# BCFA LOGO black&yellow

**BOARD MINUTES**

# Birmingham County FA Board meeting

**Date: 24th January 2023**

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

**BOARD MEETING**

**Minutes for the meeting on Tuesday 24th January 2023 for 11.30 site tour, 12.30 lunch, 1pm meeting**

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

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

**Supporting Documents**: January Board Agenda; November 2022 Board minute; BCFA P&L + Balance Sheet December 2022, BCFA Club Affiliation and League Sanction proposal (23-24 season), Board Terms of Office and Succession Plan

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| **Agenda Item** | **Lead** | **Time** | | **Paper** | **Guest** | **Focus** | **Purpose** |
| Tour of BCFA Site | K. Shoemake | 11:30 | 60mins |  |  | Walk round site as a physical reminder and new land | To review current site and new land/facility and potential 3G investment on pitch 2. |
| **Mrs Hampton, Mrs Murdoch and Mr Berry joined the CEO for a brief tour of the entire site which included the new land for which we’ve had an offer accepted.** | | | | | | | |
| Welcome | M. Penn | **13.00** | 2mins |  |  |  |  |
| **The Chairman welcomed everyone to the meeting with some attending in person and some online. Mr Welch joined online at 1.30pm** | | | | | | | |
| Apologies for absence | M. Penn | **13.01** | 1 minute |  |  |  |  |
| **There were no apologies for absence with Mr Welch joining at 1.30pm** | | | | | | | |
| Conflicts of Interest | M. Penn | **13:02** | 2mins |  |  |  | Individual Directors to declare of any personal or professional conflicts of interest |
| **The Chairman reminded Directors of the conflict of interest requirements. No Directors had anything to add, update on or request any clarification** | | | | | | | |
| Minutes of November 2022 meeting | M. Penn | **13.03** | 8mins |  |  | To approve and sign the previous Board minute and raise any matters arising not covered on agenda | **TO APPROVE** |
| **BCFA Audit: Mrs Shafaq requested a little more detail within the minutes especially when Directors made decisions and if some Directors were absent from the initial discussions. The Chairman and CEO apologised and agreed to add more content to decision making commentary.**  **The minutes were approved as a true and accurate record.** | | | | | | | |
| **Agenda Item** | **Lead** | **Time** | | **Paper** | **Guest** | **Focus** | **Purpose** |
| Safeguarding briefing  \* **MANDATORY** \* | A. Peavot & S. Willis | **13.15** | 45mins | Presentation on the day |  | SOS365 compliance linked to FA funding | The annual Director briefing regarding legislation, responsibilities, local information/cases, roles and responsibilities, SOS365 assessment |
| **Mrs Peavot (Board Safeguarding Champion) introduced the agenda item and also Ms Willis (DSO).**  **Ms Willis went through a detailed safeguarding briefing which was very similar in content to the staff briefing and included local BCFA statistics on legislation, live and closed cases, an update on our SOS compliance, club site visits and the safeguarding department.**  **Mrs Shafaq complimented Ms Willis and Ms Perry on the amount and standard of work but also commented on the future work on suicide prebention/awareness and asked to always include attempted incidents as well as completed suicides if at all possible in any figures.** | | | | | | | |
| Membership fees – season 23-24 | D. Nixon | **14.00** | 15mins | Attached |  | To discuss a proposal from SLT regarding the club affiliation and league sanction fees for 23-24 | **FOR DECISION & TO APPROVE** |
| **Mr Nixon presented a detailed overview of the current affiliation prices and insurance prices and also a recommendation from the Executive for similar affiliation prices for season 23-24. This will see the team fee remain at £5 per team and the League sanction fee increased to £90.Mr Nixon also stated that the Insurance agreement was coming to an end and the BCFA Executive are negotiating prices and sponsorship for the next three years.**  **The Board unanimously agreed to the new pricing structure.** | | | | | | | |
| Director – Terms of Office & Succession | M. Penn &  D. Nixon | **14.15** | 15mins | Attached |  | To review and confirm term dates | **TO DISCUSS**  To also arrange individual Director reviews |
| **The Chairman gave an overview os each Director’s term of office.**  **As per the Code of Governance, the Chairman asked for dates between 1st February and 30th April for one to one meetings with the Chgairman, the CEO and Senior Independent Director.**  **Mrs Shafaq stated that there could be a need for an Director responsible for HR. Mr Kazmi also stated that sustainability was a growing area as per the Code of Governance and SLT succession planning was also a key area to include.**  **ACTION: All Directors** | | | | | | | |
| CEO Update | K. Shoemake &  L. Bowles | **14:30** | 20mins | To follow -  finance attached |  | To receive a verbal update on KPI’s, finance, Code of Governance and relevant FA information | **FOR INFORMATION** |
| **The CEO outlined the key elements of his written report.**  **He asked if any Directors would be interested inreviewing and potentially setting up a separate company for Save Today, Play Tomorrow which would mean salary costs, budget and expenditure out of the BCFA P&L as well as income/**  **The CEO stated that Mr Kazmi was already involved in discussion. Mrs Shafaq also offered to help if required.** | | | | | | | |
| HQ Facility | K. Shoemake | **14:50** | 15mins | CEO update |  | Verbal update on potential 3G development & purchase of GBSC site | **FOR INFORMATION**  Following earlier site tour |
| As part of his report, The CEO updated the Board on the purchase of the additional land.  The CEO stated that he had sent a list of work and requirements that he asked the Great Barr Social Club to undertake following the previous flood. The CEO was waiting to hear their feedback whilst requesting an on-site meeting with the Agent. The CEO had briefed the Solicitor in readiness for the purchase.  The same Solicitor has also been engaged with the potential 3G development. The CEO was pleased top report that the Football Foundation framework as an initial approval stage for funding. | | | | | | | |
| BCFA Workforce | K. Shoemake | **15:05** | 15mins | CEO update |  | To update on staff restructuring and outsourcing of discipline | **FOR INFORMATION** |
| The CEO stated that the initial few weeks of outsourcing the majority (90%) of the discipline process had gone well and was under review until May and to then confirm for the 23-24 season. | | | | | | | |
| AOB / Director updates | M. Penn / All | **15:20** | 10mins |  |  | Any insight or updates from the Directors – either business insight or areas of responsibility |  |
| There were no updates from the Directors | | | | | | | |
| Close | M. Penn | **15.30** |  |  |  |  |  |
| The Chairman thanked everyone for attending and closed the meeting at 15:16. | | | | | | | |

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| **Dates/Times of Future Meetings:**   * Tuesday 21st March 2023 – Board meeting – 1-4pm * Tuesday 23rd May 2023 – Board meeting – 1-4pm * Tuesday 18th July 2023 – Board meeting – 1-4pm * Tuesday 12th September 2023 – Board meeting – 1-4pm * Tuesday 21st November 2023 – Board meeting – 1-4pm * Tuesday 22nd August 2023 – Accounts sign off * Thursday 21st September 2023 – BCFA AGM – 7pm |  |  | To note, diarise and confirm attendance – in person (ideally) or online |

**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>

**FA ED&I Strategy:** <https://www.thefa.com/news/2021/oct/08/a-game-for-all-fa-equality-diversity-inclusion-strategy-2021-2024-20210810>

**BCFA Accessibility Tools:** <https://www.birminghamfa.com/news/2022/jul/06/accessibility-partnership-announcement>