

BOARD MEETING

15 October 2024

13:00 - 16:00

BCFA County Offices

ATTENDANCE

PRESENT

Anelli Peavot

Caroline Smith

David Nixon

Holly Murdoch

John Berry

Kevin Shoemake

Luke Bowles

Martin Leong

Mike Penn

Mohammed Juned

Monica Shafaq

Sandra Hampton

Sarah Willis

Stuart Welch

ABSENT

Sham Kazmi

1. NOTICE OF MEETING AND CHAIR'S WELCOME

Standing item

Speaker: Chair

Time: 1.00pm

NOTICE IS HEREBY GIVEN that a meeting of the Board of Directors of Birmingham County Football Association Limited will take place on Tuesday, 15 October 2024 at BCFA County Offices, Ray Hall Lane, Great Barr, Birmingham, B43 6JF and by way of MS TEAMS, commencing at 1.00pm.

For those who are unable to attend in person, the MS TEAMS meeting link is:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWE1MDI3ZjltZGEyMS00NDI2LTk5MTMtMjVhNGQwMjUyNGM2%40thread.v2/0?context=%7b%22Tid%22%3a%2245c92590-ccc6-46f9-80ff-9fc8d9edde39%22%2c%22Oid%22%3a%22dae475a3-8726-4613-a55d-bcc48e54028b%22%7d

Will all Directors please note that the annual Safeguarding briefing will be delivered at this meeting. It is a mandatory requirement for all Directors to receive the briefing, so it is important to attend either in person or by way of MS TEAMS.

- S Hampton [SH], Chair of the Board of Directors, opened the meeting at 1.00pm.
- D Nixon [DN] acted as Secretary.

2. APOLOGIES FOR ABSENCE

Standing item

Please indicate your intention to attend or otherwise by selecting one of the three "Will you attend?" responses above.

Late apologies were received from:

1. S Kazmi [SK]

The following Directors offered their apologies for leaving the meeting at the times stated:

1. M Penn [MP] left the meeting at 2.30pm.
2. H Murdoch [HM] left the meeting at 3.00pm.
3. M Shafaq [MS] left the meeting at 3.15pm.

3. CONFLICT OF INTEREST

Standing item

The Directors are invited to declare any conflict of interest on matters to be considered at the meeting and not already declared.

- No other conflicts of interest were declared.

4. SAFEGUARDING BRIEFING

Other
minutes

Speaker: Sarah Willis & Anelli Peavot

Time: 45

Directors to receive the mandated annual Safeguarding briefing.

S Willis [SW], BCFA Safeguarding Manager, joined the meeting at 1.05pm.

- SW and A Peavot [AP] delivered the annual Board Safeguarding briefing.

SW left the meeting at 1.55pm.

ACTION: SW to share the date, when known, of the "Play Safe Weekend 2025" so that it can be diarised by the Directors.

ACTION: SW is to provide the links to the various safeguarding courses/workshops so that the Directors can appraise themselves of the content and revise their understanding.

ACTION: SW to share the briefing presentation to the Board of Directors.

5. MINUTES OF THE PREVIOUS BOARD MEETING

Standing item

Speaker: Chair

To approve and sign as a true record.

The Minutes of the previous meeting and the actions agreed and/or required were circulated to all Board Members via TeamEngine on 01/08/2024.

- Accepted as a true record and signed by the Chair.

6. MATTERS ARISING

Standing item

To raise any matters not considered elsewhere on the Agenda.

- There were no matters arising.

7. ACTIONS FROM THE PREVIOUS BOARD MEETING

Standing item

To review the actions from the previous meeting.

1. **ACTION: From 5 above, KS advised that high level P&L report will be uploaded to Xero and distributed within the next 10 working days.**
2. **ACTION: From 7 above, the Directors accepted the recommendation on which core Policies and Procedures should be ratified by the Board of Directors and those operational ones that remain with SLT.**
3. **ACTION: From 8 above, LB is to ascertain that MS has signed an updated Director Handbook.**

4. **ACTION:** From 9 above, Mohammed Juned [MJ] to provide the Board Secretary with the minutes of the meeting for distribution to the Board of Directors. MJ stated that the minutes have been published on the BCFA website.
5. **ACTION:** KS to provide a cash flow projection once the 2024-2025 Affiliation process had peaked.
6. **ACTION:** DN to circulate the People Plan to the Board of Directors and add to the Discussion Forum in TeamEngine.
7. **URGENT ACTION:** The following Directors, KS, LB, ML, and MP along with staff members, Richard Lindsay and Ella Perry to form a working group to consider the commemoration and legacy of the BCFA 150th Anniversary in 2025. The Chair emphasised that time is of the essence and the working group must meet as soon as possible.
8. **ACTION:** ML to gather some additional notes for KS and the working group to consider.
9. **ACTION:** LB to share with the Chair examples of good practice in carrying out board appraisals.
10. **ACTION:** KS & LB to address the concerns over the reporting of the Voice of Young People with relevant Staff.
11. **ACTION:** KS & ML to arrange a meeting, at the first available opportunity, with Sporting Group International.

ACTION: From 3 above, MS is still to sign the updated Director Handbook.

ACTION: From 4 above, the minutes of the April IAG meeting remain outstanding.

8. CEO UPDATE

Information item

Speaker: Kevin Shoemake

To receive the Board update from the CEO to include:

1. Site update.
2. Finance.
3. Commercial, including BCFA 150th Anniversary 2025.
4. Strategy launch.
5. Workforce.
6. CRoC update. Now 'Grassroots 2040'.

Kevin Shoemake [KS], CEO, presented his report to the Board of Directors.

DECISION: The Board of Directors unanimously approved the proposal to outsource grounds maintenance to a self-employed contractor for £25K per year, 30 hours per week.
ACTION: KS to prepare a suitable contract to reflect working arrangements for the ground maintenance contractor.

8.1 SITE UPDATE

Information item

Speaker: Kevin Shoemake & Caroline Smith

Time: 2.30pm

Caroline Smith [CS], BCFA Facility Consultant, joined the meeting at 2.50pm.

- CS presented a review of the site development to the Board of Directors.
- CS left the meeting at 3.08pm.

8.2 FINANCE

Decision item Speaker: Kevin Shoemake & Mohammed Juned
Time: 10 minutes

- Future capital spending.
- Decision to reduce BCFA reserves in accordance with FA Financial criteria.

DECISION: The Board of Directors unanimously agreed to move to reducing BCFA reserves to 6 [six] months through agreed expenditure at Ray Hall Lane.

ACTION: KS and S Welch [SW] to produce an appropriate explanatory "return on capital expenditure plan" to explain the expenditure to reduce the reserves.

8.3 COMMERCIAL

Discussion item Speaker: Kevin Shoemake & Martin Leong

- BCFA 150th Anniversary 2025.
- The Board of Directors received an update on the 150th Anniversary and the discussions of the working group.
- Unity Bank investment.
- Sporting Group International - update.

ACTION: KS to drive the 150th Anniversary planning in conjunction with ML and the working group.

ACTION: SW agreed to provide an introduction to the Birmingham Chamber of Commerce.

9. BCFA PEOPLE PLAN

Discussion item Speaker: Luke Bowles

To receive the Board update on the People Plan and some initial actions.

- State of Play Survey - results.

LB updated the Board of Directors on the People Plan and the results of the State of Play Survey.

- Working Group, LB, Myles Mayers, Vicki Mitchell-Blunt and Keiran Forrest [group lead].
- Mechanisms of communication with Staff. Methods of Communication with Staff have been reviewed and amended.
- New starter induction and onboarding. A New Starter/Induction Pack and On-Boarding Programme are being developed and will be tested with the next new recruit to the team who starts in January 2025.

10. CODE OF GOVERNANCE

Information item Speaker: Luke Bowles

To receive updates on compliance with The FA's Code of Governance for CFA's.

LB updated the Board of Directors on continuing compliance with the Code of Governance:

- Updates to website.
- Staff changes.
- Terms of reference.
- Director appraisals.

11. IAG

Standing item Speaker: Monica Shafaq

To receive an update.

J Mohammed [JM] updated the Board of Directors.

ACTION: JM to share with the Board of Directors an IAG update agreed with MS.

12. VOICE OF YOUNG PEOPLE

Standing item Speaker: Luke Bowles

To receive an update.

- Match Officials will be dropped from Aspiring programme as their views are obtained under the "TED" referee group.
- Boxes are out to Club 50 members to record voice of young people.

ACTION: LB agreed to provide more detailed feedback at the January 2025 Board meeting.

13. ANY OTHER BUSINESS

Standing item Speaker: Chair

1. To consider Any Other Business submitted in writing prior to the meeting.
2. At the discretion of the Chair, to consider any matters raised as Any Other Business.

- ML questioned the signing of documents in TeamEngine. SH responded.

14. DATES OF FUTURE MEETINGS

Information item

2025

1. Board Meeting: Tuesday, 21 January 2025 at 1.00pm
2. Board Meeting: Tuesday, 15 April 2025 at 1.00pm
3. Board Meeting: Tuesday, 22 July 2025 at 1.00pm
4. Accounts Sign-Off: Tuesday, 19 August 2025 at 1.00pm
5. AGM: Thursday, 25 September 2025 at 7.00pm
6. Board Meeting: Tuesday, 21 October 2025 at 1.00pm

There being no other business the Chair closed the meeting at 3.25pm.

SUMMARY OF ACTIONS FROM THIS MEETING

1. **ACTION: SW to share the date, when known, of the "Play Safe Weekend 2025" so that it can be diarised by the Directors.**
2. **ACTION: SW is to provide the links to the various safeguarding courses/workshops so that the Directors can appraise themselves of the content and revise their understanding.**
3. **ACTION: SW to share the briefing presentation to the Board of Directors.**
4. **ACTION: MS is still to sign the updated Director Handbook.**
5. **ACTION: The minutes of the April IAG meeting remain outstanding.**
6. **ACTION: KS to prepare a suitable contract to reflect working arrangements for the ground maintenance contractor.**
7. **ACTION: KS and S Welch [SW] to produce an appropriate explanatory "return on capital expenditure plan" to explain the expenditure to reduce the reserves.**
8. **ACTION: KS to drive the 150th Anniversary planning in conjunction with ML and the working group.**
9. **ACTION: SW agreed to provide an introduction to the Birmingham Chamber of Commerce.**
10. **ACTION: JM to share with the Board of Directors an IAG update agreed with MS.**
11. **ACTION: LB agreed to provide more detailed feedback at the January 2025 Board meeting.**

