**Board Meeting - 18th May 2021 (remote)**

**Meeting Notes**

Attendees: M. Penn (Chairman), S. Hampton (Senior Independent Director), K. Shoemake (CEO), S. Poole, J. Berry, H. Murdoch, S. Welch, S. Kazmi (up to 3pm), M, Shafaq, G. Rippon (up to 3pm)

Apologies: G. Roberts

Board Approval

Director Action

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

The Chairman welcomed everyone to the meeting and hoped they were all safe and well.

**Apologies for Absence**

Mr Roberts and Mr Kazmi and Mr Rippon stated that they would have to leave the meeting at 3pm.

**Conflict of Interest.**

No conflicts were tabled or mentioned

**Minutes of the Board Meeting held on the 23rd March 2021**

The minutes were accepted and signed as a true and accurate record

**Matters Arising not covered in the Agenda**

The Chairman clarified the names of the Directors that we can call upon about further stages of the Code of Governance:

M. Penn, S. Hampton, K. Shoemake, M. Shafaq, G. Rippon - supported by the following BCFA/FA staff: A. Taylor, D. Nixon, R. Lindsay, M. Juned

**Safeguarding**

The CEO confirmed that we’d eventually passed the SOS which was signed off on the 22nd March 2021.

The CEO also stated that the Stribe 'app' was being used by Welfare Officers and was available as part of a Club's affiliation.

The CEO also stated that he would be working closely with the DSO and other colleagues regarding the feedback and recommendations from the SOS assessment(s) and with the Chair and DSO what workforce provision is required in the future to support Safeguarding administration along with other areas of the business.

The DSO has been training colleagues on risk assessments which includes developing the e-County Cup risk assessments and parental permissions.

**CEO Update**

The CEO outlined the details in the P&L which was showing a slight profit on the year.  This was due to still receiving FA grants which could not be spent during the pandemic.  The Board decided to accrue as much as possible, even if it showed a loss on the year in order to kickstart the game when it returns for season 21-22 and to also support the efforts of the BCFA team as the grants are intended.  Mrs Shafaq also supported the idea and to look at ring-fencing areas of the game in priority areas as per the KPI's.  Board Approval

Mr Welch suggested purchasing some kit or equipment, such as footballs for all our clubs - 6/10 balls per club either size 4 or 5.

The CEO stated that this could also be possible but it would be difficult to establish what size clubs required and that they would have to be Nike balls.  He also stated that distributing in excess of 7,000 balls could prove logistically difficult and additional cost but it would definitely be worth considering.   SW to liaise with CEO re suggestion and other ideas to benefit clubs

Mr Rippon suggested that BCFA looks at outsourcing some of it's delivery to Clubs or Leagues - this would save on salary and on costs and give clubs/Leagues an extra revenue stream with targets as set by BCFA aligned to KPI's in specific areas.  Luke Bowles to contact Mr Rippon to discuss ideas

Affiliation:

The CEO then outlined the affiliation figures to date and Referee registrations.  Some Referees were getting agitated due to DBS issues but they had been notified of the situation 12 months ago along with regular reminders.

Save Today Play Tomorrow:

The CEO gave an overview of the initiative which will be the BCFA's one overall objective in the new strategy.

The initiative officially launches on the 4th June 2021 and includes an interactive Club pledge linked to affiliation.

Workforce:

The CEO updated the Board on the DSL role which had been made redundant and the recruitment of the Football Development Manager, Facility & Investment Lead, Football Development Officer - adult male and Football Development Officer - women & girls.

New contracts are being updated along with the BCFA Staff handbook and company policies which includes a new flexible working approach.

e-County Cups:

The CEO announced that we had a total of 40 applications across the two competitions and that we were looking to outsource the semi finals and finals which will be live streamed via the BCFA Facebook page with risk assessments, parental permission and safeguarding front and central as a priority.

**FA Update:**

The Chairman gave an update on the NLS (League) restructure along with the new England Football initiative which is replacing Charter Standard.

**Director Updates:**

S. Welch outlined the major infrastructure changes RBS have made during the pandemic and for their 17,500 staff predominantly working remotely.

M. Shafaq said that there had been lots of HR changes and contract adjustments for the business to deal with.

S. Kazmi said that in his business they were looking at re-designing their offices and focusing more on social theme and collaborative approach.

H. Murdoch also said that they were looking at an office re-design which involved hot desks and both formal working areas and informal areas.

**BCFA Strategy**

Mr Kazmi gave an overview of the collaborative team outputs and some initial concepts on an evolving strategy including a review and update on the values which the staff have an input into.

**AOB**

There was no business tabled or discussed

**The Chairman thanked everyone for their time and input and closed the meeting at 16.10**