**Board Meeting – 23rd March 2021 - remotely**

Meeting Notes

Attendees: M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO), S. Hampton, J. Berry, H. Murdoch, S. Welch, S. Kazmi, G. Rippon, G. Roberts, A. Taylor (FARM), A. Sproson (FDM - SLT), D. Nixon (FSM - SLT), R. Lindsay (BIM - SLT), T. Piper (FO)

Apologies: M. Shafaq

Board Approval

Director Action

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

The Chairman welcomed everyone to the meeting including the FA's Regional Manager, Andy Taylor and the BCFA SLT team of Amy Sproson (Footbasll Development Manager), David Nixon (Football Services Manager) and Richard Lindsay (Business Insight Manager) as well as Tracy Piper (Finance Officer).

**Apologies for Absence**

Apologies were received from Mrs Shafaq which were accepted.

**Conflict of Interest**

The CEO mentioned that Mrs Shafaq had recently been appointed as a trustee of the PFA's charity.  There was no suggestion of any conflict and the Directors congratulated Mrs Shafaq in her absence and said it would be interesting to hear about the role at a future meeting and to take any learning for our own Benevolent Fund.

**Minutes of the Board Meeting - 26th January 2021**

The minutes were approved as a true and accurate record.

Mrs Hampton and Mr Berry asked if the revised Youth Engagement strategy could be distributed for information.  ACTION CEO

**Matters Arising Not on the Agenda**

The Chairman suggested another Director's 'Away Day' in June to discuss the new strategy, the Code of Governance and future ways of working as well as succession planning.  June was the preferred month and the CEO will send a 'Doodle' poll to Directors.

ACTION CEO

**Safeguarding**

The CEO outlined the SOS process that the team have gone through in recent months culminating in the business receiving two action plans and eventually a pass from the assessors which followed some additional risk assessment training.

It had been a stressful few weeks and our funding depended on passing the SOS.

As a result, the assessors were quite critical of the DSL and his role in the process but also very complimentary of the DSO, the CEO and Chairman and other staff for their efforts in passing.

The CEO highlighted the difficulties encountered with the new team and especially the 'Lead' role which the assessors confirmed in their findings.

Mrs Hampton gave her thoughts on the virtual visits and felt the support, briefing and visits themselves could've been managed better compared to previous years.

Mr Welch also reiterated the points made and Mr Rippon stated that it is a key area for his organisation which requires specialist support and the same applies to BCFA.

Mr Taylor stated that the he and colleagues at the FA have no concerns regarding the safety of children participating within the game within the BCFA boundary and FA need to do more to support and offer specific training.

The CEO and Mr Taylor also stressed the need for a dedicated Safeguarding specialist on the Board as the Board Safeguarding Champion and to work closely with and to support the team.

The CEO stated that, as a result of the SOS feedback and his own review, then the DSL role will be made redundant prior to contracts being extended in July

He also stated that we haven't had any referrals following the publication of the Sheldon report.

**Code of Governance**

Mr Taylor gave an overview of the Code and background information plus a summary of what BCFA has done and needs to do in order to achieve the Code.  He was very pleased with the work carried out in the last 12 months which builds on the progressive journey the business has been on for a number of years.  One of the areas that will help move the Code close to completion for BCFA are the Articles of Association and he was pleased to say that the FA has given provisional approval of the new BCFA Articles pending this meeting.

Mr Taylor then presented an overview of the Director feedback and skills audit which was very positive in all areas and one of the best mixes and groups across the CFA network.  However, he and the Chairman stressed the need for succession planning and Board recruitment and selection going forward especially with Mr Poole standing down in 2022 along with Mr Kazmi who will resign in 2022 as well.

Articles of Association

David Nixon summarised the changes made to the Articles and compared the differences.

The main points to consider were: confirming the Board meeting quorum as three (3) in attendance; Directors appoint the Chair and a new position of Senior Independent Non Exec Director to replace the current Deputy Chair.  Directors still approve the membership rules.

The Chairman suggested appointing the new Senior Independent Non Exec Director at the meeting and recommended Mrs Hampton for the role.  The Directors unanimously approved the appointment and congratulated Mrs Hampton in doing so who was equally delighted.

Mr Nixon also stated that the Council meeting on the 8th April would be the last and the CEO and Chair will be reporting back to Council regarding the decisions made.  Following this meeting there will be a Special EGM on the 24th June for the membership to ratify the Articles and changes.

The CEO stated that following the removal of Council, we will be replacing the one body with a number of working groups and research forums and also have a body of experts to call upon if and when opinion is required and sought.  Much of this will be done remotely using new IT software.

The Chairman suggested that the new working group consist of himself, the CEO, Mrs Hampton, Mr Taylor and members of SLT as and when required.  The group to focus on next steps and an action plan in order to complete the Code of Governance.

The Directors approved the new Articles and Mrs Hampton as the SINED Board Approval

**Membership Fees**

Mr Nixon gave a detailed presentation which covered our overall affiliation prices for 21-22 season. - this included BCFA membership fees, public liability insurance, personal accident insurance and county cup entries.

Mr Nixon showed the financial detail which included the £45k contribution from Sport England which equates to £10 per BCFA club compared to £15 per club in season 20-21.

The CEO stated that none of our clubs had really benefited from the previous FA/BCFA offer as most of last season was wiped out and null and void so he felt it important to offer the same level of support for the coming season.  This was especially important considering the new FA funding formula going forward.

The CEO also stated that the only cost for clubs would be to purchase one of the four levels of personal accident insurance and we'd secured fabulously low rates for each level of cover and to allow clubs and teams to decide on the level of cover required by each team.

The Directors discussed the initiative and the finance including the BCFA contribution and unanimously agreed to support the proposal.

Board Approval

**CEO Update**

The CEO went through a number of the reports and finance reports which were previously distributed which included a live cashflow feed which showed a good and at worst case scenario if football does/doesn't return in the near future.

He also outlined the investments that he, Ms Piper and Mr Welch had sourced.

The CEO then reiterated the position of the DSL role being made redundant and also mentioned the recruitment of the new Media & Content Officer which was already proving dividends.

Overall, the Directors were very pleased with the financial situation and reports, especially since the pandemic and also optimising the furlough scheme and local authority grants.

Mr Taylor confirmed that the FA were and are keen for CFA's to utilise and maximise the furlough scheme which will not negatively impact on funding or claw-backs but should be used to replace reserves and cover all diminished income such as coaching courses and discipline due to no football being played.

BCFA KPI's and FA Funding - 21-24

Mr Taylor went through the previously distributed document and explained the new FA funding formula and the rationale linked to 'market share'.

The Chairman and CEO expressed their disappointment which they had expressed previously at open forums.

It was recognised that Mr Taylor was the messenger and the Board thanked him for the explanation but they had reservations that it was a fair system and that the largest element (core funding) could not be impacted and was an equal share amongst all CFA's with some failing on previous mandated elements such as finance, code of governance and equality standards.

Mr Welch also expressed his disappointment regarding the core funding and also the impact that removing coach education will have on BCFA even though we will receive 20% per course sold.

Mr Taylor thanked the Directors for their comments and understanding but stated that of all the CFA's, Birmingham CFA was one of a handful who could grow and impact the KPI's going forward, given the size and scale of the region covered and the three City's within and also stressed the need to look for new avenues and formats and unaffiliated football as well as the recreational game in the region.

Mrs Hampton stated that data was going to be key going forward - capturing it at source and analysing trends and the insight to inform decisions.  Mrs Murdoch suggested that we now look forward positively and galvanise the team to develop the new strategy, develop the team and impact on the KPI's.

The CEO also reiterated the positive messages and also that we would require a growing need to look for additional funding and corporate partnerships and that the new Save Today, Play Tomorrow initiatives will generate new monies.

The Chairman thanked Mr Taylor for his input and for his continued support.

Save Today, Play Tomorrow

Mr Lindsay outlined the overall project which will possibly become our one Big Ambition in the new strategy along with the six key underpinning areas of focus.  The project is gathering pace and may require some additional budget and resource and will officially launch on the 4th June 2021.

The Directors appreciated the overview which sounded exciting and they recognised we were leading the way in many areas, especially in football and were the only CFA looking at this area of work.

Facility

The CEO outlined an initial proposal for a borehole and irrigation system for the main HQ pitches.

The Directors asked for a more detailed plan and costings.

Mrs Murdoch offered to send an FA template and to help pull some plans and ideas together for a future Board meeting.

**FA Updates**

The Chairman briefly outlined key FA decisions and updates which had previously been circulated including the return to football and league restructuring.

**AOB**

There was no AOB tabled

The Chairman thanked everyone for their time and input and closed the meeting at 16.10 hrs