



Minutes of TTW Board Meeting 25th May 2023 via “Teams”

Present- Nicki Arthur (NA), Owen Rodgers (OR), Andrew Thomas (AT), Alison Woodward (AW), Ben Rose (BR), Megan Powell- Williams (MPW) and Susie Osborne (SO).

Part of the meeting - Martyn Dew (MD) Safeguarding Lead

Apologies – Dennis Bromage (DB).

Action Points – NA confirmed that there was 3 outstanding action points from the previous meeting: Action 1, 3 and 4, action point has been completed.

Declarations of Interest – NA confirmed that she had received no declarations of interest.

Safeguard Update – MD walked through the latest safeguarding update, we are focusing on our Level 2 Accreditation and the CPSU inspection activity.

MD also talked through the need for a more robust recruitment policy for staff and volunteers and board to ensure that we have carried out sufficient checks.

The board signed off the latest Safeguarding Policy, which will be uploaded onto our website and also agreed that all Board Members would have a DBS check.

Action 1: OR and MD to get Board checks completed.

OR also gave an update on the section in the Byelaws that highlighted the need or all clubs and leagues to have a safeguarding lead who has completed the relevant training.

CEO Update – OR updated us on activities to date:

- Highlighting, the capital grant that we have been awarded, to spend on kit bags etc.

Action 2: MPW to review the comms plan with OR.

- GB para and how we work together strategically, to get more para-athletes competing.
- Regional Officer plans shared, we talked through the requirement for Cerys to have a base (South West), there are two schools that have tables which may be an option.
- Meeting with Cardiff University, which may also be a club venue for Cardiff City, so that we are able to encourage the youth teams back to the game.



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- Expression of Interest, 8 clubs are now on board, we plan to change the name now to Junior Focus Clubs.
- TTW are taking part in the 'Rackets Day', we are developing a plan to invite schools to join in.
- Para Day, a two day event in August, need to look at merchandise options.

Action 3: MPW and OR to look at options for potential merchandise.

- Owen gave a performance update.
- Communications plans to be reviewed.

Action 4: PPW to support OR and the team to undertake research to review our channel strategy and develop a mapping exercise.

- The board talked through our KPI's and the need to baseline where we are now, so we can map our journey.

Action 5: NA and OR to review our KPIs and develop a RAG status

Byelaws – OR informed the board that the Byelaws have been circulated to members for comments, detailing the changes that have been made, minimal feedback was received. These will now be affective from August 2023.

Financial Update – AT and OR update the board on financials, the transition to our new accountants is now complete and the accounts for this year have been submitted.

AT question when we will be audited.

Action 6: OR to check dates of audit.

This financial year's projections see us with a £13k deficient.

Action 7: OR NA and AT to manage risk and look at options to generate income.

Board Recruitment – OR/NA updated the board on the recruitment packs, adverts will be circulated this month, we have two interviews planned for the Safeguarding Director and Leagues and Competitions, these are elected positions, so once candidates have been interviewed members will be required to vote in order to appoint the directors.

No one has applied for the Company Secretary position, so after seeking guidance the board was asked if they were comfortable for OR to take on that position, this would not be a voting role. The board agreed.

The board discussed the need for additional elected directors, and to look at options to encourage more members to apply for role.

Action 8: AW, NA and OR to look at our skills matrix and propose appropriate director roles.



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Governance and Leadership Framework (GLF) – NA updated the board that we still had some outstanding actions, which are now held on the risk register.

Risk Register – OR walked through the software that we will start to utilise the manage our risks.

Action 8: OR to organise training session on the new system.

GAP – BR gave an update on where we are with the 2023 Plan.

Strategy Away Session – NA gave a quick update that part two of the strategy session would be held after the appointment of the new directors.

AOB - None.

Meeting Close.

