



## British Paralympic Association



### Minutes

**Name of Company** British Paralympics Association  
**Meeting** Board Meeting  
**Location** BPA Offices, 101 New Cavendish Street  
**Date/Time** Wednesday 11 December 2019, 12:00-17:00

Item	Topic	Action
1.0	Chair's Welcome and Update	
	<p>NW welcomed everyone to the meeting. DR was welcomed to his first BPA Board meeting. HRf was also welcomed to her first meeting as a full Board Member.</p> <p>JS was welcomed to her first Board meeting as Commercial Director.</p>	
2.0	Attendance and Apologies for Absence	
	<p><b>BOARD</b></p> <p>Present:</p> <ul style="list-style-type: none"> <li>• Nick Webborn (Chair)</li> <li>• Kate Adams (KA)</li> <li>• Emma Boggis (EB)</li> <li>• Chris Brown (CB)</li> <li>• Dave Clarke (DC)</li> <li>• Geoff Newton (GN)</li> <li>• Helene Raynsford (HRf)</li> <li>• David Ross (DR)</li> <li>• Helen Rowbotham (HR)</li> <li>• Anne Wafula-Strike (AWS)</li> </ul> <p>Apologies:</p> <ul style="list-style-type: none"> <li>• Forbes Dunlop (FD)</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> </ul>	

	<ul style="list-style-type: none"> <li>• Lorraine Mullings (LM) for minutes <i>Governance Manager</i></li> <li>• Verity Naylor (VN) <i>Director of Operations</i></li> <li>• Jenny Seymour (JS) <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> <li>• Adebola Odeyemi (AO) For Item 6 only <i>Finance Manager</i></li> </ul>	
<b>3.0</b>	<b>Quorum and Declarations of Interest</b>	
	<p>The meeting was quorate.</p> <p>DC declared an interest at Item 6.1, as the RNIB worked in partnership with Samsung, in case the BPA considers working with them too.</p> <p>EB confirmed that she was an English Institute of Sport (EIS) Board Member</p> <p>NW declared that he had links to the work of Loughborough University.</p> <p>There were no other declarations of interest.</p>	
<b>4.0</b>	<b>Approval of the Minutes and Summary Minutes from the Board meeting on 15 October 2019</b>	
<b>4.1</b>	<b>Accuracy</b>	
	<p>The Board approved the minutes and the summary minutes of the Board meeting on 15 October 2019, on the basis that they were updated to include the amendments that were made by EB.</p>	<b>LM to amend minutes to reflect changes and re-circulate to Board</b>
<b>4.2</b>	<b>Matters Arising not already covered in the agenda</b>	
	<p>NW provided an update on the following items:</p> <ul style="list-style-type: none"> <li>• Diversity Action Plan (DAP) update – ECB completed the DAP and had been sent to Board for review</li> <li>• Committee meeting minutes to be uploaded to Convene – A document library had been set up and the Committee meeting minutes had been uploaded</li> <li>• Board policies to be uploaded to Convene – Board policies had been uploaded to Convene.</li> <li>• Articles and Constitutional documents to be uploaded to Convene -The latest copy of the Articles had been uploaded to Convene.</li> <li>• Confirm March 2020 Board Meeting date – The Board meeting was confirmed to take place on 10 March 2020.</li> </ul>	

	<ul style="list-style-type: none"> <li>• DSAuk application to the BPA – The Dwarf Sports Association was welcomed as a voting member and attended the NPC meeting on 20 November 2019. The NPC also received a presentation on the work of DSAuk.</li> <li>• Risk Management Policy update – The policy would be reviewed prior to the 10 March 2020 Board meeting.</li> <li>• Board Member induction – The Executive Team provided an introduction to the BPA's work during an induction session on 11 December 2019.</li> </ul>	
<b>5.0</b>	Executive Team Report	
	MS provided a summary of the BPA's staff changes.	
<b>6.0</b>	Items for Decision	
6.1	BPA Budget Approval	
	<p>AO joined the meeting</p> <p>The Board was asked to approve version 8.3 of the BPA Budget.</p> <p>MS said that the BPA was on target to deliver its required income target.</p> <p>The Commercial Director provided an update of the work carried out by the Commercial and Philanthropy Teams.</p> <p>Following a discussion about the updates to the BPA Budget, the Board approved version 8.3.</p> <p>AO left the meeting</p>	
<b>7.0</b>	<b>Items for Approval</b>	
7.1	Bank Mandate	
	The Board approved the updates to the Bank Mandate to account for the appointment of two new directors.	<b>AO to update bank mandates</b>
<b>8.0</b>	<b>For Discussion</b>	
8.1	Risk Register Update	
	The Board received details of the changes and additions to the BPA risk register. The BPA's risk management policy was due to be reviewed and updated to reflect the changes to the organisation's risk appetite. An update would be provided at the Board meeting in March 2020.	
<b>9.0</b>	<b>For Information</b>	
9.1	IPC Issues	
	ASM gave a summary of the main issues discussed at the IPC's General Assembly that met in October 2019, which was Mike Peters' first General Assembly as CEO of the IPC.	

9.2	International Relations Committee Meeting – 17 October 2019	
	The Committee had their meeting before the IPC General Assembly to shape the BPA's representation at the meeting.  The Board noted the report.	
9.3	Sport Committee Meeting – 30 September 2019	
	The Board noted the report.	
9.4	Committees where there are no minutes: <ul style="list-style-type: none"> <li>• Qualification and Selection Panel</li> <li>• Awards and Protocol Panel</li> <li>• Deals Panel</li> <li>• Nominations Committee</li> <li>• Sport Committee</li> <li>• International Relations Committee</li> <li>• Remuneration Committee</li> </ul>	
	The Board noted that there were no minutes for the meetings listed.	
	GN provided a brief summary of the discussions from the Development Committee Meeting on 19 November 2019.  DC provided a summary of the Social Impact Committee meeting which was held on 5 December 2019.	
<b>10.0</b>	<b>Any Other Business</b>	
	Board Members were reminded to complete their Classification training.	<b>All Board members to complete Classification training</b>
	The meeting ended at 16:50	
<b>11.0</b>	<b>2020 Meeting Dates</b>	
	10 March 2020 13 July 2020 14 October 2020 7&8 December 2020 (including Board Away Day)	