# BCFA LOGO black&yellow

**BOARD MINUTES**

Minutes of the Birmingham FA Board meeting

Tuesday 22nd January 2019 at 1pm

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| **From:** Mike Penn | **Date of Notice:** 12th March 2019 |
| **To:** Directors |  |

Hi everyone and I hope you’re all okay and business is good along and your families are alright and sorry that any snowmen building has been put on hold for the time being although football has really benefitted over the winter months.

Just a short note to remind you of the impending **Board meeting on the Tuesday 19th March** – the agenda is below with a 1pm start and a buffet and refreshments from 12.30. Kevin has uploaded all the documents and many more to the BCFA smartsheet but has also attached the most relevant documents to the email as well.

**If you are unable to attend the Board meeting then please let Kevin know ASAP.**

I look forward to seeing as many of you as possible next week and thank you for your continued support and input inside and outside of the Board meetings.

Kind regards,

**Mike Penn**

Chairman - Birmingham County FA

**Birmingham County FA**

**BOARD MEETING**

**Minutes from the meeting on Tuesday 22nd January 2019 at 1pm**

**S. Poole (Deputy Chairman), K. Shoemake (CEO),**

**S, Hampton, J Berry, M, Shafaq, S. Welch, H. Murdoch, H. Organ**

Apologies: M. Penn (Chairman), S. Kazmi, G. Rippon

**Papers:**

Agenda, Minutes (20.11.18), FA documents, Smartsheet (pdf), KPI report, P&L (6 months), Balance sheet (6 months), VAT review, Risk Register (draft),

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| **Item** | **Minutes** | **Actions** |
| 1 | **Deputy Chairman’s welcome & remarks** | Mr Poole welcomed everyone to the meeting |  |
| 2 | **Apologies for Absence** | Mr Penn, Mr Kazmi and Mr Rippon had all sent apologies which were accepted at the meeting |  |
| 3 | **Conflict of Interest register*** Any changes to circumstances or items to declare
 | There were no changes notified before or at the meeting |  |
| 4 | **Minutes of the Board meeting held on 20th November 2018** | The minutes were approved and signed on the day by the Deputy Chairman |  |
| 5 | **Matters arising not covered on the agenda** | The CEO stated that Amy & Olly would present their facility summary at the next meeting when it is hoped more LFFP’s have been submitted | **AS/OH at next meeting** |
| 6 | **FA Representative Report - For information*** National Game Board: 18th Nov
* FA Board: 13th Dec
* FA Council: verbal update
 | The attachments were noted for information |  |
| 7 | **Safeguarding & Welfare** | The Deputy Chairman and CEO updated the Board on the Operating Standard and our assessment on the 6th and 7th March 2019.Mr Poole stated the following as at the end of January 2019 - 69 codes: 54% green (complete) – 35% amber (in progress) – 12% red (as yet not started).Visits: 36 completed out of 51Council – still collecting signed codes of conduct and will wait until end February to revoke any memberships. |  |
| 8 | **CEO Update*** FA KPI’s
* BCFA Business scorecard (Smartsheet)
* BCFA Risk Register (draft)
* Finance
* Year to date (Q2 – P&L / Balance Sheet)
* VAT review
* Facilities
 | The CEO presented an update on the business achievements against KPI’s along with the business scorecard – all numbers were noted with praise and without any major concerns other than adult male players, BAME coaches and Referees and Referee targets.The CEO stated that these were regularly reviewed and we were in the process of recruiting a new FDO to tackle the adult male player registration targets.The CEO also stated that we were analysing our own player proxy numbers and feedback to the FA.The CEO presented the new Risk Register which was well received. Mr Organ stated that it is a process driver in order to identify and mitigate and improve.Mr Welch suggested that it would be good to incorporate a 6, 12 and 18 month forward risk analysis in order to mitigate in to the future.The CEO presented the up to date P&L and balance sheet which was well received.A discussion then ensued linked to the risk register regarding business sign offs and staff limits as well as a reserve policy for the business which are all good practice and minimise risk and reputational damage.Facility agenda item to be presented at the next meeting | **CEO / FO /****Chair** |
| 9 | **Directors – Working Group Updates*** Areas of responsibility and actions
 | Each Director gave a brief update on any further discussions, thinking or developments as per their areas of responsibilities. Of note…Mrs Shafaq: stated that previous IAG members had been invited on to the new IAG with four accepting and one declining.The IAG has a more internal focus and has met twice to outline and discuss KPI’s and the operation focus of the group.The FA will also be assessing the BCFA Equality submission in February.Mr Organ confirmed that members of the Youth Council were attending the MP visit in Dudley to start to capture the thoughts and feelings of children and young people linked to the Safeguarding SOS.All other Directors were interacting with the CEO and specific staff regarding their own areas and increasing their understanding and cultivating ideas. |  |
| 10 | **BCFA Committee Meetings** – matters arising | The Directors asked the CEO to keep them informed of the forthcoming Cup Final dates and venues | **CEO** |
| 11 | **AOB** | No AOB of note |  |
| 12 | **Dates/Times of Future Meetings*** 19th March
* 21st May

**Additional Diary Dates*** 11th April 2019 – BCFA Council Meeting
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**Signed as a True & Accurate Record Chairman Date**