



TABLE TENNIS WALES

Minutes of TTW Board Meeting Teams 25 January 2024

Present

Nicki Arthur (NA), Owen Rodgers (OR), Andrew Thomas (AT), Susie Osbourne (SO), Megan Powell- Williams (MPW) Dennis Bromage (DB), Aled Rhys-Howell (ARH), Simon Evans (SH), Matt Whitton (MW).

Also present: Stephen Jenkins (SP), Simon Oyler (SO2)

Apologies -Alison Woodward (AW)

Absent - Ben Rose (BR), Craig Bryant (CB)

Actions from last meeting

Action Points

- Action 4, March - Risk register updated and shared with Board. CalQ risk training due to take place in mid February. In progress
- Action 4, May - Social media strategy updated to include WSA content comms. Complete
- Action 5, May- BR updated strategic priorities. Complete
- Action 6, May -Financial audit moved to April. In progress.
- Action 8, July -Charity status - discussed but agreed we needed commercial plans in place before revisiting this. AT asked OR investigate our current arrangements including current trustees and to renew our dormant status. Action updated and carried forward.
- Action 2 – Complete All clubs have safeguarding officers/leads. Spreadsheet updated in Teams by Martin.
- Action 4 – CEO newsletter complete. Positive feedback to date. In progress/ongoing
- Action 5 – Development plan presented at meeting. Complete.

Declarations of Interest

None

Performance update - Stephen Jenkins

- SJ provided an update on the pathway, which takes into account all players, coaches and the organisation's perspectives.
- Anna Hursey is currently ranked 94th in the world and should have her place confirmed in the Team GB squad within 4-5 months if her ranking comes down to 80s. Josh Stacey and another 4 Paralympic athletes will be heading to the Paralympic games.



Official clothing suppliers to the Welsh teams

Table Tennis Association of Wales Ltd

Cymdeithas Tennis Bwrdd Cymru Cyf

- SJ said each player has a plan focussing on 5 key areas: Technical, Tactical, Physical, Psychological and lifestyle. Also strength and conditioning sessions helping with reducing injuries, and psychological sessions included too.
- SJ said the most asked question he gets is about how do I find a club, or a regional officer.
- SJ provided an overview of the pathway, sharing a visual demonstration via a graphic which included a route to Olympic/Paralympic podiums. This included the regional set up, dragon squads (18 athletes currently), Aspire and Aspire Transition to manage the transition from Dragon to Aspire.
- SJ said there was a focus on improving coach education, including a mentoring focus via WhatsApp (22 signups), workshops (one in north Wales, one in south Wales) this year.
- This action is to improve the sport at a grass roots level to generate next Olympic athletes.

Action: SO recommended the team compile an equality impact assessment on the pathway to ensure equality of access for those living in different locations, backgrounds etc. MPW shared information in chat on how to complete this, with AT providing more details specifically for sport NGOs.

Development overview - Simon Oyler

- SO2 presented an updated development plan, which included all the areas where people try the sport for the first time and said there's competitions throughout the plan.
- The priorities include working with junior focus clubs, partners including colleges and universities to develop sessions which are aimed at becoming academies (three at present with plans for two more). Also plan to diversify regions/areas for people to play table tennis.
- Aims of junior focus club is to make it a safe place for young people as well as long term objectives including providing more opportunities for them to take up the sport in the future.
- Aim to get at least three primary schools to deliver table tennis sessions and have targets for numbers of children to engage. Choose schools nearest to clubs or those who are receptive to TTW and are sporty.

Competitions plan - Simon Oyler

- SO2 outlined the vision to enable more people to participate in competitive table tennis.
- Previous competitions were quite small and targeted, but this plan is to open up to more people.
- Identified key 7 areas to develop competition through communication with competitors of all age categories, providing opportunities for all (under 9s to over 70s), ensuring competitions are inclusive including para competitions, setting out a competitions procedure with expectations for external partners to run own competitions - making sure they are positive, professional and friendly environments, using TT Leagues software for promotion of competitions, receiving regular feedback and increasing numbers of people on ranking list.
- Looking at giving everyone positions in junior competitions, didn't encourage kids to move to ranking events. Splitting primary schools into regional competitions.
- Working on developing veterans league from two divisions.
- OR added that extra competitions will deliver significant increase in income for TTW.

Action: SO to follow up with Dennis on Penylan sessions.

Safeguarding



Table Tennis Association of Wales Ltd

Cymdeithas Tennis Bwrdd Cymru Cyf

- OR advised there are safeguarding courses booked in every month, and even though we have our level two we won't stop there to get as many safeguarding officers in clubs
- We were aiming to have one safeguarding officer per club, but now aiming to have at least two. Spreadsheet updated with details.
- Martyn has completed a communication strategy and has access to social media to promote safeguarding messaging.
- OR updated that Martyn is leaving at the end of March and is hoping to continue to advise TTW on a consultancy basis or for us to share capacity with another NGB.

Risk register

- OR advised no changes from last month. Will change when we get CalQrisk and understand how to use the system.

Finance and funding update

- OR advised the management accounts are on Teams and are favourable, due to competitions and memberships and OR is controlling the budget in a strict way.
- Was favourable in December because some international competitions weren't forecasted forwards.
- Were previously predicting £15-20k deficit but now estimating around £5k profit, due to increased interest in existing competitions. Out of forecast are additional competitions and leagues, which could contribute to around £10k income so predicting less than £15k deficit.
- AT said there are still risks around uncertainty and volatility, but have identified a lot of potential including competitions income. Overspend has been controlled and netted off by additional income vs the budget. The bottom line looks promising to improve, with another 2-3 months to go the risk to cashflow is minimised.
- OR said budget for 2024-25 is in Teams site, around £24k profit. Aware that we need to increase reserves.
- AT said for next budget objective is to accumulate reserves over next three years, around £30k per year to have around 2-3 months' cashflow. Forward looking budget has degree of pessimism built in.

Action: OR/AT to bring 2024-25 budget update to next meeting for sign off.

CEO Update

Updates

- OR updated on para squad, taster sessions, partners, leaders' course to be delivered in-house, Boys and Girls clubs (who have around 160+ clubs across Wales).

Decisions

1. Policies: OR advised that the BDO review was ongoing where discussions were around minute taking and policies. The HR policies have been uploaded which have been reviewed and signed off by AW and discussed at the meeting, although with development required.
2. Improvement framework: Signed off by AW and discussed at meeting.
3. Finance handbook: Reviewed by OR AT and WSA, approved
4. Staff and volunteer handbook: OR reviewed, needs to be reviewed by another staff member.
5. Board governance handbook, gov improvement plan, calendar of actions also discussed.

Table Tennis Association of Wales Ltd

Cymdeithas Tennis Bwrdd Cymru Cyf

NA asked whether we needed a company secretary, OR said it's a short list of actions so is comfortable to update.

OR advised he is waiting for clarification from BDO on how often to renew, but OR is suggesting annually. AT said this was ambitious for the finance one it should be over three years.

MPW asked if we'd had legal advice on policies, particularly wording around gender parity on Board. OR clarified point of query within gov improvement plan and will request advice from BDO on this. AT advised that WSA offer advice on this. SO provided clarity on Sport Wales gender parity target and how other policies are voted on in other sports.

OR and SO provided details on how the BDO review would be carried out, including being prepared for recommendations aligned with the capability framework. These will be every four years but taking a risk-based approach.

Discussion

1. Committee meeting calendar – OR advised this has been created to see when board, GB Board and committee meetings will take place.

2. Charity status - NA said we should wait for our commercial plans to be implemented before making a decision on our status. AT asked if we knew who our trustees were and have we done the minimum action required to keep it in its dormant status. NA said she didn't think we have enough trustees anymore.

Action: OR to check status with Charity Commission and complete return if needed.

3. OR said details of 2024 budget is in Teams files.

4. OR said he completed the Sport Wales partnership form with SO.

Action: OR to bring the partnership form to next meeting once reviewed by Sport Wales to discuss.

Information

- Last three CEO updates on Teams
- Moving to inclusion form included on Teams - working towards this
- Performance plan on Teams (presented by Stephen)
- Safeguarding report on Teams
- TTW calendar included on Teams
- Risk register on Teams

AOB

- Next meeting: 21 March (Teams and in-person).

Action: OR to book room

Meeting Close.

