# BCFA LOGO black&yellow

**BOARD MINUTES**

# Birmingham County FA Board meeting

**Date: 18th July 2023**

**Venue: Birmingham County FA, Ray Hall Lane, Great Barr, Birmingham, B43 6JF**

**BOARD MEETING**

**Minutes for the meeting on Tuesday 18th July 2023 – starting at 1pm**

**M. Penn (Chairman), S. Hampton (Snr INED), K. Shoemake (CEO – ex officio),**

**M. Shafaq (online), S. Welch, H. Murdoch, G. Roberts (online), A. Peavot, D. Nixon (ex-officio), Luke Bowles (ex-officio)**

**Guests: Joe Robinson (facility & Investment Lead) & Caroline Smith (Capital Projects Support)**

**Apologies: J. Berry, S. Kazmi**

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| **Agenda Item** | **Lead** | **Time** | | **Paper** | **Focus** | **Actions** |
| Welcome | M. Penn | **13.00** | 2mins |  |  |  |
| The chairman welcomed everyone to the meeting | | | | | | |
| Apologies for absence | M. Penn | **13.01** | 1 minute |  |  |  |
| Apologies were received from Mr Berry and Mr Kazmi – both of which were accepted by those present | | | | | | |
| Conflicts of Interest | M. Penn | **13:02** | 2mins |  |  |  |
| There were no conflicts of interest received or tables on the day or any changes noted | | | | | | |
| Minutes of January 2023 meeting | M. Penn | **13.03** | 5mins |  |  |  |
| The minutes of the previous meeting were approved as an accurate record | | | | | | |
| BCFA Facility Update | J. Robinson & C. Smith | **13.10** | 30mins  10min Q&A | Presentation on the day | * Background to PSS and LFFP. * Football Foundation Funding. * The current Landscape. * Future developments. * BCFA 3G |  |
| Joe and Caroline gave a detailed presentation on the day which covered all aspects including the Grass Pitch Grant and the potential 3G development of pitch 2.  Joe stated that data and correct information had been and was still an issue regarding pitch power progress and a backlog of reports from the start of the year.  Mrs Shafaq stated that years 3 and 4 would be critical for funding – a point echoed by the team and CEO, but they were confident in achieving specific KPI’s.  Mr Roberts mentioned that partnerships and additional income were business critical – a point supported by the CEO.  Mr Welch enquired as to the accuracy of the pitch data and total pitches which reflected the inaccuracies in the data.  Following Caroline’s update on our 3G, she confirmed that the project was now in the Football Foundation framework. Mr Welch said that engaging with the local community regarding our 3G would be important as would contacting the local authority planners, mayor and council members something which is in hand. | | | | | | |
| CEO Update | K. Shoemake &  L. Bowles | **13.50** | 20mins | P&L & Balance Sheet (Feb 2023) |  |  |
| The CEO and Luke went through his report and updated Board on how we are achieving against KPI’s and some secondary measures.  The report showed good growth in participation numbers across the Board and especially in disability which was now spread amongst the team.  Refereeing was down in one area and facilities one pitch short of a positive score. The Directors were delighted with the achievements made to date.  Mr Welch asked for clarification on outsourcing discipline to Sport Integrity Matters (SiM) and the cost – The CEO responded to say that, following the pilot, the fee would £28k + vat going into the new season which was a new and innovative way of approaching local discipline and a cost that would fluctuate due to discipline which has got worse in recent seasons but that income could lessen if body cameras come into force.  The CEO stated that there was some overspend in certain areas, but the majority of these costs were unforeseen and not budgeted or invested against KPI areas and STPT. He was forecasting a small deficit prior to tax. | | | | | | |
| Safeguarding | A. Peavot | **14.10** | 15mins |  |  |  |
| Mrs Peavot gave an update on cases and departmental activities. She stated the need to recruit a Safeguarding & Respect Officer to support Sarah now that Ella was moving over to a marcoms role. | | | | | | |
| AOB |  |  |  |  |  |  |
| The Chairman started an in-depth discussion regarding Board improvements – the make up of the Board, missing skill sets, added value, commitment, meeting dates and general improvements.  There was a general feeling amongst those present that the meetings needed to be tighter and more strategic which included the agenda, reports and discussions. Mrs Murdoch suggested dedicating one meeting to an agreed strategic topic (as agreed) such as financial independence or drawing up a list of the top five priorities/challenges faced by the business. Mrs Shafaq felt that we needed to redefine the specific objectives of the BCFA board and then outline the required commitment to match/support. It was generally felt that there could be fewer meetings but longer if more strategic. The majority felt that the day and timings of meetings were okay and the calendar was set out for the year in advance along with reminders. The CEO also stated that it was important to offer Board members training if required/requested.  The Chairman asked each Director to feedback any ideas when they were met as part of their annual review. | | | | | | |
| Close | M. Penn | **15.25** |  |  |  |  |
| The Chairman thanked everyone for attending and for their input and closed the meeting at 15:40 | | | | | | |

**Additional information and for reference:**

**BCFA web site:** [www.birmighamfa.com](http://www.birmighamfa.com)

**FA web site:** [www.thefa.com](http://www.thefa.com)

**BCFA Strategy:** <https://www.birminghamfa.com/about/our-strategy-purpose-and-values>

**Save Today, Play Tomorrow:** <https://www.birminghamfa.com/about/save-today-play-tomorrow>