



**Birmingham County FA Board meeting
Starting at 3pm on Thursday 19th July 2018**

MINUTES

BIRMINGHAM COUNTY FA – BOARD MINUTES AND DOCUMENTATION

From: Mike Penn

Date of Notice: 9th August 2018

To: Directors

Dear Directors,

Hi everyone – I hope you're all okay.

It was great to see you all at the first meeting of the new Board and thank you again for your input during the meeting and questions and feedback since we met along with dates to pop in to the office and meet some of the staff.

I appreciate it was quite information intense on the day but myself and Kevin hope some of it sunk in but we also recognise it's a steep learning curve but it won't take long for much of it to make sense. If you have any questions then please contact Kevin in the first instance.

Please find below the draft Board minutes from the meeting. If any of you spot any glaring errors or would like anything re-wording then please let Kevin know (copy all). Otherwise, we can discuss, amend and approve at the next meeting on the 6th September.

You will also see another attachment which is the provisional funding agreement/contract from the Football Association (FA). Every County FA receives similar other than the funding and targets vary for each. This agreement follows the Business Plan and Operational Plan submission which Kevin explained during the meeting. We are feeding some initial observation back to the FA for clarification but we thought it important to share the document with you at this stage which will again increase your knowledge at a strategic level.

I have also attached our most recent Safeguarding Action Plan for your perusal.

You'll also see the diary dates at the bottom of the minutes which we agreed at the meeting. I'm now away on a break so please liaise with Kevin for any matters arising and/or if you would like to visit the office.

I look forward to seeing you all again soon.

Kind regards,

Mike Penn

Chairman Birmingham County FA

Birmingham County FA

BOARD MEETING

Minutes of the meeting on Thursday 19th July 2018 at 3pm

M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO), S, Hampton, J Berry, M, Shafaq, S. Welch, S. Kazmi, H. Murdoch, G. Rippon, H. Organ

Item	Minutes	Actions
1	Chairman's welcome & remarks	The Chairman welcomed everyone for the first meeting of the newly constituted Board. Mr Penn reiterated that this was a journey and he'd like everyone to play their part individually and collectively.
2	Apologies for Absence	There were no apologies on the day
3	Director Introductions	Each Director gave a short personal and career summary to the group. The Chairman confirmed terms and mentioned that Mr Rippon and Mr Organ were co-opted and had no voting rights but were encouraged to play a full part in discussions.
4	Minutes of the Board meeting held on 17th April 2018	The Chairman confirmed that the quorum to ratify decision was currently three but because of the increased Board we may, at some stage, increase this to four. However, any changes will have to go to Council for approval as a change of Article.
5	Matters arising not covered on the agenda	The Chairman raised the question of Director remuneration which had been carried over from the previous meeting and for the new Board to discuss. This is on the basis on the fact that the FA pay their NED and attendance allowance for FA Council Representatives for FA meetings. After some positive debate, everyone agreed that they had accepted the role as a volunteer and with no remuneration and everyone was still content to give their time and input freely.

6	<p>F A Representative Report - For information</p> <ul style="list-style-type: none"> - National Game Board report: May 2018 - F A Board: April 2018 update - F A Council: Verbal update 	<p>The Chairman opened this section but stressing that any FA and/or BCFA information provided was to be treated in strictest confidence which included not releasing any information to the press. Any approaches and requests from the press or comments to the press should be approved by the CEO/Chairman in advance.</p> <p>Mr Penn gave a verbal update on FA matters and meetings which included background information and overviews of each decision making body at the FA along with his involvement as the BCFA's FA representative.</p> <p>Mr Penn circulated some information regarding the potential sale of Wembley stadium whilst summarising recent FA discussions including monies being distributed to community (grassroots) football and especially facility development.</p> <p>Mr Rippon asked for a pro-active, strategic and innovative approach by engaging with all our local authorities (LA) in the near future to discuss facilities and their priorities.</p> <p>Mr Shoemake commented that we had been working with each LA regarding their playing pitch strategies and local football facility plans. Mr Kazmi also suggested adding a return on investment measure for each plan and priority.</p> <p>Mr Poole also stated that it was a great opportunity to leave a local/national legacy which included replenishing old astro/3G pitches and changing room 'stock'.</p> <p>Mr Berry also suggested some empathy and caution when approaching LA's as the FA plans and potential levels of investment could put some LA's off and may not align with their LA priorities.</p> <p>Mr Shoemake stated that he and colleagues were meeting Mr Hollingworth from Birmingham City Council (BCC) in early August to discuss facility strategies, the BCFA HQ, a more joined up/strategic approach across the BCC and Commonwealth Games (2022) including legacy work and Alexander Stadium.</p> <p>Mrs Hampton also supported the approach but also suggested aligning with Sport England's strategy and FA KPI's.</p>	<p>CEO / FDM / FO</p>
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7	<p>Safeguarding & Welfare - S O S Compliance</p> <p>* Change to agenda: Mr Watson (D S L) delivering B o a r d c a s c a d e training</p>	<p>Mr Poole & the CEO gave some background context and insight for the previous two years and confirmed that the BCFA had received a conditional pass in May 2018. The CEO stated that we have actioned highlighted areas and were re-submitting in late July.</p> <p>* Mr Watson (DSL) then delivered an informative 45 minute training session on safeguarding including the importance across all football participation and elements of the game as well as the important role the Board plays in checking and challenging and driving the subject down and across the business as well as monitoring and confirming budget and any additional spend.</p> <p>The CEO stressed the need for further education, especially parents and that he would be issuing a press release/article in the near future.</p> <p>Mr Rippon suggested reaffirming and disseminating the BCFA policy to Leagues and Clubs and keep ahead of the agenda set by the FA. Mr Welch also suggested greater engagement with League and Club Welfare Officers which were vital cogs.</p> <p>The Directors had previously signed their own individual code of conduct and all signed the combined Board code of conduct.</p>	<p>CEO to disseminate initial action plan and update regarding next submission/pass</p>
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8	CEO Update <ul style="list-style-type: none"> FA KPI's + BCFA Operational Plan + access Facilities – HQ & FDC Finance <ul style="list-style-type: none"> Overview (month 12/15) Training package 	<p>The CEO presented the slides that he and colleagues had delivered as part of the business plan submission to the FA which linked to the three year FA funding which had been verbally approved. He further explained how the funding works and what we have agreed to do with the funding which will be spent on FA salaries for the next three years.</p> <p>Furthermore, he also stated that it had also been agreed that the BCFA would fund the delivery element which had been captured in the 12 month Operational Plan. Mr Shoemake then took the Directors briefly through the Operational Plan which was on 'smartsheets' which all Directors can access.</p> <p>Mr Penn explained that there had been a very tight six week window to pull plans together and submit a three year Business Plan and a one year Operational Plan to the FA for approval. This meant that the FA had already approved the plans just prior to the new Directors starting.</p> <p>Mr Shoemake stated that the strategy had to be submitted on PowerPoint and he would welcome help in lifting the strategy into a more formal and interactive document for staff, volunteers, stakeholders and the football family.</p> <p>Mr Shoemake referred to the previously circulated finance sheet and stated that we were changing to a new financial year so it was proving difficult to establish exactly where we stood regarding the previous 12/15 months and one of the reasons we had recruited some Directors with a finance background. He also confirmed that the audit would take place at the end of July with draft accounts ready to be circulated at the end of August and in time for the September Board meeting.</p>	
9	Business Insight <ul style="list-style-type: none"> Data analysis 	<p>Mr Shoemake gave a very brief introduction to some of the insight we now have available which was in the Business Plan submission.</p> <p>He stated that data and insight would form an important part of our strategies moving forward.</p>	
10	Committee Meetings	There were no matters arising from recent Committee meetings.	
11	AOB	Mr Shoemake circulated a 'conflict of interest form to each Director for completion. This will be a regular agenda item and Directors are asked to highlight and/or declare any potential conflict at any time.	

	Dates/Times of Future Meetings	<p><u>Board meetings</u> – convene 30 minutes prior to meetings for light refreshments – all meetings to start at 1pm and expected finish by 4pm:</p> <ul style="list-style-type: none"> • 6th September - to sign off the accounts which will be circulated prior to the meeting & Operational Plan / 'smartsheet' workshop • 20th September • 20th November • 22nd January 2019 • 19th March • 21st May <p>Additional Diary Dates</p> <ul style="list-style-type: none"> • 27th September – AGM • 6th Dec - BCFA Council meeting • 11th April – BCFA Council Meeting 	
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The meeting closed at 18.50

Signed as a true & accurate record

Date

Print Name:

Position: