**BCFA Board Meeting – 24th November 2020 (remote)**

**Notes:**

Attendees: M. Penn (Chairman), K. Shoemake (CEO), S. Hampton, J. Berry, H. Murdoch, S. Welch, M. Shafaq, S. Kazmi, G. Ripon, G. Roberts

Apologies: S. Poole (Deputy Chairman)

Board Approval

Director Action

**Chairman's welcome & agenda overview:**

Mr Penn welcomed everyone to the meeting and was pleased to see that everyone was and had reported in as being well.

The Chairman hoped everyone was also coping personally and professionally in these challenging times.

**2. Apologies for absence:**

S. Poole

**3. Conflict of Interest:**

There were no changes or conflicts reported before or at the meeting.

**4. Minutes of the Board Meeting on the 22nd September 2020:**

The minutes were approved as an accurate record of the meeting.

**5. Matter arising not covered on the agenda:**

There were no matters arising or tabled at the meeting

**6. CEO Update - summary**

KPI Performance

The CEO gave an overview of the FA KPI's and feedback from the FA Regional Manager which was positive across the board.

The Football Development team are working reduced hours due to furlough but all the FD team have been allocated Leagues to contact regarding Charter Standard for the League and their remaining clubs.  Initial feedback has been positive and it has been a good opportunity to make contact at a difficult time and offer support across all areas.

The CEO went through a selection of KPI's inc Referees which is considerably down on previous years due to no new Referee courses taking place.

Finance

The CEO briefly went through the profit and loss comparison and balance sheet which had already been distributed.

The P&L now shows separate lines for FA grants and also the Local Authority grants and Government furlough contribution.

The CEO also showed a live online cash flow forecast which links directly to Xero (fluidly report) - showing a number of scenarios using all accounts and investments down to a few accounts where cash is at hand and readily available and/or within 32 days.

Mr Kazmi and Mr Welch enquired as to the effect and impact of furlough.

Mr Shoemake had some figures available which, on the face of it, suggested that along with the FA salary grants, we were in a positive and slightly surplus position.

There was some concern shown by Mr Kazmi, Mr Welch, along with Mr Rippon and Mrs Murdoch that we could be deemed as being double funded and it was muted to consider given any surplus money back to the FA.

Mrs Hampton suggested that claiming furlough would not be deemed as double funding as the grants and furlough scheme came from different sources.

The Chairman also stated that there would be an opportunity to use grants/BCFA surplus to further support the game locally, either via free affiliation for the following season and/or add to the BCFA's already successful Pitch Fund and Club Innovation Fund - thereby, benefiting the clubs at a time when they will need further support.

The CEO also stated that he was still working on the figures as the report was only completed that morning and it might be that the furlough also covered other payroll elements such as on costs.  He also stated that the Board had previously approved a reduction in FA grants from January and to look at the 12 month picture before agreeing a strategy.  He added that not all the furloughed staff were FA funded so we also have to take that into account prior to any decisions.

The Chairman also added that as from January 2021, there would be no more FA RPI payments made to any County FA's so any surplus could be used and put towards future RPI increases.

Thereafter, it was agreed to keep claiming the furlough and ring fence and continue show the furlough income within the P&L and until we had a better indication on a confirmed return to football.

Workforce

The CEO confirmed that the business had lost three roles within the BCFA's education department with the loss of two people.

He also confirmed that the FA had refunded the cost of the redundancy payments of £2.2k in total.

The SLT was producing a monthly rota which shows staff working, o leave and on furlough which goes towards and supports our furlough claim.

The CEO said that we had also transitioned into a new customer support system - from ZenDesk to FreshDesk.  We now had 16 'agents' dealing with enquiries rather than just six.  Initial feedback from staff was positive and much easier to use.

Activity & Initiatives

The CEO was delighted with staff, Director and customer feedback regarding the personalised video that was sent to all 1,200 club secretaries.  This will be redistributed and also include a link to our new welcome pack.

Active Through Football

The CEO confirmed that BCFA was supporting three Football Foundation bids within the region with Olly Hitchcox leading and liaising with all parties and Richard Lindsay supporting with some excellent and specific football/community data and insight.

It was hoped that each Local Authority bid was pass the initial EOI stage.

Sustainability

The CEO reported that Richard Lindsay was making great progress with a range of initiatives under the umbrella of Save Today, Play Tomorrow.  This includes establishing a CO2 footprint measure for players, reducing single use plastic in the game, a sculpture to highlight the issue (made from bottles collected at matches, recycling in general and recycling kit in the UK.

We are also keen to make the agenda work for us by including and improving the HQ and the footprint of the site as a whole.

Football Diversity Leadership Code

The CEO announced that the Professional Game code had recently launched.

He also stated that he was pat of the grassroots working group that was working on a grassroots code which it is hoped would launch in March 21.

**7. FA Update**

The Chairman gave a brief overview of the papers that had previously been distributed.

The FA was producing regular guidance for the return of football and liaising regularly with Government (DCMS).  The difficulty for Clubs, Leagues and BCFA being a proposed and escalated tier system.

The CEO stated that the team and our support agency (Oporto) were sending out the guidance within minutes of receiving the information - sometimes at 11pm - to all clubs and leagues as well our social media channels and uploading to the web site.

**8. Safeguarding & Safeguarding Operating Standard (SOS)**

The CEO reminded the Directors to complete any remaining courses as per previous emails and updates as per our SOS compliance.

In Mr Poole's absence, The Chairman outlined the impact of the Deputy Chairman's role as part of the impending Code of Governance review and our Article update and, as a result, we would require a newly appointed Board Safeguarding Champion when the Deputy Chairman position becomes redundant.  This could be an existing Director with the relevant knowledge and skill set or a co-opted member.

The CEO outlined the approach that the business was taking regarding initial safeguarding visits.  As per FA guidance, the initial 'visits' are required to be desk-top research with any follow ups and/or face to face visits being decided after the research has been completed.

The DSO had kept Mr Poole updated as to the direction we proposed to take which was to outsource the desk-top research to an agency for consistency.  The Board approved this approach and asked to be informed and to attend some face to face club visits as and when any potential lockdown allowed.                                                                    Board Approved

The CEO also added that the Safeguarding and wider team were also compiling and collating the required evidence for our SOS assessment which may be towards the end of the year or beginning of 2021.

The CEO also stated that the FA had given notice that the long awaited Sheldon Report was expected shortly.

Following an approach by the DSL and DSO to the CEO and SLT, we will be exploring the use of a new online reporting system which the team would like to pilot and, if successful, launch at the start of the 21-22 season.  It is hoped a new system would make it easier for club and league welfare officers to report concerns which will then be collate and stored in a consistent and secure place and for the team to manage these concerns on a daily and consistent basis.

**9. Code of Governance**

S. Hampton gave an update following the previous meeting's introduction to the topic.

At the same time, Mrs Hampton went through the three page slide-deck which will be presented at the next Council meeting.

The CEO stated that, as part of our compliance to the Code, he will be sending a board skills audit and questionnaire to each Director.  He confirmed that the results will only be shared with the FA's regional manager and himself and, once verified, the results will be anonymised and reported back to the Chairman and Directors.

**10. Director Updates**

Each Director gave a very informative update from their own perspective of the pandemic and the impact that Covid had and was having on their businesses and daily lives.

Some of the Directors also suggested that, with all the excellent work that was being produced and reported across the business, that members of the SLT and wider personnel be invited to present at some of the Board meetings.

**11. AOB**

There were no other items tabled or discussed.

**12. Close**

The Chairman again thanked everyone for their input and individual and collective support during these challenging times and stressed that the business was there to support Directors as well as Directors doing likewise and to contact him or Keven at any time.

However, as previously stated to the Board, Council and employees, the priority for the business was to keep the staff safe and safeguard roles for when there was some form of a return to life, business, sport and football normality - with the health and welfare of the staff and Director being paramount.

The meeting was closed at 16.25