



Birmingham County FA Board meeting
Thursday 20th September 2018

MINUTES

Meeting held at the Birmingham County FA Board Room
Commencing at 1pm start

BIRMINGHAM COUNTY FA – BOARD MINUTES

From: Mike Penn

Date of Notice: 19th September 2018

To: Directors

Dear Directors,

Please find attached the minutes from the Board meeting held on the 20th September.

Following the away day and agreed actions, I'd ask that those Directors who are leading strategy groups please liaise with other Directors who offered to support and the CEO for any staff input.

I appreciate everyone is busy but it would be great if these groups could meet and agree brief Terms of Reference and report accordingly at the next Board meeting in November. Alternatively, we can also arrange a webinar between group members to kick things off.

Thank you to everyone for your interest and input to the role already and also your feedback since starting.

Have a good weekend and look forward to seeing you on the 20th November.

Kind regards,

Mike Penn
Chairman Birmingham County FA

Birmingham County FA

Minutes for the Board meeting on Thursday 20th September 2018 at 1pm

Present: M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO),
S, Hampton, J Berry, M, Shafaq, S. Welch, S. Kazmi, H. Murdoch, G. Rippon, H. Organ

Item	Minutes	Actions
1	Chairman's welcome & remarks	
	The Chairman welcomed everyone and stated it was great to see everyone attend. He stressed that there continues to be a lot of information sent and shown which will help smooth the steep learning curve.	
2	Apologies for Absence	
	There were no apologies	
3	Conflict of Interest register	
	Mrs Shafaq stated that discussions were ongoing with the BCFA's CEO regarding staff training and potentially hosting external training for Kaleidoscope Plus.	
4	Minutes of the Board meeting held on 6th September 2018	
	Signed and approved as a true & accurate record	
5	Matters arising not covered on the agenda	
	Following the previous Board meeting and as part of the overall audit process, the Directors felt it would be useful to have the auditors present at the specific finance/audit approval meeting so they can answer questions on the day	CEO to arrange and diarise
6	F A Representative Report - For information	
	The Chairman (FA Rep) gave a brief update regarding the potential sale of Wembley.	
7	Safeguarding & Welfare	
	Mr Poole and the CEO gave an update on the current work programme which included a schedule of club visits. The CEO stated that Directors were welcome to attend along with a CFA verifier (staff) and to let the CFA know in advance of any that they would like to visit and to flag up any conflicts of interest. Mr Kazmi stated that his club was on the list.	

8	CEO Update	<p>The CEO went through a number of documents which had previously been circulated – this included the Operational Plan (smartsheets) and some dashboards. He also outlined the FA finance criteria sheet which the CEO had produced alongside the auditors which highlighted two areas of focus – commercial income and investments.</p> <p>He stated that he was working with the team to make the report and papers more dashboard focussed and then to major on any areas of concern/risk. This was supported by the Directors.</p> <p>The CEO also updated everyone on the recent facility meetings he had attended with Mr Sharples (Sport England/Football Foundation) and Mr Hollingsworth (Commonwealth Games/City Council).</p> <p>The Chairman and CEO along with the BCFA Facility Officer, Mr Hitchcox, were also arranging to meet Sandwell Council re the BCFA plans and their proposed Parklife project.</p> <p>Mr Shoemake also outlined that the Local Football facility Plans were due to arrive as drafts in the near future and for BCFA comment. These are linked to the wider Playing Pitch Strategies but obviously focus on current and future football provision – 3G, grass, changing room/facilities, indoor.</p> <p>The CEO stated that interviews were taking place that day for a new Education Officer which we'd also hope may find further admin cover in Football Services.</p> <p>The SMT had agreed a new Employee of the Month prize linked to the company values.</p>	
9	Business Insight & Initiatives	<p>The CEO gave a brief update on insight investment and innovation funding from the FA. He also outlined the local TAWS project which we were hoping to link into which will allow a datashare of upwards of 500,000 people.</p> <p>He also announced that the BCFA 'app' was now live on iOS and android operating systems.</p>	
10	Inclusion & Advisory Group	<p>Mrs Shafaq briefly explained the background to the IAG and the current inactivity of the group.</p> <p>Mrs Shafaq stated that she'd worked closely with the CEO and also Mr Juned to define a new strategy and areas of engagement – all of which was highlighted in the discussion paper as distributed.</p> <p>A number of Directors asked for the previous IAG members to be notified and offered the opportunity to reapply.</p> <p>The Board approved the strategy and requested investment and commended Mrs Shafaq on the ideas and ways forward.</p>	<p>Mrs Shafaq and Mr Juned to contact previous IAG members</p>

11	Directors/SMT away day – 12th October	<p>There was a good discussion amongst the Directors regarding areas of input and interest and desired outputs from the day. Key themes were Participation, Facilities and Funding and the areas which feed or could feed into each key area.</p> <p>The CEO and Mr Kazmi would take the suggestions away and draft a worksheet and agenda/outputs for the day.</p> <p>The CEO highlighted the previously distributed BCFA business plan and priorities along with the new vision and values.</p> <p>Mrs Murdoch stated that there were possibly too many as a whole and we should perhaps look at refocussing on three or four key areas.</p>	<p>CEO & Mr Kazmi to liaise re workbook and agenda/outputs</p> <p>CEO to redefine agreed priorities after the away day</p>
12	Committee Meetings – matters arising	The CEO informed the Board that the recruitment of potential independent panel members had gone really well as had their initial induction which was a mock hearing	
13	AOB	There was no AOB	
14	<p>Future Board Meetings</p> <ul style="list-style-type: none"> • 20th November • 22nd January 2019 • 19th March • 21st May <p>Other Diary Dates</p> <ul style="list-style-type: none"> • 6th Dec - BCFA Council meeting • 11th April 2019 - BCFA Council Meeting 		

Signed as a True & Accurate Record
Date

Chairman