# BCFA LOGO black&yellow

**BOARD MINUTES**

# Birmingham County FA Board meeting

**Tuesday 19th November 2019**

**BOARD NOTICE**

Hi everyone

Please find the minutes from November’s Board meeting attached.

I am off to sunnier climbs from early January but will be back in time for our next meeting on the 21st January.

On behalf of myself, Steve and Kevin and all the staff, I’d like to thank you for your time, input and ideas in the last 12 months and look forward to your continued commitment going forward.

There are challenges ahead but the business, with your help, is in a really good and healthy position and you are all part of a great T.E.A.M who will continue to develop the business for and on behalf of local football in whatever format or whatever position our participants take up within the game.

Have a fabulous Christmas period and best wishes to you and your loved ones for a happy, healthy and successful New Year and good luck to your ‘teams’ at home, at work or on the field of play.

Regards

**Mike Penn**

Chairman Birmingham County FA

**BOARD MEETING**

**Minutes for the meeting on Tuesday 19th November 2019 at 1pm**

**In attendance:** 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

**Apologies received:** S. Kazmi, G. Rippon, H. Organ

**Supporting Documents**: BCFA Conflict of Interest Form (action), BCFA Scoreboard, BCFA P&L & Balance Sheet – October 2019, BCFA Club Improvement Fund – press release, Directors Away Day – notes, FA National Game Board (Sept & Oct 19), FA Board (Sept 19)

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| **Item** | | **Minutes** | **Action** |
| 1 | **Chairman’s welcome & opening remarks** | The Chairman welcomed everyone and welcomed Mrs Murdoch back whilst still being on maternity leave |  |
| 2 | **Apologies for Absence**  S. Kazmi  G. Rippon  H. Organ | The apologies were received, noted and accepted on the day |  |
| 3 | **Minutes of the Board meeting held on 26th September 2019** | The minutes were approved and signed by the Chairman as a true and accurate record |  |
| 4 | **Matters arising not covered on the agenda** | The Directors noted the difficulty in recruiting staff at the moment and especially apprentices/admin positions.  Mrs Murdoch stated that St George’s Park had made a success of a partnership with a local College which may be worth investigating. The CEO thanked Mrs Murdoch and said that all avenues, including Colleges had been approached via agencies and apprentice providers but he’d look into a more direct approach.  Mrs Hampton suggested sending adverts and role profiles out to the existing CSP network and especially Sport Birmingham. | **CEO/SLT** |
| 5 | **Actions:**   * Conflict of Interest (CoI) Form * Safeguarding Commitment Statement (SCS) | The CoI form was distributed on the day and returned by those present.  The SCS was completed and will be sent to the FA along with an updated workforce organogram as part of the business safeguarding compliance. | **CoI attached for those Board members not present to complete for the next meeting** |
| 6 | **Safeguarding & Welfare**   * FA Safeguarding conference * SOS Compliance   Agenda item brought forward  R Watson joined the meeting | Mr Watson gave an overview of the FA’s Safeguarding Conference and especially the new 19/20 safeguarding operating standard (SOS).  There will continue to be more emphasis on embedding and developing the standard internally and to our leagues and clubs along with training for Directors, staff and volunteers.  Two new additions which will be a challenge for every CFA will be to make sure every Referee within youth football has an in date DBS and any main coach and support staff of an open age (adult) team who regularly include u18’s as part of their squad/team will also require an in date DBS. Mr Watson agreed to produce some generic statistics for each meeting which will show an overview of cases.  **Workforce: please refer to CEO update & post meeting note.** | **Mr Watson** |
| 7 | **CEO Update**   * FA Business Scoreboard & KPI’s (year 2) * FA Quarter 1 review * Finance * (October 2019) * BCFA Pitch Improvement Fund (PiF) * Club Improvement Fund * Workforce | The CEO summarised the Business Scoreboard and thanked those Directors who had logged on and updated their section(s)  Based on the same scoreboard and FA KPI update (distributed on the day), the CEO briefly updated Directors on the Year 2, Quarter 1 (informal) review which went well and was really positive.  The CEO summarised the Q4 finances from both the P&L and Balance sheet and also reiterated the CFA Operating model and namely the operating surplus that all CFA’s will have to abide by or risk reduced FA funding.  The CEO mentioned that he was looking into a bore hole to help water and irrigate the two pitches and had asked for a quote. He was also liaising with the Football Foundation regarding their new funding process, which may/may not include a pre-stitched 3G carpet.  Mrs Murdoch asked for a breakdown in playing hours on both current grass pitches plus income/expenditure and then to benchmark playing hours against the recommended IoG log  The CEO went through the new PiF applications and revised BCFA grants. He thanked all those who had contributed, especially the sub-group. Mr Hitchcox will now finalise the grants based on additional feedback and schedule teleconferences/webex meetings going forward for any further requests.  Concern was shown about the applications from FC Premier and Gornal and Mr Welch stated that there he and other Directors felt that there should be matched funding from the Club, or at the very least a significant contribution. Mrs Shafaq and Mr Berry suggested having three or four application ‘windows’ during the year in order to spread the PiF and CiF grants across the year.  The CEO stated and showed a total of 13 applications from clubs to the new fund, with the majority to support new defibrillators. The CEO recommended that the Chair, Deputy Chair and SLT make an initial sift and approval process, given the amounts available (up to £500) and update the Board each quarter. Mrs Murdoch also stressed that priority should also be given to applications if the actions and grants contributed towards BCFA KPI’s.  The CEO updated the Board on the recruitment for a Designated Safeguarding Officer (DSO) and Referee Development Officer (RDO). We were going out for another round of DSO interviews as we only saw one possible candidate out of five with only two turning up.  Keiran Forrest had accepted the position of RDO.  **POST MEETING NOTE:** **Richard Watson, Referee Development and Designated Safeguarding Lead has now resigned to go to a National Safeguarding position at the ECB. We have carried out DSO interviews and have appointed Sarah Willis as DSO and Respect Lead – we also interviewed and carried out a second interview with another candidate, Andrew Wheeler and have offered him the position of DSL. Both appointments involved and were approved by the FA’s National Safeguarding Manager.** | **CEO to provide stats** |
| 8 | **Director updates**   * Away Day – feedback * Inclusion Advisory Group (IAG) | The CEO showed the previously collated and distributed Away Day summarised discussions. He was pleased with the way the day developed and thanked everyone for their contribution and also Holly and Sylvia and St George’s Park for their kind hospitality.  The Directors felt it was a worthwhile exercise and gave us a good starting point as we look ahead to a new business plan.  Mrs Shafaq gave an update on the IAG and activity. The team are hoping to apply for the Advanced level of the Equality Standard in March 2020. There will shortly be a BCFA equality and diversity survey sent out as part of the submission and it is hoped we receive circa 10,000 responses. Also, and as part of the submission, the current 15 BCFA policies will be impact assessed and included in any updated BCFA staff handbook and induction programme. |  |
| 9 | **FA Representative Report** | The Chairman gave a brief update on activity and issues from the FA |  |
| 10 | **AOB** | There was no other business tabled. The Chairman closed the meeting and wished everyone a happy Christmas and New Year |  |
| 11 | **Dates/Times of Future Meetings:**   * Tuesday 21st January 2020 – Board meeting – 1pm-4pm * Tuesday 24th March – Board meeting – 1pm-4pm * Thursday 9th April – Council meeting – 7pm * Tuesday 19th May – Board meeting – 1pm-4pm |  |  |