

Minutes

Name of Company	British Paralympic Association
Meeting	Board Meeting
Location	Meeting held virtually, via Microsoft Teams.
Date	Thursday, 29 March 2023

Item	Topic
1.0	Introduction, apologies for absence, declarations of interest
	NW welcomed the Board and Executive colleagues to the meeting at 10:00, and formally congratulated David Clarke (DC) on his appointment as BPA CEO, welcoming him to his first Board meeting in that new role.
	Attendance and Apologies for Absence
	<p>BOARD</p> <ul style="list-style-type: none"> • Nick Webborn, Chair (NW) • Chris Brown (CB) • Graham Edmunds (GE) • Sally Hancock (SH) • Fred Hargreaves (FH) • Helene Raynsford (HRf) • David Ross (DR) • Helen Rowbotham (HRb) • Anne Wafula-Strike (AWS) <p>STAFF</p> <ul style="list-style-type: none"> • David Clarke (DC) • Penny Briscoe (PeB) • Anna Scott-Marshall (ASM) • Jenny Seymour (JS) • Adrian Stockman (AS) • Verity Naylor (VN) • Rob Tate (RT) <p>APOLOGIES</p> <ul style="list-style-type: none"> • Kate Adams (KA) • Pippa Britton (PiB)
	Declarations of Interest
	There were no new declarations of interest
1.1	Minutes of the Board meeting on 14 December 2022

	There were no comments on the accuracy of the minutes of the 14 December meeting and the minutes were approved.
1.2	Matters Arising not already covered in the agenda
	There were no matters arising that aren't addressed in later agenda items.
2.0	Approval of 2023/24 Budget
	<p>AS introduced the latest budget reforecast, and noted that it follows relatively quickly on the back of the full reforecast discussed at the previous Board meeting. AS reminded Board that the December reforecast showed a healthy outlook whilst incorporating several risks. AS explained that the latest update, marking the mid-cycle point, hasn't moved considerably; and noted relatively small variances in income, costs, and reserves projections. Compared to the original Paris cycle budget, AS feels movements are well-within the margins of tolerance.</p> <p>Board discussed preparations for Paris cycle income generation, opportunities to increase investment from existing partners, and efforts to build our purpose into all partnerships. It was noted that LA and Brisbane cycles are expected to be challenging.</p> <p>JS agreed to re-circulate to Board a list of current sponsors, IOC/IPC TOP sponsors and the list of categories where sponsorship is being sought for Board to consider options.</p>
3.0	Appointment of Board Champions for Safety & Welfare and Inclusion & Diversity
	RT summarised the background to the item, and the request for Board to approve the new Board Champion role descriptions and appointment of role holders. Board approved AWS as Inclusion and Diversity Board Champion and GE as Safety and Welfare Board Champion. NW proposed an additional Board Champion role, to represent Winter Sport, and suggested FH as the ideal candidate. Board agreed this was a positive development, and NW requested RT to develop a role description for the new role.
4.0	Inclusion and Diversity Action Plan
	<p>AS introduced the Inclusion and Diversity Action Plan, starting with a reminder of some of the drivers behind the project: becoming a high performing organisation, attracting the best team, having credibility on social issues, meeting the expectations of our stakeholders, supporting our credibility as a commercial partner, and meeting our Code for Sports Governance compliance requirements.</p> <p>AS summarised the role and structure of the Inclusion and Diversity Project Group, and the work that has been undertaken to develop the draft plan shared with Board. AS acknowledged that the plan will evolve over time, as new themes and new ideas emerge, and learn from the experience of implementing the plan.</p> <p>Board discussed and provided feedback on the plan, noting the need for specific assignation of responsibility for actions, and a proactive approach to implementation. It was agreed that budget should not be used as an excuse for lack of progress.</p> <p>It was agreed that the organisation should develop a clear position statement on trans inclusion in para-sport competition in advance of Paris 2024.</p>
5.0	Executive Team and Committee Reports
	<p>DC introduced the Executive Report, highlighting the large amount of activity across the organisation. DC also noted his plan to include an executive summary in future reports, focusing on the headlines to create an easier read for Board. Executive Team was invited to highlight any particularly important aspects of their work.</p> <p>Board discussed Games-time recruitment, Team uniform, the launch of Every Body Moves, new partnerships, revenue generation prospects, social impact strategy, Paralympics GB House, the Athlete Community project, risk management and reports from Board committees.</p> <p>NW noted that a memorial service for Baroness Masham is planned to take place in London, and that further details would be circulated once known.</p>

6.0	Governance Items
6.1	Re-Appointment of Kate Adams
	<p>NW noted and thanked KA for her contribution during her first term, and her willingness to continue for a second term.</p> <p>Board approved KA's reappointment for a second term.</p>
6.2	Appointment of BPA Vice-Chair
	<p>NW summarised the importance of the Vice-Chair role, and the benefit of having a Paralympian in the position. He thanked DC for his contribution in the role but noted that DC's appointment as CEO left the role vacant. NW summarised the proposal of PiB for the role, explaining the benefit of her experience as an athlete and Board member.</p> <p>The Elected Directors unanimously approved PiB to the role of Vice-Chair.</p>
6.3	Approval of Revised Risk Policy
	<p>RT summarised the process which has been taken to implement and test the draft risk policy shared with Board in December, noting the changes which have been made to the policy to address identified improvements and the role of the programme management team, Jennie Cooper and Akash Shah, in implementation of the risk policy. CB noted his comfort with the standard of the policy and the process which has been followed.</p> <p>Board approved the revised Risk Policy.</p>
6.4	Confirmation of Board Postal Voting
	<p>RT introduced the paper summarising decisions which have been made by Board via postal vote since the previous Board meeting in December:</p> <ul style="list-style-type: none"> - Approval of 2023 BPA Board Calendar - Revision of BPA Bank Mandate - Approval of Schedule of Matters Reserved for Board - Appointment of Jon Pett and Nik Diaper to BPA Sport Committee <p>These decisions were noted again by the Board to be minuted in line with the Board Postal Voting policy.</p>
7.0	Any other business
	<p>CB noted the need to appoint an additional Director to Finance and Audit Committee to replace DC. NW agreed and noted that committee memberships would be finalised once the Board returns to full complement, after the NPC elect to fill the existing casual vacancy at the NPC meeting on 24 May.</p> <p>On a related point, GE asked for an update on succession planning. NW and RT explained the existing process of managing Board and committee terms and succession and acknowledged the risk about significant turnover in games years as a result of the elected director appointment timelines. RT will share the current succession planning documents with GE for review.</p> <p>RT asked board to formally note the appointment of HRo as chair of Sport Committee, and Board confirmed HRo's appointment to that role.</p>
	<p>NW thanked all for their contributions and the Executive for clear and helpful papers. Upcoming events were summarised for Board, including NPC meeting on 24 May and next Board meeting on 14 July in Swansea.</p> <p>The Meeting closed at 12:25</p>