# BCFA LOGO black&yellow

**BOARD MINUTES**

# Birmingham County FA Board meeting

**Tuesday 21st January 2020**

**Meeting held at the Birmingham County FA Board Room**

**Commencing at 12.30 for a 1pm start**

**BOARD MINUTES**

Hi everyone

Please find attached the minutes for the previous Board meeting held on the 21st January.

I have also attached the Conflict of Interest form which will be added to the agenda for each meeting – this was distributed at the last meeting but for those who were not present or if you didn’t complete it then please do so prior to the next meeting.

The agenda for the next meeting will be distributed in a couple of weeks. The start time has been brought forward to allow us time to include a Board Safeguarding briefing – it’s an 11.30 meet for a 12noon start. It is imperative that ALL Directors attend this Board Safeguarding briefing so we fully comply with FA ‘SOS’ requirements - if any Director does not attend then they will have to attend a separate meeting ASAP.

As requested, I have also attached an up to date staff organigram which includes new employees.

If not already done so, could you please let Kevin know of best evenings during the week that you’re available to attend one or two safeguarding visits along with the best or most convenient areas for you to visit. We are about to start the second tranche and Newman University are also carrying out half a dozen independent visits on our behalf.

For those of you attending the FA Code of Governance briefing at St George’s Park on Monday, then I look forward to seeing you there.

Have a good weekend and I look forward to seeing you all at the next Board meeting on the 24th March.

Kind regards,

**Mike Penn**

Chairman Birmingham County FA

**BOARD MEETING**

**Minutes of the meeting held on Tuesday 21st January 2020 at 1pm**

**In attendance**: M. Penn (Chairman), K. Shoemake (CEO),

S, Hampton, J Berry, M, Shafaq, S. Welch, S. Kazmi, G. Rippon

**Apologies Received**: S Poole (Deputy Chairman), H Murdoch, H Organ

**Supporting Documents**: Conflict of Interest form; BCFA workforce (March 2020).

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| **Item** | | **Minutes** | **Action** |
| 1 | **Chairman’s welcome & remarks and agenda overview** | The Chairman welcomed everyone to the meeting |  |
| 2 | **Apologies for Absence**  H Murdoch, H Organ, S Poole | The apologies had been received and were accepted on the day |  |
| 3 | **Minutes of the Board meeting held on 19th November 2019** | The minutes were agreed as a true and accurate record and signed by the Chairman on the day |  |
| 4 | **Matters arising not covered on the agenda** | The CEO distributed the Conflict of Interest form and asked each Director to complete it and add any changes to the form previously submitted.  Mrs Hampton asked for this to be added to the agenda for each meeting. | Directors to complete and inform of any changes at the relevant meeting.  CEO to add the item to each agenda |
| 6 | **CEO Update**   * FA Business Scoreboard & KPI’s (year 2) * Finance * Summary P&L (December 2019) * Balance Sheet (December 2019) * BCFA Pitch Improvement Fund (PiF) * BCFA Club Improvement Fund (CiF) * Workforce * Discrimination & Respect Statistics | *This became item 6 on the agenda*  The CEO gave a verbal update on the KPI’s and other areas of the business.  He highlighted the year on year growth of most of the areas.  The CEO also confirmed that the BCFA Q2 review will be on the 13th Feb but initial feedback was positive on that we’re doing and achieving.  The CEO had previously distributed the two documents.  He highlighted some of the areas in the Chart of Accounts and noted that discipline income was down due to the inclement weather. Course income and expenditure was higher than expected especially with some courses called off.  None of the Directors commented unduly and were happy that the figures showed good but not overly excessive growth and slightly above the overall budgeted surplus.  The CEO confirmed that the VAT submission had been sent to HMRC in December and totalled £60k.  The CEO also confirmed that we had sourced another investment opportunity and would be investing a further £85k into a Virgin Money account. The CEO thanked Mr Welch for his help.  Mr Shoemake referred to the previously circulated PiF and CiF report regarding applications and funding. Both initiatives had been well received by clubs and we were in the process of closing both funds for a short period in order to administer the applications and also to re-open the application window later in the year in order to save enough money for the end of the season/summer.  Mr Rippon suggested asking clubs to share equipment in order to double the impact. The CEO stated we do try but insurance and security can sometimes be an issue.  Mr Berry suggested linking with other clubs and sports to form equipment hubs throughout the region and in hot spots but again recognised that transport, security, repairs and insurance could be difficult.  A number of Directors suggested some PR and pictures in order to let the football communities and media know what we’re doing and to promote the funds further. The CEO stated that this was in hand and we were waiting for the window to close and the clubs to purchase the equipment and then issue releases prior to the application windows opening again.  The CEO confirmed that Kirsty Dixon, Miranda Somers and Richard Watson had or were leaving the business – all for bigger roles elsewhere and all had thanked the CEO and colleagues for their opportunity.  The following had accepted roles within the business:   * Andrew Wheeler – Designated Safeguarding Lead – full time * Sarah Willis – Designated Safeguarding Officer & Respect Lead – full time * Keiran Forrest – Referee Development Officer – full time   We will shortly be looking to interview for at least three, possibly four administration roles to support either end of the office.  Mr Rippon asked about general probation periods and notice periods. The CEO stated that the probation period for all roles was 6 months and the notice period was 1 month. Mr Rippon suggested that the notice period for Senior Roles (SLT) be extended to 3 months and the CEO’s to 6 months.  The Chairman suggested this be looked at in the future but was concerned that it was and could be deemed a change to the employee’s terms & conditions.  The CEO showed a couple of slides of specific discrimination statistics and mentioned the positive effect the new Regional Discipline Officer was having on processes and timescales.  He then referred to the Respect KPI which we are achieving. |  |
| 5 | **Director Recruitment**   * Application Process | *This became item 5 on the agenda*  The Chairman reminded Directors regarding previous discussions and that the recruitment process must be in accordance with our Articles of Association. - see below:  **20. ELECTION OF THE BOARD**  20.2 (a) up to Six (6) Non-Executive Directors(who do not have to be council members) shall be elected by a panel consisting of the Chairman of Council, the Deputy Chairman of Council, the Chief Executive.  Applications for these positions must be received by the Chief Executive Officer by 1st May in any election year accompanied by curriculum vitae.  20.2 (c) at the completion of their term of office, they shall retire but are eligible to reapply, provided they have not attained the age of 75 prior to the 1st July in that year.  Mr Kazmi asked for more rigour in the review process and to include targets and achievements.  The Chairman also stated that any review should also include the changing needs of the business and the skill sets of any Directors ending their term and/or not wishing to reapply and the business strategy.  Mrs Hampton suggested waiting until we could review the pending FA Governance Code and Operating Model and compare with other County FA’s and in line with Sport England. | Chairman to review Articles and suggest any amendments (if required) at next meeting  Chairman to review Articles |
| 7 | **Safeguarding & Welfare**   * SOS Compliance * Case loads – 90 day report | The CEO gave a detailed update on Safeguarding and the SOS. He highlighted that we were on track to deliver at least 50% of club verification visits by the end of January.  He reiterated the fact that the Board requires another briefing either in March or May.  He also stated that the two new Safeguarding colleagues would need a rigorous induction before any processes could be reviewed and any changes implemented but that SOS remained a priority.  The CEO then outlined the changes he would be making to the Newman University initiative which would now include a survey of young children and vulnerable adults.  He invited Directors to attend any remaining visits and asked Directors to notify him of areas and best evenings of the week.  The CEO showed a chart from the FA Safeguarding system (ELSA) which showed the amount of cases dealt with in the last six months. |  |
| 8 | **FA Representative Report**   * National Game Board: Nov & Dec 19 * FA Board: Dec 19 * FA Council/Committees: * Chairman Governance Training Slides * NGB Strategy & Recruitment Slides | The Chairman gave an overview of each report which included the FA Code of Governance and the challenges surrounding NGB/Council recruitment. |  |
| 9 | **AOB** | The Chairman suggested an earlier start time at the next meeting which would then allow enough time to include the Board Safeguarding briefing.  All the Directors agreed to start at 12noon with refreshments from 11.30am on the 24th March. |  |
|  | **Dates/Times of Future Meetings:**   * Tuesday 24th March – Board meeting – 12noon-4pm * Thursday 9th April – Council meeting – 7pm * Tuesday 19th May – Board meeting – 1pm-4pm | **Change of start time**  ALL Directors must attend this Board Safeguarding briefing so we fully comply with FA requirements - if any Director does not attend then will have to attend a separate meeting ASAP. | * To note, diarise and confirm |