**BCFA Board Meeting – 22nd March 2022**

Meeting Notes

Attendees: M. Penn (Chairman), S. Hampton (Senior Independent Director), K. Shoemake (CEO), H. Murdoch, S. Poole, S. Kazmi, G. Roberts,  S. Welch, J. Berry, M. Shafaq, A Peavot. G. Rippon, E. Peacock (BCFA Executive).

Apologies: S. Welch

Board Approval

Director Action

**1. Chairman's Welcome**

The Chairman thanked everyone for attending either in person or online.

The Chairman also welcomed Miss Peacock to the meeting and in particular for item 8 on the agenda.

**2. Apologies**

Received from Mr Welch - which was accepted.

**3. Conflict of Interest**

There were no Conflicts raised before or at the meeting

**4. Minutes of the Board Meeting held on 25th January 2022**

Mrs Peavot stated that she was on an FA Safeguarding Champion 'induction' meeting and would report back any news or insights at the next meeting

**5. Matters Arising Not Covered in the Agenda**

The CEO stated that there had been some subsidence in the car park which had adversely affected the neighbours wall.

Initial investigations had concluded that our insurance does not cover the damage or repair.

The CEO is working with the neighbours to establish the best and most cost-effective ways forward

**6. CEO Report**

The CEO summarised his report (attached in files).

The CEO also summarised the HQ investment stakeholder meeting.

Mrs Murdoch & Mr Berry gathering all the information regarding the site and the proposed developments and then framing the conversation to the Council, Planners, residents, etc to include community outcomes such as employment, volunteer learning, health & wellbeing, dementia support, obesity, crime reduction and linked to KPI's

**7. FA Discipline Delivery 'Opportunity'**

The CEO outlined his supporting document which majored on the negatives and also feedback from the County FA network.

He and the Chairman along with a number of Directors stressed it wasn't entirely a balanced view.

There was then an open debate amongst the Directors regarding the opportunity as a whole and the timings which may benefit BCFA.

It was unanimously agreed to explore the opportunity further along with a long-term approach based on BCFA workforce and other potential outsourcing options.

**8. BCFA Social Media Strategy**

A full and detailed presentation was given by Emily Peacock on all elements of our marcomms and promotional strategy going forward.

The Directors were suitably impressed by the amount and range of work undertaken and all thanked and congratulated Emily on her achievements.

Mrs Shafaq would like more interaction and promotion of ED&I including the web site.

Mr Roberts asked for some support regarding corporate partnerships.

Mr Kazmi suggested a next step would be to look at workload and more internal/external support and add social listening to the strategy.

Emily thanked the Directors for their input and ideas which she'll take forward.

**9. FA Update**

The Chairman gave a brief update on FA activity and decisions which affect the local football landscape and/or the County FA.

The Chairman stated that the new FA Chair, Debbie Hewitt had made a fantastic start and was listening to County FA concerns.

He also stated that a new Referee Promotion scheme was being developed.

Following the fan-led review, it is looking more likely than not that there will be an Independent Football Regulator which may, at some stage, start affecting County FA's.

**10. Safeguarding / SOS365**

Mrs Peavot as BSC briefed the Board with case numbers and topics of the serious reports which have reached the FA threshold and also some of the low level concerns that the team deal with.

Mrs Peavot thanked Sarah, Ella, Tracy and Luke for their tireless work regarding SOS365 and announced that our on-site assessment might be due in the near future and certainly before November 2022.

Mrs Peavot stated that the site visits were on track to be completed by the end of April.

**11. Director Updates**

Mr Kazmi informed colleagues that he has been working with a group of BCFA staff on reviewing and developing a new PDR for the business.  This is on track to be delivered in June 2022 and will be a split between My Performance (work) and My Development (personal) but with a consistent approach and include safeguarding and equality as mandatory elements.  Mr Kazmi is working with Mr Bowles (BCFA) on a values pack and value programme.

Mr Berry suggested an energy provider to work with - The CEO stated that it is on the list but also must form part of the Save Today, Play Tomorrow initiative and that Mr Roberts also look at contacting a provider that he has worked with previously.

Mrs Shafaq stated that the staff handbook and policies were going to be impact assessed and that she felt the new PDR should also be included prior to launching.  Mrs Shafaq has been liaising with the CEO regarding updated terms of reference for IAG and also a statement of intent and targets which is a requirement for the Code of Governance.

**12. AOB**

There were no items of any other business raised or tabled on the day.

The Chairman thanked everyone for attending and closed the meeting at 3.40pm