



## Board Meeting Minutes

Thursday 31<sup>st</sup> August 2023, 6.00pm at Cambridgeshire FA HQ

**Present:** P. Hill (Chair), A. Beattie, A. Durman, N. Fletcher (via Teams), I. Greenstock, J. Knox (CEO), T. Martin (via Teams), B. Meldal, M. Mizon.

**D01/24**      **Apologies for absence:** A. Alvarez, P. Brasher, J. Greenstock.

**D02/24**      **Minutes of previous meeting and action log review:** The minutes of the meeting on 20<sup>th</sup> April 2023 were agreed. The action log was reviewed.

**D03/24**      **Conflict of interest declaration:** None declared.

**D04/24**      **Risk register:** The risk register was reviewed. It was agreed to remove Brexit as risk as the effects were now known. JK had added FA Code of Governance to the item regarding FA funding as achievement of the code would affect funding from 2025. ■

**D05/24**      **Health and safety:**  
i) The Health and Safety Policy had been reviewed and agreed by PH and JK in July 23. JK would send to directors. **ACTION JK.**

**D06/24**      **Governance:**  
i) **Code of Governance:** PH and JK would be meeting soon to consider what is required. PH stressed the importance of the board remaining accountable to the council, and the need to determine how we structure this effectively. Terms for life vice presidents also needed to be considered to enable voting rights.

**D07/24**      **Commercial:** Information on past sponsors and current sponsors/1884 Club members had been sent prior to the meeting. NF presented the new strategy which provided flexibility to offer separate divisions of the Cambridgeshire County League to attract new sponsors. County Cups and other sponsorship opportunities would also be offered. Staff resource was discussed. Sally Metcalfe, Football Operations Officer is part time (25 hours per week), and Martha Braham, Business Operations Manager, is full time. JK stated that, with their other operational and football services commitments, they would only be able to spend a maximum of 50% and 15% of their time on commercial activities respectively. Therefore, help in identifying leads for staff to follow up on was required. Council would be asked to help identify leads. It was acknowledged that it was a difficult time commercially, post Covid, and recognised that the number of companies engaging with us commercially has increased. AD raised the opportunity to utilise space on the CFA stand for signage. NF asked PH if commercial partnership money from FA deals comes down to counties. PH replied that money comes to the counties in the form of grants and support. BM added that The FA directly fund other activities that benefit our clubs



and participants, such as Wildcats funding and bursaries for coach education, as well as for facility projects via the Football Foundation.

- D08/24**      **Inclusion:** An EDI report showing plans and progress against the four priorities had been circulated in advance, along with EDI data. It was noted that, in the data, when numbers were fewer than 10 the number was not provided. NF suggested it would be useful if we could see these numbers. However, this is to protect the anonymity of participants and, as the data is provided by The FA through Power BI, JK felt it was unlikely we would be allowed to know the number when it is fewer than 10. EDI committee meeting dates were being finalised and would be circulated to the EDI committee soon. Recruitment of new active members was being prioritised.
- D09/24**      **Finance:** A finance report along with accounts had been circulated in advance. TM talked the board through the headline numbers and big-ticket items. The finances were in a healthy position and a profit of circa £18k was likely to be reported for the 2022-23 season, although work on year end was still underway. The balance sheet had been tidied up for ease and clarification. The board had agreed the budget and revenue spend via email.
- D10/24**      **Workforce:** Succession planning for key roles would be added to the risk register.  
**ACTION JK.**
- D11/24**      **Long term goals**
- i) **KPIs:** Player registration was still underway. By mid-September we should have a good picture of numbers from affiliated football.
  - ii) **Safeguarding:** A safeguarding report had been circulated prior to the meeting.
    - i. **Play Safe:** The Play Safe weekend would be taking place on Saturday 30<sup>th</sup> Sept and Sunday 1<sup>st</sup> Oct. Cambridgeshire FA would be visiting clubs to celebrate their safeguarding efforts and complete safeguarding compliance checks. Information was being communicated across CFA website and social media and JK had taken part in a media interview with That's TV Cambridgeshire. Pin badges and captain's arm-bands were being sent directly to clubs from The FA. BM issued a plea for board and council to help with safeguarding visits over the weekend if they could.
    - ii. **Commitment to Safeguarding:** Those present signed the commitment document. Those not present would be asked to sign as soon as possible.
    - iii. **S365:** The final report following the S365 assessment on 6<sup>th</sup> June had been circulated prior to the meeting. Directors confirmed this had been received and read.
  - iii) **Let Us Play:** A Let Us Play report had been circulated prior to the meeting. The Let Us Play Champion survey to gather feedback from children would be utilised again in 2023-24 and communication would be sent to clubs along with regular reminders. Feedback from this is reviewed weekly in the safeguarding/discipline meeting. The Let Us Play festival had taken place on 30<sup>th</sup> August with approximately 25 children in attendance. TM reported that his son had attended and had a brilliant day. AD was a coach on the day and suggested a debrief/review for coaches to evaluate and plan for future events. BM enquired

iv) **CFA facility:**[illegible]

- i) AB reported he was leaving Cambridge United. PH confirmed AB's position as director was nominated from council. AB was voted onto council as the



professional game representative and could therefore remain in the position for the remainder of the term.

- ii) PH reported that The FA have facilitated a County FA Review of Counties group and that PH would be sitting on this as well as the FA group to look at County FA shared services.

**Date of next meeting:** 16<sup>th</sup> October 2023.

**Joanne Knox**

Chief Executive & Company Secretary