**BCFA Board Meeting – 24th May 2022**

**Meeting Notes**

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

Apologies: M. Shafaq, G. Roberts

Board Approval

Director Action

**1. Chairman's Welcome**

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

**2. Apologies**

Received from Mrs Shafaq and Mr Roberts - which were accepted.

**3. Conflict of Interest**

There were no Conflicts raised before or at the meeting

**4. Minutes of the Board meeting on 22nd March 2022**

Mrs Hampton enquired about the wall that had collapsed into the neighbouring garden.

The CEO stated that we were potentially liable due to the car park being built up and a tree removed but that the damage and subsidence wasn't covered under any insurance policy.  He was trying to obtain quotes but was finding it difficult to find anyone and any company interested.

Mr Welch suggested a company and would pass on details                                              **Mr Welch** to pass on building company details

**5. Matters Arising - not covered under the agenda**

There were no matters arising or tables at the meeting

**6. CEO Report**

The Chief Executive gave a detailed summary of his report including KPI's against targets, finance and the HQ development.

He praised the team for their efforts, especially since Covid and the return to football for this season.  He stated that there was a concern regarding the disability targets and activity and that this was being monitored along with the FDO lead.

Mrs Hampton requested a more detailed breakdown of the Referee KPI's and suggested a separate presentation at the next Board meeting to understand each element and to include specific information regarding female and BAME officials.  This suggestion was supported by other Directors                                                                                         **CEO**to invite Luke Bowles and Keiran Forrest to the next meeting

Mr Kazmi asked if it was possible to compare the KPI's quarterly and annually, especially with the cost of living potentially impacting affiliation                                                                                                  **CEO**to investigate the reporting and comparisons

Mr Kazmi also reiterated the need for the disability KPI numbers to improve and the risk to future funding and supported the actions and interventions taking place.

Mr Rippon stated that his Club were operating 13 disability teams with c100 players but added that the registration systems were less than helpful and complex which might not help the KPI situation.

**7. Safeguarding** - this item was brought forward on the agenda

Mrs Peavot was delighted to announce that, following the Operating Standard uploads, club visits and NSPCC audit and visit, BCFA has received a first time pass against the Standard (SOS365) for 2022.

Mrs Peavot congratulated Sarah, Emily, Kevin, Luke, Tracy, Pat, Keiran and the wider team who have all been involved with some being interviewed by the NSPCC as part of the audit.

Mrs Peavot gave a brief summary of the NSPCC/SOS report which included a number of best practices and some ideas to consider going forward.

The CEO also thanked Mrs Peavot and the Chairman for their support and stated how delighted he and the team were, especially after the previous audit.

*Mrs Peavot left the meeting*

**8. Save Today, Play Tomorrow**

There followed a presentation by Richard Lindsay who leads on the STPT programme.

The CEO apologised for sending the wrong slide deck out which caused confusion.

The presentation centred on a potential project whereby BCFA could package the programme at various levels and include a lead sponsor.

There was an initial investment of £5k requested to kick start some exploratory work with some consultants.  All being well, then there would be another additional request of £20k to design and implement and roll out to market.

Mr Kazmi suggested incorporating an internal and external 'resource based view' and to also look at a corporate model with large organisations paying substantial sums for this type of oven-ready and delivered programme.

Mr Kazmi also stated that it was important for the consultants to work to an agreed brief and key deliverables and to build in the 'sell' and benefits alongside the impact it will make, any savings made as well as the help and support available.

The Board thanked Richard and congratulated him on his fantastic work to date and approved the initial investment of £5k **Board approved**

Mr Berry thought the Council work regarding litter and air quality was excellent.  He would provide a name on the Council (Transport/Parks) regarding the pitch hire idea.                                                                                                    Mr Berry to supply BCC name

**9. FA Updates**

The Chairman gave a brief summary of meetings and actions from documents that had previously been circulated.

The big talking point at the moment was the fan led review and the potential independent ombudsman.

**10. Director Updates**

Mrs Murdoch informed everyone that she had taken a 12 month secondment within the FA to help head up the WSL operations.

Mr Berry was impressed by the work Joe Robinson is doing in reviewing and revamping the Pitch Improvement Fund.

Mr Welch stated that the FA courses were getting mixed reviews from his club and that places were very limited.

**11.  Future Agenda Items**

Referee KPI's

**12. AOB**

Mr Kazmi suggested holding a forthcoming external meeting at the new Britvic/PepsiCo plant in Rugby - the exact meeting/date to be confirmed.

In the Chairman's absence, the CEO took time to thank Mr Poole for his hard work and efforts in a number of guises at BCFA which included the Rep Team management, discipline chair, Director and being a great support to the Chair and CEO.  The CEO also thanked Mr Rippon for his input and ideas since meeting six years previously and whilst being a co-opted Director in the previous two years.

Both Mr Poole and Mr Rippon thanked the CEO and everyone past and present and stated that they are still very willing to help the business in the future and should there be a need.

The CEO thanked everyone for attending either in person or online and closed the meeting at 15.10