



BOARD MEETING MINUTES

Meeting held at the Birmingham County FA
Tuesday 20th November 2018 for 1pm start

From: Mike Penn

Date of Notice: 14th November 2018

To: Directors

Kind regards,

Mike Penn
Chairman - Birmingham County FA

Birmingham County FA

BOARD MEETING

Minutes for the meeting on Tuesday 20th November 2018 at 1pm

M. Penn (MP- Chairman), S. Poole (SP- Deputy Chairman), K. Shoemake (KS - CEO),
S. Hampton (SH), J Berry (JB), M, Shafaq (MS), S. Welch (SW), S. Kazmi (SK),
H. Murdoch (HM), G. Rippon (GR), H. Organ (HO)

Item	Minutes	Actions
1	Chairman's welcome & remarks	The Chairman thanked and welcomed everyone to the meeting
2	Apologies for Absence	There were no apologies
3	Conflict of Interest register	There were no changes or additions tabled
4	Minutes of the Board meeting held on 6th and 20th September 2018	Both sets of minutes were noted and signed by the Chairman as a true record
5	Matters arising not covered on the agenda	The Chairman thanked everyone who attended and for their input to both meetings. It was requested that the CEO invite the auditors to the initial audit meeting to go through the draft accounts and answer any questions
6	FA Representative Report - For information <ul style="list-style-type: none"> - NGB reports: 18th & 26th Sept '18 - FA Board: 27th Sept '18 - FA Council: verbal update 	<p>Noted – no comments</p> <p>Noted – no comments</p> <p>The Chairman gave a brief update regarding Wembley. JB asked what the next steps and other options are now that the sale is not going ahead and to plug any short/long term gaps? MP said that the plans would always include and be guided by the Local Football Facility Plans (LFFP)/Playing Pitch Strategies (PPS) as well as other KPI activity such as Hub Clubs and private club investments. KS said he'd circulate LFFP's as they are approved. MP also suggested Amy Sproson (FDM) attending the next meeting to discuss facilities/investment with a combined LFFP overview. GR also stated that the Premier League were due to announce their new funding arrangement to the Football Foundation soon. HO also suggested an overview of Clubs and especially which Clubs can help with links between facility investment and KPI's and where the priority needs are. MP said that some of this work will also feature in the facility strategy going forward – whether we purchase, lease, partner, facilitate or invest or look at asset transfers. KS & JB also stated that the Commonwealth Games will also be a driver and we should be at the table</p>
7	Safeguarding & Welfare <ul style="list-style-type: none"> - SOS Compliance (year 2) 	<p>SP and KS updated the Board regarding the new Safeguarding Operating Standard (SOS) which included 71 criteria to fulfil with either a pass or fail including 70 SOS visits. KS confirmed our external assessment will be on the 6th & 7th March 2019. MP suggested that it would be great if Directors could attend one club visit and also to be available should the SOS assessors wish to interview anyone. MS asked for ID and/or business cards for Directors. KS to circulate visit list (smartsheet)</p>

8	CEO Update <ul style="list-style-type: none"> - FA KPI's - BCFA Business report – Smartsheet + access - BCFA Risk Register - Finance - Year to date (Q1 – P&L / Balance Sheet) - Facilities 	<p>KS presented a new business balanced scorecard which included a range of activity and matrices. KS also presented a redesigned KPI tracker and took the Board through the top level numbers and the background data. KS also showed the Directors their each area of responsibility which they can update at will.</p> <p>The scorecard is in draft but the Directors liked the format and content which clearly shows areas of focus and discussion internally (SLT/staff) and at Board level. KS said that he'd arrange access to this one smartsheet via email along with the SOS visit sheet.</p> <p>KS also presented a brief overview of the initial draft datashine tool which highlighted a range of searches and information.</p> <p>The CEO then showed a draft of the new Risk Register which he is working on which again the Directors liked. GR and HO said they'd also send the CEO some templates to consider.</p>	GR / HO
9	Directors/SMT away day <ul style="list-style-type: none"> - Key learning & areas of responsibility - Outputs - Director 'working group' updates & actions 	<p>Feedback from the day (and the meal) was excellent and set the scene and priority areas going forward.</p> <p>The Directors all thanked SK for organising, Rob for facilitating and SW for accommodating the meeting.</p> <p>KS showed the slide deck and the Directors each confirmed their areas of responsibilities/working groups.</p> <p>MS: stated that she had been liaising closely with Mohammed Juned (BCFA) on the finer points of the new IAG and updating relevant policies. MS said that the draft policies would be circulated and feedback/approval sought. Recruitment set for Jan 19. Policies added to smartsheet.</p> <p>SW/MS: initial investment work done to generate additional £6k. Investigating options around Charity status for all or part of business or new company. MS needs to clarify 'why' change which has to link to any Charity's defined purpose and objectives.</p> <p>Other options could include a co-operative society, CiC/CASC or social enterprise. MP also stated that a key point had to be not only what is best for the business but also what's best for members and customers.</p> <p>SK: arranged a culture group meeting on 30th Nov – involving Rafe Turner and Mohammed Juned staff as well.</p> <p>SH: liaising with Amy Sproson and FDO's regarding specific participation initiatives. Liaising with CEO/John Reeves re Governance documents on web site.</p> <p>HO: liaising with Youth Council and the Safeguarding team regarding the research project.</p> <p>JB/HM: Gave a presentation on the various options to consider following a meeting with Olly Hitchcox. Presentation added to smartsheet.</p>	MS / MJ to circulate policies. ALL to feedback / approve
10	Committee Meetings – matters arising	Nothing to report	
11	AOB		
12	Future Meetings <ul style="list-style-type: none"> • 22nd January 2019 • 19th March • 21st May Additional Diary Dates <ul style="list-style-type: none"> • 6th Dec - BCFA Council meeting • 11th April 2019 – BCFA Council Meeting 	<p>SP to Chair</p> <p>Amy to present facility overview</p>	

