**Board Meeting – remote**

22nd September 2020

**Meeting Notes**

**Attendees**: M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO), S. Hampton, J. Berry, H. Murdoch, S. Welch, S. Kazmi, G. Ripon, G. Roberts

**Apologies**: M. Shafaq

Board Approval

Director Action

**Chairman's welcome & agenda overview:**

Mr Penn welcomed everyone to the meeting which will be more of an update following the previous in-depth meeting last month.

The Chairman hoped everyone was well and coping personally and professionally in these challenging times and that there were encouraging signs for a return to football in the not too distant future.

**2. Apologies for absence:**

S. Poole, M. Shafaq, G. Rippon

**3. Conflict of Interest:**

There were no changes or conflicts reported before or at the meeting.

Mr Roberts completed and returned his conflict of interest form to the CEO.

**4. Minutes of the Board Meeting on the 19th May 2020:**

The minutes were approved as an accurate record of the meeting.

**5. Matter arising not covered on the agenda:**

There were no matters arising or tabled at the meeting

**6. CEO & Chairman's update - summary**

The CEO went through the profit and loss and the FA grants and also the Government grants and furlough contribution which has a budget line itself.

The CEO then gave a brief overview of the budget with expenditure reduced to a minimum and with best guesses regarding all courses from March 2021 and with the Level 1 now being online with an expected 20% 'kick back' to all CFA's per course.

The CEO spoke about the workforce and the impact that FA Educations decision will have on the business with three roles effectively redundant with the loss of two people.  The business was also working with SLT to re-deploy staff across the business and support colleagues where there were pinch points or on specific projects such as RESPECT, Youth Council, discipline, etc.

The Directors asked the CEO for further best case and worse case financial models as the business moves slowly forward and Mr Kazmi offered to help in this regard.

The Chairman gave an FA update and on the return to football.  He again thanked the Directors for their support.  Mr Penn stated that we have a long term view but have worked hard to recruit the best CFA team in the Country and need to be in a strong position when some form of business and football normality begins in earnest.  In reviewing the balance sheet, he stated that we continue to look at Government and Local Authority support schemes and asked the Directors to further extend the 100% salary 'top up' for staff until March 2021.

Mr Rippon stated that we were in a strong position and that's what the reserves were for.  As a result, the Directors unanimously agreed to extend the 100% salary top up until March on the proviso that Government schemes be utilised to lessen the impact and contribute back to the reserves.  Board Approved

The CEO also stated that both pitches were being used to a far greater capacity and virtually every weekend with Walsall u18 and reserve fixtures continuing and also WBA academy and u23 fixtures scheduled.  The pitches were holding up well but obviously were taking some more time and resource to maintain.  In this regard, the CEO stated that he was looking at quotes for a bore hole and irrigation system as well as re-laying the main pitch and possible some artificial grass stitched areas - some of which could be FA/Football Foundation funded.

**7. Safeguarding Operating Standard (SOS)**

The CEO and Deputy Chairman updated Directors on the SOS and business compliance.  We were awaiting further guidance from the FA regarding club visits and if/when our SOS assessment would take place and how.

There were actions for the Directors regarding DBS and course updates required and Andy Wheeler (DSL) will be in touch regarding individual and group requirements.

The CEO also stated that the Board commitment statement needed signing again which the Board agreed to do.  Board Approved

The Deputy Chairman also gave an overview of cases that the team had and were dealing with.

**8. Code of Governance**

S. Hampton updated Directors on the background to the Code and where we were as a business.  S. Hampton also gave a summary of what she believed needed to be done in order to comply but stressed that a lot of work had already been done in the last six years and also in recent months and that this was part of the journey - something the Chairman also reiterated by saying the Code and changes were the final piece in the BCFA Governance jigsaw.

The CEO stated that he was working with the FA's Regional Manager and working towards a self assessment before looking at further actions.

The Chairman stated that much of the remaining areas related to the BCFA Council and aligning the Council changes and business compliance to new Articles of Association.

S. Hampton also added that there were areas that the Board needed to consider such as succession planning (Chairs and Deputy Chair/Senior INED), Director recruitment including diversity as well as changing the Articles to reflect compliance.

The Chairman also reminded Directors that a Council review group had also been formed to look at those areas and possibly form focus groups.

**9. AOB**

There were no other items tabled or discussed.

**10. Close**

The Chairman again thanked everyone for their input and individual and collective support during these challenging times and stressed that the business was there to support Directors as well as Directors doing likewise and to contact him or Keven at any time.

The meeting was closed at 16.05