



**British Paralympic Association**



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**Minutes**

**Name of Company** British Paralympic Association  
**Meeting** Board Meeting  
**Location** BPA Offices, 60 Charlotte Street, London W1T 2NU  
**Date/Time** Wednesday 15 May 2019, 10:00 – 15:00

Item	Topic	Action
	<p><b>Board Training</b></p> <p>The Board meeting was preceded by a training session that was delivered by Penny Briscoe on the funding provided by UK Sport to the BPA.</p>	
	<p><b>Board Member only General Discussion</b></p> <p>BPA staff were not present for the Board member only general discussion and it was not minuted.</p>	
1.0	<p><b>Chair’s Welcome and Introductions</b></p> <p>The Chair welcomed the Board to the meeting.</p> <p>James Allen from the Sport and Recreation Alliance was also welcomed as an observer as part of the externally facilitated Board evaluation.</p>	
2.0	<p><b>Attendance and Apologies for Absence</b></p> <p><b>BOARD</b></p> <p>Present:</p> <ul style="list-style-type: none"> <li>• Nick Webborn (Chair)</li> <li>• Emma Boggis (EB)</li> <li>• Chris Brown (CB)</li> <li>• David Clarke (DC)</li> <li>• Forbes Dunlop (FD)</li> <li>• Geoff Newton (GN)</li> <li>• Helen Rowbotham (HR)</li> <li>• Anne Wafula Strike (AWS)</li> </ul> <p>Apologies:</p> <ul style="list-style-type: none"> <li>• Kate Adams (KA)</li> </ul> <p><b>OBSERVER</b></p> <ul style="list-style-type: none"> <li>• Helene Raynsford (HRf)</li> <li>• James Allen (JA)</li> </ul> <p><b>STAFF</b></p> <p>In attendance:</p>	

	<ul style="list-style-type: none"> <li>• Penny Briscoe (PB) <i>Director of Sport</i></li> <li>• Lorraine Mullings (LM) for minutes <i>Governance Manager</i></li> <li>• Verity Naylor (VN) <i>Director of Operations</i></li> <li>• Adebola Odeyemi (AO) <i>Finance Manager</i></li> <li>• Karl Reynolds (KR) <i>Commercial Director</i></li> <li>• Anna Scott-Marshall (ASM) <i>Director of Communications</i></li> <li>• Mike Sharrock (MS) <i>Chief Executive</i></li> </ul>	
<b>3.0</b>	<p><b>Quorum and Declaration of Interest</b></p> <p>The meeting was quorate.</p> <p>HRf reminded the Board that she was an elected Director of the Sport and Recreation Alliance who the Board had appointed to carry out the external evaluation.</p>	
<b>4.0</b>	<p><b>Approval of the Minutes and Summary Minutes from the Board meeting on 25 March 2018</b></p>	
<b>4.1</b>	<p><b>Accuracy</b></p> <p>The Board noted some inaccuracies and requested amendments to the Minutes. EB offered to provide some detailed comments outside of the meeting.</p> <p>The Board recommended a review of the summary minutes, as there was a concern that they were too long and detailed.</p>	<p><b>EB to provide suggestions and LM to make the changes.</b></p> <p><b>LM to review the summary minutes and make them shorter.</b></p>
<b>4.2</b>	<p><b>Matters Arising</b></p> <p>6.1 KR was to provide details of the work carried out with universities in his update at item 6.1.</p> <p>6.3 Update on LTA Membership - GN met with Simon Timpson, the Performance Director at the LTA, to discuss NPC representation. Simon had confirmed he would be attending the upcoming NPC.</p> <p>6.4 Revised Classification Code</p> <p>This was to be addressed in the discussion about the IPC at item 7.3.</p>	
<b>5.0</b>	<p><b>Executive Team Report</b></p>	

	<p><u>MS presented the report, which included following:</u></p> <p><u>Staff update</u></p> <ul style="list-style-type: none"> <li>• The Board received a staffing update, including the introduction of the new Head of Sport role following the departure of the Head of Performance and a delay in recruiting a successor. A new recruitment campaign had begun to find a new Communication Manager following the incumbent's resignation. The Board was pleased to hear of the appointment of new Business Development Specialist who was due to start in the summer.</li> <li>• MS noted that following the completion of this years' performance review process he had discussed some proposed changes with the Executive team to drive better links to personal development, long term aspirations and encouraging exceptional work. EB highlighted the role of the Remuneration Committee in overseeing the overall performance management process and looked forward to discussing this at the upcoming meeting of the Committee.</li> <li>• The BPA was due to move to 101 New Cavendish Street and the first day in the office would be 10 June 2019.</li> </ul> <p><u>Games Services</u></p> <ul style="list-style-type: none"> <li>• There was an update on the significant progress made on the Tokyo Prep Camp, and the Board was advised of the positive feedback received from the first Tokyo 2020 accreditation offers and the Team Leader induction programme.</li> <li>• The Operations team met with Adidas in Herzo to look at the kit samples, and there was a positive response. VN would show a series of kit and formal wear samples at the meeting in July.</li> </ul> <p>The Board heard about MS's second trip to Tokyo and the successful meetings he had with potential donors.</p> <p>An update was provided to the Board on Project Performance.</p> <p><b>The Board noted the report.</b></p>	<p><b>MS to bring proposals to next meeting of Remuneration Committee</b></p> <p><b>VN would show the samples at the July Board meeting</b></p>
<p><b>6.0</b></p>	<p><b>For Decision</b></p>	
<p><b>6.1</b></p>	<p><b>BPA Financial Position and Commercial Income Update</b></p> <p>DC provided details following the Finance and Audit Committee meeting that took place on 30 April 2019. The meeting was not quorate, so the Board was asked to scrutinise the information provided.</p> <p>The Board examined the BPA's financial position and held a focused discussion about the progress made by the Commercial and Philanthropy Teams regarding income generation, including an airline partner for Tokyo. The Board was advised of the continuing negotiations with potential corporate partners and stakeholders. There was praise for some of the charity events that had taken place, including a fundraiser who ran the London Marathon whilst wearing ski boots.</p> <p>As fundraising activity would intensify over the coming months, the Board was informed of the BPA's plans to consider further use of social media to encourage further fundraising opportunities.</p>	<p><b>KR to speak with Greg Nugent about next steps with the preferred airline partner</b></p>

	(FD left the meeting at 14:00)	
<b>6.2</b>	<p><b>Board Appointments</b></p> <p>The Board approved the following:</p> <ul style="list-style-type: none"> <li>• Helen Rowbotham stepping down from the Nominations Committee</li> <li>• Kate Adams' appointment to the Nominations Committee</li> <li>• Chris Brown's resignation from the Development Committee</li> <li>• Chris Brown's appointment as Chair of the Finance and Audit Committee</li> <li>• Anne Wafula-Strike's appointment as Equality and Diversity Champion.</li> </ul>	
<b>6.3</b>	<p><b>Athletes' Commission Chair and Representation on BPA Board</b></p> <p>The Board agreed to recommend to the NPC at its meeting on 22 May 2019 that the Chair of the Athletes' Commission should be a full member of the Board, and to initiate the process to update the Articles to facilitate this change.</p>	<b>Proposal to be presented to NPC on 22 May 2019</b>
<b>6.4</b>	<p><b>Bank Mandate</b></p> <p>The recommendations made in the report were approved.</p>	
<b>7.0</b>	<b>For discussion</b>	
<b>7.1</b>	<p><b>Risk Register Update</b></p> <p>The Board briefly discussed the Risk Register, where MS informed the Board that the risks relating to the Preparation Camp and British House remained at red. This was because final costs had not been agreed.</p>	<b>LM to prepare an update for the Board meeting in July</b>
<b>7.2</b>	<p><b>Feedback from the Board Away Day</b></p> <p>The Board discussed the objectives of the Board away day that was held on 26 March 2019. It was seen as a success, as several key issues were explored for further consideration.</p>	
<b>7.3</b>	<p><b>IPC Issues</b></p> <p>The Board received a summary of the issues raised at the Qualification and Selection Panel meeting that was held on 15 May 2019, immediately prior to the Board meeting, which included classification:.. in particular, the impact of classification on Paralympians who were no longer eligible to compete due to the changes in eligibility criteria under the IPC's classification code which had not been fully implemented.</p> <p>It was agreed that the BPA would continue to press for clarity from the IPC</p>	<b>NW/MS to liaise with senior staff at IPC</b>
<b>7.4</b>	<b>British House Update</b>	

	The Board received an update on the options to deliver a British House in Tokyo. Funding options were still being explored, as well as the location.	<b>Business Case to be drafted and provided to Board</b>
<b>7.5</b>	<p><b>Get Set/ Parasport</b></p> <p>Due to the late running of the meeting, ASM would circulate the slides to Board members and invited any comments or questions outside of the meeting.</p> <p>She noted that this item was also to covered at the NPC meeting on 22 May 2019.</p>	<b>ASM to circulate to Board members.</b>
<b>7.6</b>	<p><b>Beijing Update</b></p> <p>Due to the late running of the meeting, this update was not provided but it was noted that PB would be presenting on this issue at the NPC meeting on 22 May 2019.</p>	<b>PB to present this at the NPC meeting</b>
<b>8.0</b>	<b>For information</b>	
<b>8.1</b>	<p><b>Finance and Audit Committee (including Management Accounts)</b></p> <p>This was discussed at item 6.1.</p>	
<b>8.2</b>	<p><b>Sport Committee</b></p> <p>This item was not discussed at the meeting.</p>	
<b>8.3</b>	<p><b>International Relations Committee</b></p> <p>This item was not discussed at the meeting</p>	
<b>8.4</b>	<p><b>Development Committee</b></p> <p>This item was not discussed at the meeting</p>	
<b>8.5</b>	<p><b>Qualification and Selection Panel</b></p> <p>This item was discussed as part of the IPC Issues item at 7.3</p>	
<b>9.0</b>	<p><b>Any Other Business</b></p> <p>LM asked Board Members to check their emails, as a proposal was made to change the October meeting date to 15 October</p>	<b>LM to confirm the date of the October meeting</b>
<b>10.0</b>	<p><b>2019 Meeting Dates</b></p> <p>The dates of the 2019 Board meetings were noted:</p> <p>25 July 2019</p> <p>8 October 2019 (TBC)</p> <p>11 December 2019 (awayday on 12 December 2019)</p>	

	<b>Close of Meeting 15:22</b>	
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