



**British Paralympic
 Association**



Minutes

Name of Company British Paralympics Association
Meeting Board Meeting
Location Via Microsoft teams
Date/Time Monday 13 July 2020, 14:00-16:00

Item	Topic	Action
1.0	The Chair welcomed the Board, Exec and BPA colleagues to the meeting.	
2.0	Attendance and Apologies for Absence	
	<p>BOARD</p> <ul style="list-style-type: none"> • Nick Webborn (Chair) • Kate Adams (KA) • Emma Boggis (EB) • Chris Brown (CB) • Dave Clarke (DC) • Forbes Dunlop (FD) • Geoff Newton (GN) • Helene Raynsford (HRf) • David Ross (DR) • Helen Rowbotham (HR) • Anne Wafula-Strike (AWS) <p>STAFF</p> <ul style="list-style-type: none"> • Penny Briscoe (PB) <i>Director of Sport</i> • Jennie Cooper (JC) for minutes • Verity Naylor (VN) <i>Director of Operations</i> • Jenny Seymour (JS) <i>Commercial Director</i> • Anna Scott-Marshall (ASM) <i>Director of Communications</i> • Adrian Stockman (AS) <i>Director of Finance and Corporate Services</i> • Mike Sharrock (MS) <i>Chief Executive</i> 	

3.0	There were no declarations of interest	
4.0	The Board approved the minutes as an accurate record of the 10 March 2020 Board meeting.	
4.1	There were no matters arising not already covered on the agenda.	
5.0	Executive Team Report	
	<p>The Board noted the content of the Executive Team Report.</p> <p>In response to a number of questions, the following additional comments were made:</p> <ul style="list-style-type: none"> - MS provided an update on UK Sport's timeframes but there is still some uncertainty as to when the BPA will hear about what support will be available. UK Sport are still working towards confirming Paris funding by December this year. Before then they intend to confirm COVID relief funding and the funding for year 4/5 of the Tokyo cycle. - MS explained that we will need to demonstrate the impact of COVID and outline what is required to help the BPA manage the implications of the pandemic. MS expects the application to have been completed by end of July; - JS confirmed that funding applications to other foundations are also being made; - PB confirmed that the IPC are working closely with the IWBF on the ongoing issues around classification and that it currently is expected to affect two GB athletes 	
6.0	Financial Planning	
	<p>MS introduced the paper which had been circulated to the Board with the following comments:</p> <ul style="list-style-type: none"> - If the Games were to go ahead it will be simplified and it is likely that the BPA won't know what a 'simplified Games' would mean until the end of the year; - COVID-19 has resulted in the organisation's income being more at risk than before the pandemic. So it is vital that the BPA remains focused in its efforts in reducing costs, whilst continuing to follow two principles: <ul style="list-style-type: none"> 1) Delivering a best prepared team to the Games, and; 2) Organisational sustainability; 	<p>ACTION: JS to circulate potential new partners to the Board.</p>

- The aim is to get to March 2022 cash positive and emerge from Beijing having had two great ParalympicsGB performances, whilst being in a robust financial position meeting the BPA's reserves policy;
- The BPA's social impact work will not stop but will be refocused onto lower cost social impact activities, including working with BPA commercial partners to help them deliver their D&I and inclusion objectives. It is recognised that there is no bigger drive to support social impact than a high performing ParalympicsGB team;
- MS summarised that the BPA are committed to maintaining positive cash flow and meet the reserves policy.

AS added the following comments:

- The revised cashflow reflects the work the BPA has done to remove about £1.9 million of costs as well as putting in £1.7 million of income which reflects a realistic assessment of income generating potential;
- The BPA needs to control their own destiny and take the decisions now that make them financially sustainable;
- Since the Board papers were circulated the BPA are now extremely close to a credible cashflow that stays positive to March 2022
- Additional work is required beyond planning to March 2022. There will be two and a half years to fund Paris and rebuild reserves, that will be a huge challenge.

JS added the following comments:

- Partnership renewals remains the BPA's top priority as that provides long term financial sustainability as well as protect our commercial value in the market;
- JS updated the Board on activity with finding a new support agency to help identify and develop new business. The Commercial Team have invited three parties to pitch with the aim to have concluded this process by the end of July;
- The BPA are in dialogue with circa ten companies around potential commercial involvement with the BPA, with CEO to CEO engagement is working well;
- In philanthropy the BPA have two consultants working on a short-term basis, one of them supporting on the new case for support and one is

	<p>supporting with applications. The BPA's in territory resource in Japan is progressing the ambition to recruit donors from both Japan and China;</p> <p>The Board were keen to see the list of potential new partners to identify if they can offer support in any conversations;</p>	
7.0	Programme Planning	
	<p>VN introduced the paper which had been circulated to the Board with the following comments:</p> <ul style="list-style-type: none"> - The BPA have made significant further savings since the last Board update; <p>All significant costs savings were documented in the paper circulated prior to the meeting</p> <ul style="list-style-type: none"> - VN explained that the BPA have developed a further list of changes and the Exec are halfway through the process of scrutinising them in detail. The Exec are also aware there are still many unknowns – re. simplified Games; UKS funding assumptions; any other contingency measures relating to Covid-19 that the organisation might need to respond to. 	
9.0	Black Lives Matters	
	<p>The Chair opened the discussion on this item with the following comments:</p> <ul style="list-style-type: none"> - Recognising the importance of working with the system and our partners to change attitudes and that the BPA should look for a positive way in which they can influence, not only high performance sport, but grassroots participation too. <p>ASM added the following comments:</p> <ul style="list-style-type: none"> - There are three areas that the BPA can and should look at as part of the response to the Black Lives Matter movement: <ul style="list-style-type: none"> 1) to influence and contribute as part of the system together with UK Sport, Home Nation Sports Councils and NGBs; 2) to promote and profile BAME athletes as role models; and 3) the BPA corporate structure needs to be addressed looking at Board composition and staff. This should be done by listening and consulting with athletes and staff about their experience. 	<p>ACTION: MS to ensure the BPA remain connected to UK Sport in addressing this issue.</p>

	<p>HRf added the following comments from her discussions with the athlete's commission:</p> <ul style="list-style-type: none"> - Athletes' recognised that the BPA has been proactive in this space and were critical of some NGBs who took part in the social media blackout but were seen to not be listening or taking action; - There is a lot on interest from athletes to work with the BPA on the matter; - The right to protest at the Games was also discussed amongst athletes with the IPC consultation imminent; - It is hard to have group conversations with athletes about right to protest. People don't feel comfortable expressing their views on this in a group setting. IPC are going to do focus groups on this, but HRf recommended that the BPA should recommend to the IPC that this should not done in large groups. <p>The Chair summarised the key points from the Board conversation as:</p> <ol style="list-style-type: none"> 1. For the BPA to continue to engage with other organisations and be proactive in reaching out to key stakeholders 2. Continue to use BAME athletes as role models to encourage young people from a range of ethnic backgrounds to get into sport. 3. Review the BPA's internal processes and ensuring we are doing everything we can internally to create a fully inclusive organisation, including BAME representation. 	
10.0	Risk Register	
	<p>JC updated the Board to make them aware that the COVID-19 risk log that was used to update the Board previously has been merged with the organisation wide risk log. The Board noted the update received.</p>	
11.0	Games Cancellation	
	<p>JC explained that the BPA have written an outline contingency plan for:</p> <ol style="list-style-type: none"> 1. What if the Games (Tokyo or Beijing) are cancelled? 2. What if there are significant changes to the Games Master plan? <p>JC added that the BPA have been cautious in its spending against either Games, so the saving could be significant if the Games were to be cancelled today. However, the amount the organisation would save will depend on when</p>	

	<p>information against either scenario was shared with the BPA.</p> <p>In response to questions PB added the following comments:</p> <ul style="list-style-type: none"> - the Master Plan is likely to change. The IOC are reviewing 200+ budget lines to make savings, 14 of which would impact the athlete experience. PB will be consulted by the IPC on a call on Friday 17 July ; - There has been no indication of TOCOG reducing the number of athletes or sports at this stage; - Games cancellation anxiety is growing concern and that the system mental health group is addressing this. 	
12.0	Governance	
	The Board noted the reports circulated in advance. HRf added that the next Ath Comm meeting was scheduled for 16 July 2020. She added there is a sense of relief that athletes are able to get back to training.	
13.0	Organisational Strategy	
	<p>ASM updated the Board on the progress with the strategy. A lot of change had obviously taken place since the last discussion. ASM confirmed that the longer-term ambition of the strategy will remain, but that there is a need to reflect on where the organisation is now, to ensure the strategy reflects the more realistic timeline as well as changes that have come about as a result of COVID.</p> <p>The Board agreed it would be useful to progress the conversation about the Strategy in a smaller sub group.</p>	<p>ACTION: ASM to set up sub-group to revise strategy given COVID changes and to report back to full board.</p>