



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 Monday 25 March 2019, 14:20 – 17:30

Item	Topic	Action
	The Board meeting was preceded by a Safeguarding training session delivered by the Ann Craft Trust. The training focused on the development of a safe space for children and adults. The Board discussed the importance of addressing safeguarding for both adults and at-risk adults.	
	Board Member only General Discussion BPA staff were not present for the Board member only general discussion and it was not minuted.	
1.0	Chair's Welcome and Introductions The Chair welcomed the Board to the meeting.	
3.0	Attendance and Apologies for Absence BOARD There were no apologies for absence. Present: <ul style="list-style-type: none"> • Nick Webborn (Chair) • Emma Boggis (EB) • Chris Brown (CB) • David Clarke (DC) • Forbes Dunlop (FD) • Geoff Newton (GN) • Greg Nugent (GNu) • Helen Rowbotham (HR) • Anne Wafula Strike (AWS) OBSERVER <ul style="list-style-type: none"> • Helene Raynsford (HRf) STAFF In attendance: <ul style="list-style-type: none"> • Elaine Battson (ECB) <i>Director of Finance & Corporate Services</i> 	

	<ul style="list-style-type: none"> • Penny Briscoe (PB) <i>Director of Sport</i> • Lorraine Mullings (LM) for minutes <i>Governance Manager</i> • Karl Reynolds (KR) <i>Commercial Director</i> • Anna Scott-Marshall (ASM) <i>Director of Communications</i> • Mike Sharrock (MS) <i>Chief Executive</i> 	
3.0	<p>Quorum and Declaration of Interest</p> <p>The meeting was agreed to be quorate.</p> <p>EB declared that she was the CEO of the Sport and Recreation Alliance (SRA), which had submitted a proposal for the Board Evaluation project (Agenda Item 6.3 (5)).</p> <p>HRf also made a declaration regarding the same Item; declaring that she was an elected Director of the SRA.</p> <p>No further declarations of interest were raised at the start of the meeting.</p>	
4.0	<p>Approval of the Minutes and Summary Minutes from the Board meeting on 11 December 2018</p>	
4.1	<p>Accuracy</p> <p>EB stated that she would be leaving the Sport and Recreation Alliance in April 2019 and not April 2020. Subject to this correction, the minutes and summary minutes of the 11 December 2018 meeting were approved as an accurate record.</p>	
4.2	<p>Matters Arising</p> <p>There were no matters arising that were not elsewhere on the agenda.</p>	
5.0	<p>Executive Team Report</p> <p>MS provided detailed highlights of the work that had been carried out since the last meeting.</p> <p>This included:</p> <ul style="list-style-type: none"> • MS's first trip to Tokyo where he had successful meetings with the Mayors of Yokohama and Kawasaki. An update on the negotiations and work done on the Tokyo Preparation Camp showed that there was growing confidence that a multi-accommodation hub would be delivered in time for the Games. • The BPA celebrated the launch of the Parasport website with Jonnie Peacock leading the media campaign and a launch event held at the Houses of Parliament on 12 March 2019. 	

	<ul style="list-style-type: none"> A recruitment campaign was launched to appoint a new Head of Performance/ Deputy Chef de Mission, with interviews due to take place in early April 2019. <p>There was a discussion about the resignation of the BOA's CEO and further opportunities to work closely with the new CEO.</p> <p>The Board noted the report.</p>	
6.0	For Decision	
6.1	<p>Budget for 2019/20 V8.1: Forecast to end of Tokyo Cycle</p> <p>The Board discussed and approved version 8.1 of the budget, with the agreement that it would receive monthly updates. The following points were noted:</p> <ul style="list-style-type: none"> A £300k reduction in expenditure, and proposals of measures to reduce expenditure further; Key developments in the commercial pipeline that could have a significant positive impact on the budget; Potential partnership deals with some universities; Progress with the establishment of the BPA's giving club, called the Parallel Club, and The development of a targeted fundraising programme with some of the commercial partners. <p>The Board approved v8.1 of the Budget, and also agreed that it should be monitored monthly.</p>	<p>The Board will be provided with an update relating to contact with universities</p> <p>The Commercial team will send a list of potential contacts to be approached to the Board</p>
6.2	<p>Equality Policy Review</p> <p>The Board approved the revised Equality Policy, which now included issues such as discrimination by perception and cross references to the Code for Sports Governance. The Board was also advised of the plan to achieve Disability Confident status.</p> <p>The Board approved the updated policy (subject to the correction of the typographical error).</p>	
6.3	<p>Governance Update</p> <p>1. TOR Approval</p> <ul style="list-style-type: none"> Qualification and Selection Panel <p>The Board approved the Terms of Reference of the Qualification and Selection Panel.</p> <ul style="list-style-type: none"> Social Impact Committee <p>The Board approved the Terms of Reference of the Social Impact Committee.</p> <ul style="list-style-type: none"> Sport Committee 	

	<p>The Board approved the Terms of Reference of the Sport Committee.</p> <p>2. May 2019 Board Training Confirmation (and subsequent training)</p> <p>The Board approved the training schedule.</p> <p>3. Conflict of Interests Register</p> <p>The Board approved the Conflict of Interests register.</p> <p>4. Change of Membership – Tennis Foundation becoming part of LTA – update</p> <p>ECB was advised to seek further information about this. The Board expressed concern about ensuring senior representation at the NPC.</p> <p>5. May 2019 Board Evaluation Plan</p> <p>EB and HRf left the room.</p> <p>An oral update was provided for the recommendation to facilitate the Board evaluation. The recommendation was for the Sport and Recreation Alliance to undertake the work. This was approved.</p> <p>EB and HRf re-joined the meeting.</p> <p>6. Appointment of Board Director and Directors to Committees/ Committee Chairs</p> <p>The Board approved the following appointments:</p> <ul style="list-style-type: none"> • Kate Adams to the Board, from 26 March 2019 • Geoff Newton as Development Committee Chair from 25 March 2019 • Kate Adams as a member of the Development Committee from 26 March 2019 • Greg Nugent as a member of the Development Committee from 25 March 2019 once he had left the Board <p>The Board also acknowledged Greg Nugent’s resignation from the Board from 25 March 2019 (effective from the end of the meeting).</p>	<p>ECB to gather further information on the change of the Tennis Foundation to the LTA</p>
<p>6.4</p>	<p>Review of Classification Code</p> <p>The Board approved the following changes to the UK Athlete Classification Code:</p> <ul style="list-style-type: none"> i) References to The Home Countries were changed to Home Nations; ii) The role of the British Athletes Commission was included; and iii) Changes were made to the wording relating to intentional misrepresentation. <p>The Board approved the updated UK Athlete Classification Code.</p>	

7.0	For discussion	
7.1	<p>IPC Issues</p> <p>The Board noted that the IPC had begun its search for Xavier Gonzalez's successor following his resignation as CEO.</p> <p>The Board was also advised that NPC Russia had been readmitted to membership of the IPC subject to certain conditions.</p> <p>The Board noted the report.</p>	
7.2	<p>Tokyo Update</p> <p>The Board was provided with an update on the preparations for the Tokyo Summer Paralympic Games, which noted:</p> <ul style="list-style-type: none"> • As the BPA moved closer to the Games, the size of the core team would grow from 35 members to approximately 130, and the size of the ParalympicsGB team would be between 260 and 280 athletes. • The first team development workshop would be in October 2019 and the team announcements would start in May 2020. • There was a discussion about the location of British House. There were continued negotiations about the venue options, which were focused close to the Paralympic Village in Tokyo Bay. <p>The Board noted the report.</p>	
8.0	For information	
8.1	<p>Finance and Audit Committee (including Management Accounts)</p> <p>The Board noted the report</p>	
8.2	<p>Sport Committee</p> <p>The Board noted the report</p>	
8.3	<p>International Relations Committee</p> <p>The Board noted the report</p>	
8.4	<p>Development Committee</p> <p>The Board noted the report</p>	
8.5	<p>Paralympic Inspiration Programme Update</p> <p>In terms of expenditure priorities, this was seen as something that could progress in the future as it required further resource.</p>	
8.6	<p>Giving Club Update</p> <p>This item was discussed during the Budget discussion (Agenda Item 6.1).</p>	
9.0	<p>Any Other Business</p> <p>The NHPT exhibition was due to open at the Stoke Mandeville Stadium on 29 March 2019.</p>	

	The Board wished Greg Nugent luck for his new project as he stepped down from the Board.	
10.0	<p>2019 Meeting Dates</p> <p>The dates of the 2019 Board meetings were noted:</p> <p>26 March 2019 (awayday)</p> <p>15 May 2019</p> <p>25 July 2019</p> <p>8 October 2019</p> <p>11 December 2019 (awayday on 12 December 2019)</p>	
	<p>Close of Meeting</p> <p>The meeting ended at 18:06</p>	