



**British Paralympic
Association**



Minutes

Name of Company	British Paralympics Association
Meeting	Board Meeting
Location	Via Microsoft teams
Date/Time	Wednesday 14 October 2020, 11:15 – 14:00

Item	Topic	Action
1.0	Introduction, apologies for absence, declarations of interest	
	The Chair welcomed the Board, Exec and BPA colleagues to the meeting.	
	Attendance and Apologies for Absence	

	<p>BOARD</p> <p>Present:</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) <p>Apologies:</p> <ul style="list-style-type: none"> • Anne Wafula-Strike (AWS) <p>STAFF</p> <p>In attendance:</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> 	
	Quorum and Declarations of Interest	
	There were no further declarations of interest	
1.1	Approval of the Minutes and Summary Minutes from the Board meeting on 13 July 2020	
	<p>The Board approved the minutes of the 13 July 2020 Board meeting.</p> <p>There were no other comments on the accuracy of the minutes.</p>	

1.2	Matters Arising not already covered in the agenda	
	<u>Summarise proposed areas to explore with BOA</u>	
	JC provided an update on the ongoing work to explore further synergies between the BOA and BPA.	
	<u>Ensure BPA stays connected with UK Sport on plans and responses to Black Lives Matter</u>	
	MS explained that UK Sport & the wider high performance system are working closely together to tackle racism and racial inequality in sport. The panel they have put together have launched first phase of the work. UK Sport's CEO Sally Munday is going to update members on this work at next NPC meeting.	ACTION: MS to consider Chris Grant for attendance at the NPC meeting
	<u>Create sub-group to revise BPA strategy in the light of COVID's impact on organisational plans</u>	
	ASM provided a summary of the ongoing strategy work. Publication needs to be by April 2021, the date when the existing strategy runs out. The strategy is generally in a good place following the Board meeting in December 2019, but will be reviewed so that learnings from the last six months can be incorporated. The proposed Board sub group members are; <ul style="list-style-type: none"> - Dave Clarke - Kate Adams - Forbes Dunlop The membership of the Board sub group was approved.	
	Kate Adams left the Board meeting	
2.0	Executive Team Report	
	The Board noted the content of the Executive Team Report. The following comments on the report were made: <ul style="list-style-type: none"> - An update on the mascot challenge was provided. - The Board expressed concern around athletes that have not been classified or might not have opportunities to be classified. It was recognised that this is a significant global challenge. 	
3.0	Financial Planning	
3.1	Finance update report	

	<p>The Chair congratulated the Exec on securing the UK Sport continuity funding.</p> <p>AS summarised that there has been a shift from the BPA focusing exclusively on cashflow during the spring and summer months to looking at Income and Expenditure budgets and reserves.</p> <p>AS summarised the headlines from the budget cashflow.</p> <p>AS highlighted that there is still financial risk around both income and unknown COVID costs.</p> <p>The Board approved the budget and cashflow.</p>	
3.2	Income update report	
	<p>JS summarised the paper submitted to Board, providing updates on recent developments with current partnerships, new business and fundraising since the papers were circulated.</p> <p>MS provided an update on philanthropy work.</p> <p>The Board shared feedback and comments on potential new partnerships.</p>	
3.3	<p>Year 4 & 5 Budget This was discussed and approved under agenda item 3.1</p>	
3.4/ 3.5	<p>Draft Statutory Accounts, Audit and Auditor's Report to the Board</p>	
	<p>AS summarised the process undertaken, explaining that the audit had been conducted remotely and in two stages.</p> <p>Our audit partner (Subarna Banerjee) confirmed that there were no significant audit issues.</p> <p>The audit opinion will be a clean, unqualified audit report.</p>	
	<p>AS spoke to the Trustees' Report.</p> <p>The Board spoke around the auditor's note.</p> <p>The auditor's report to the Board approved, as were the draft statutory accounts, subject to a further discussion with the audit partner.</p>	<p>ACTION: AS to engage with auditors to review the wording of the 'emphasis of matter' paragraph and whether it is necessary, given the current plan and reserves projection</p>

3.6	BPA, BPE & BPPS statutory accounts	
3.7	Letter of Representation	
	The Chair was authorized to sign the accounts and Letter of Representation for the BPA.	
	Separate Board meetings have been held for BPE and BPPS to approve those entities' accounts.	
4.0	Break	
	Kate Adams re-joined the meeting	
5.0	1 Year to Go (1YTG) Update	
	<p>ASM presented on the activation around 1YTG and the response and engagement with this.</p> <p>ASM explained that the BPA utilised 1YTG with the creations and sharing of diverse content, which resulted in huge engagement across social channels and national media.</p> <p>ASM responded to Board questions around the wider communications plan for Tokyo.</p> <p>The Board congratulated ASM and the Communications team for their outstanding work around 1Y2G.</p>	
6.0	Tokyo Update	
	<p>PB updated the Board on the steps Tokyo2020 have taken over the Summer since the postponement of the Games.</p> <p>PB reminded the Board of the main changes made to the programme of activity for both Tokyo and Beijing. Following feedback from NGB Team Leaders and additional UK Sport funding, The BPA aim to retain a Team Lodge as part of the Tokyo plans.</p> <p>The next step from Tokyo2020 is the CdM Seminar where more information should be provided on COVID countermeasures.</p> <p>PB provided an update on qualification and selection.</p> <p>The Board discussed sports qualification opportunities.</p>	
7.1	COVID Risk Management Process	
	<p>VN:</p> <ul style="list-style-type: none"> - Introduced the paper that had been circulated to the Board - Gave a high level overview of the BPA's Covid-19 risk management process. - Presented on the proposed decision-making framework 	ACTION: Update and refine the BPA's COVID Risk Management Process

	<ul style="list-style-type: none"> - Presented and asked for approval on the proposed Board COVID Risk Panel <p>The Board followed up with comments on:</p> <ul style="list-style-type: none"> - Board COVID Risk Panel membership - The decision-making framework - The remit of the COVID Risk Panel <p>Some more general COVID related comments were shared.</p> <p>The Board approved the proposed approach. In principle, the Board COVID Risk Panel was approved with some minor amendments to be addressed.</p>	
8.0	Risk Register	
	<p>The Board noted the update received.</p> <p>Some comments on the risk register were made.</p> <p>KA specifically raised succession planning and how the organisation might mitigate against this risk.</p> <p>MS updated the Board with the recent staff survey results.</p>	ACTION: For Board's suggestions to be incorporated into the risk policy
9.0	Governance	
9.1	Review of Financial Regulations	
	The revised Financial Regulations were approved by Board.	
9.2	Review of Matters reserved for the Board	
	<p>AS summarised the paper and asked the Board to note the biggest changes that had been made.</p> <p>The revised 'Matters reserved for the Board' was approved by Board</p>	
9.3	Review of risk policy	
	<p>AS briefed the Board that the policy requires an overhaul and should take into account the learnings from the last 8 months.</p> <p>It was agreed that the risk policy would be brought back to Board in the December meeting for further discussion with a view to finalizing it early in 2021.</p> <p>CB raised that this work can be used to support the update of the BPA's risk policy.</p> <p>It was also agreed that the scheduled review of policies on reserves and treasury will be deferred until 2021 as those policies are significantly informed by the risk policy.</p>	ACTION: Exec to set up a small working group to revise the policy.
	Items for noting	

9.4	Sport Committee Minutes – 23 September	
	<p>PB commented on the Sport committee's positive input and how it has supported the UKS submission.</p> <p>The Sport Committee Minutes were noted by Board</p>	
9.5	Finance Committee minutes – 29 September	
	The Finance Committee Minutes were noted by Board	
9.6	Athlete Committee minutes – 16 July	
	<p>HR updated the Board on Athletes Commission elections.</p> <p>The Athletes Commission Minutes were noted by Board</p>	
9.7	Development Committee minutes – 24 September	
	The Development Committee Minutes were noted by Board	
	There were no minutes for the International Relations committee as it had only just met, but GN provided the headlines of the topics discussed at the committee's meeting	
13.0	AOB	
13.1	December meeting and away day	
	The Board asked that anything that could be sent in advance, for comment, would be helpful. And for this to be done as soon as possible.	ACTION: To communicate the timings required of everyone for the two days ASAP.
14.0	Closing Remarks	
	<p>The Chair thanked fellow Board members and the Executive Team for all their continued hard work.</p> <p>MS thanked the Board for the constructive conversation and continued support.</p>	