found the course to be very informative and would share information with the Board and staff team.</li> <li>Moving forward, SH, SL, JKB and Judy Rogers would meet ahead of Board meetings to review safeguarding matters</li> </ul>	Action: SH to share the slides from the Safeguarding training she attended	SH	Following the meeting
11	25/02/5	<ul> <li>Table Tennis United</li> <li>Board received and noted the TTU Report.</li> </ul>			





		<ul> <li>It was agreed by Board that the way the Strategy was reported on was too difficult to understand easily. For future Board meetings SL would provide a high-level overview of goals in her CEO Update. A more meaningful tool would be produced to provide additional updates about the KPIs.</li> <li>SLT provided additional update around their work, including the digital transformation work.</li> <li>Key strategic topics would be determined across the year to bring to Board.</li> </ul>			
12	Verbal	<ul> <li>Richard Scruton (RS), Chair of the TTIE Ltd, provided a full and comprehensive update to the Board on the work of the newco and Event Delivery Board with regards to the series of events in the 10-year plan and the World Championships 2026.</li> <li>The Board thanked RS for his report and update on the work of TTIE Ltd and the World Championships and offered any support that might be needed in terms of influencing WTT/ITTF.</li> </ul>			
13	Verbal	<ul> <li>ITTF International Representation and Nominations</li> <li>ITTF Nominations were due to be put forward by 26 February 2025 and the Board discussed the different Committees and potential nominations.</li> <li>Following full discussion, Board approved the following nominations would be put forward, if agreed by those being nominated:         <ul> <li>Richard Scruton, Rules Committee</li> <li>Tom Purcell, Umpires &amp; Referees Committee</li> <li>Karen Tonge OBE, Deputy Chair of Para Committee</li> </ul> </li> <li>SW would request reports from ITTF/ETTU Representatives ahead of Board meetings, following the appointments approved.</li> <li>UKS International Relations Pilot Framework – SL/SW will work with RS/SD to complete the framework and bring back to the Board at a later date</li> </ul>	Action: ITTF/ETTU reports to be requested from international reps ahead of future Board meetings	SL/SW	Ongoing



14	25/02/6	<ul> <li>TTE Disciplinary, Affiliation and Competition Regulations 2025</li> <li>JKB provided an update on the robust processes that had been undertaken on the review of the Disciplinary, Affiliation and Competition Regulations.</li> <li>Procedural elements of the Disciplinary Regulations had been removed and put into a separate document and these had been agreed by the Governance and Risk Committee to come to Board for approval.</li> <li>Discussion and clarification was given to the section in the Regulations regarding breaches that could be taken to disciplinary. JK and JKB would liaise via email to clarify the point and Board would be asked to approve via email once this had been completed.</li> <li>The Affiliation Regulations were approved.</li> <li>The Regulated Competitions were approved.</li> <li>The Tournament Regulations would be re-reviewed as it was thought some changes may have been omitted. RV, SH and AW would discuss via Teams and once confirmed, the Regulations would be shared with Board for online approval.</li> </ul>	Action:  JK & JKB to liaise over detail in Disciplinary Regs for Board email approval:  Approval:  Affiliation and Regulated Competitions Regulations approved  Action:  Tournament Regulations to be re-	JK/JKB	Following meeting Following
15	25/02/7	Tiered Open Competition amendments	reviewed and re-sent to Board for email approval		meeting
13	23/02/1	The Board approved the amendments to the Tiered Open Competitions. It was noted that the Competition diagram (Version 2) showing a visual interpretation of the ladder of tournaments will be shared with all board members to facilitate comprehension of the system.	Approval: Amendments to the Tiered Open Competitions was approved	AW to send to Board	
16	25/02/8	Policy Review/Approval Board Expense Policy  • Board received and approved the Board Expense Policy	Approval: Board Expense policy approved		
17	25/02/9	Risk Register and Management	Action:	JKB	



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		It was recognised that the Risk Register needed a deep dive review and this would form part of a half day board session. SLT will review Risk Register ahead of each Board meeting. Discussion was held on whether to add requests for SARS onto the risk register.	JK to add to risk register		Following meeting
18	25/02/10	<ul> <li>AGM 2025 – Timeline and Resolutions</li> <li>Board noted and agreed the AGM timeline to be sent out.</li> <li>There was only one Resolution put forward by TTE which was a minor amendment to the wording within a previous resolution.</li> </ul>	Approval: AGM timeline approved		
19	Verbal	Committee Chairs Reports  The Chairs of the Tier 1 Committees provided a verbal update of their committees. ND informed the Board that Paul Bishop (BP) had been appointed Chair of the Finance and Audit Committee until a replacement Director was in place.			
20	AOB	<ul> <li>RA provided an update on Chair recruitment process and the upcoming Director tenures and appointments. Board agreed that Don Parker (DP) would cover the Chair role until a new Chair was in post and it was not expected that this would cause an issue with Sport England and UK Sport, who had been asked for their advice on this and confirmed approval in the short term.</li> <li>It was noted that Emma Sutherland had now left the organisation but had agreed to provide ad hoc support. In the interim, SL would support the People Committee until the new People Manager was in post.</li> <li>The proposed Pathway Development Cup tender had been sent out. A question was raised about where this sat. SL to speak with Andy Wilesmith</li> <li>[REDACTED].</li> <li>It was acknowledged that work around direct affiliation was still ongoing and would come back to the Board at a future meeting.</li> <li>Guidance would be provided to Board about their attendance at the upcoming WTT events in April and October.</li> </ul>	Action: SL to speak with AW about the Pathway Development Cup  Action: Guidance on Board	SL/AW	Following meeting
		Will events in April and October.	attendance at WTT	SL/SW	Following meeting



		Feeder to be provided	
21	Closed Session with NEDs		

The meeting closed at 3.50 pm

Date of the next meeting was confirmed as 4 June 2025, in the Table Tennis Boardroom, Milton Keynes

Decisions
Board approved the move towards going for podium funding
Board approved the Home Nations Review required by UK Sport to be undertaken
Board approved the drafting of an Action Plan following the report from the Board Evaluation
Board approved the Q3 Report and cashflow
Board approved the Interim Budget
Affiliation and Regulated Competitions Regulations approved
Amendments to the Tiered Open Competitions was approved
Board Expense policy approved
AGM timeline approved