**BCFA Board Meeting – 23rd November 2021**

**Meeting Notes**

**Attendees**: M. Penn (Chairman), S. Hampton (Senior Independent Director), K. Shoemake (CEO), H. Murdoch (online), S. Kazmi, S. Poole,

S. Welch (online), J. Berry, M. Shafaq, G. Roberts, G. Rippon (online)

**Apologies**: None

Board Approval

Director Action

**1. Chairman's Welcome**

The Chairman thanked everyone for attending either in person or online.

The Chairman also congratulated Mr Kazmi on his Non-Executive award.

**2. Apologies**

There were no apologies received.

**3. Conflict of Interest**

There were no conflicts of interest raised or recorded or any changes made to the previous forms.

**4. Minutes of the Board Meetings:**

14th September 2021 - signed as a true and accurate record

**5. Matters arising**

There were no matters raised or tabled before the meeting or on the day

**6. CEO Report**

The CEO went through his detailed report and after he thanked Board members for their input into the format, especially Mr Rippon.

In summary below including Board decisions:

Board of Directors & Succession Planning

The Board agreed the updated succession planning document and unanimously appointed the Football Services Manager and the Football Development Manager as ex -officio members of the Board from 1st July 2022.                                                    Board Approval

The CEO and Chairman explained that, as part of our Code of Governance submission, we will have to show a clear distinction for decision-making between Non Executive Main Board Directors and ex-officio parties including conflict of interests for any Board member and especially ex-officio (BCFA) roles, including the CEO.

Board Recruitment

Following an extensive recruitment process, the Nomination Panel put forward Annelli Peavot as their unanimous preferred candidate for the new Board Safeguarding Champion position.  The Board unanimously approved the appointment with Annelli starting in post in January 2022. Board Approval

The Chairman thanked all those involved, especially the CEO and for Mrs Hampton to form part of the panel for this position.

Code of Governance - Equality targets

As part of our Code of Governance submission, BCFA is required to agree and publish a range of ED&I measures, targets and processes, including recruitment.

Mrs Shafaq agreed to meet with Mr Juned and instigate a discussion at IAG and bring some proposals to a future Board meeting.

The CEO thanked Mrs Murdoch for sharing some ideas which he'll forward on to Mrs Shafaq for reference and as a starting point. Director Action – Mrs Shafaq & IAG

KPI's

The CEO went through our affiliation comparisons to previous years and also our FA KPI's.

Save Today, Play Tomorrow

The CEO updated the Board on recent developments including liftshare and being a finalist at the Sports Business Awards.

Safeguarding/Workforce

The CEO gave an overview of cases and workload and updated the Board on the appointment of a new Assistant Safeguarding Officer (ASO).

Thereafter, we will be appointing someone from the Government Kickstart scheme as well as two more full time Football Administrators - with one replacing Ella Perry (ASO).

We are also looking at appointing one or two placement/interns from Universities to help with specific short/medium term projects.

Finance

The CEO gave an overview of the P&L and Balance Sheet and a previous year comparison against budget.

HQ/Facility

The CEO gave a detailed update and overview of recent discussions and meetings with the FA and Football Foundation and Sandwell Council.

This evolved around the suggestion of BCFA applying for a new, partially funded 3G pitch/facility on the existing BCFA pitch 2.  The CEO had already carried out some initial discussion with the local Council and had some initial overlay drawings of the entire site and what could be achieved, with and without acquiring the Bowls Club/11v11 grass pitch and additional wooded land.  This could be a multi-faceted approach to include a full size 3G, bore hole and irrigation, improved access, parking, floodlights, changing/meeting rooms, toilets, refreshments bar/lounge, increased spectator seating (step 5), part desso stitching, gk training area, playground, outside gym equipment and land for a motorway sign.  The CEO has insisted on an environmental approach to any new build.  As per the Board's previous approval, the CEO will look at solar panels for the main HQ in the summer which will be in the region of £25k.

The Board approved a £2.5k expense for an initial (phase 1) six day 3G feasibility study.            Board Approval

If the (phase 1) feasibility study shows promise then a more detailed phase 2 study would be required at a cost of £5.7k for 13.5 days.  It is hoped the phase 1 study could be ready in time for the January Board meeting.

The Board approved for the CEO to start updating the office and taking out walls in the Football Services Office with a spend in the region of and no more than £5k for the physical alterations and making good.                  Board Approval

Thereafter, additional budget required for and full IT upgrade for upstairs and Board Room plus new meeting rooms and furniture.

The Board asked the CEO to obtain a formal valuation for the Bowls Club/11v11 grass pitch/Clubhouse before making another approach and offer to Great Barr Social Club (GBSC) following confirmation of an initial £80k bid to the Committee of the GBSC.    Board Approval

**7. Board Succession Planning - FA Representative**

Much of the initial succession planning agenda item had been discussed earlier in the meeting.

However, this additional item focussed solely on the application and appointment process for a new BCFA FA Representative.

The Chairman referred to the previously circulated document which was a job description overview of the role which was a combination of documents from the FA and Kent CFA plus some localised content from the BCFA Chair and CEO including time commitments for the role.

The Chairman reiterated the points in the document and gave an overview of the role and commitment required.

The Chairman confirmed that he would be stepping down as the appointed FA Rep after his maximum allotted three x three year terms (nine years) and that it was now a Board appointment for the role to start in 1st July 2022.

As per the Code of Governance, the Chairman gave notice of the role and start date and suggested that a nominations panel be formed to go through applications and interview.

The Chairman stated that it will be initially be open to any Director to apply and if no applications were forthcoming, then the appointment may have to be advertised more widely and/or for the new ex-officio appointments to consider when they join the Board in July 2022.

The Directors suggested waiting for any applications to arise and, if only one applicant, then a less formal approach be undertaken.  The Chairman was happy with this approach and stated that any interested Director should, in the first instance, email their interest to him to be received on or before the 21st January 2022.  If more than two applications were received, then a more formal selection process be taken including a formal application, CV and interview by a selected Nomination Panel.

The Board unanimously approved the approach and process and that the role should go to the best person for the role who'd offer most value and benefit the business.                   Board Approval

**8. FA Update**

The Chairman updated the Directors regarding meetings, decisions and news from the FA and various Committees.

It was noted that there will be more funding for County FA facility work in light of the Government honouring their election pledge to the tune of circa £150m.

The Chairman also reported that IT issues were slowly being resolved and is a high priority for the FA in all areas of the game.

**9. Safeguarding**

The CEO gave an overview of cases to date and referred to the previously circulated document.

He mentioned that the initial desk top review had taken place of 56 club web sites/social media sites and that the list of club sites for the audit visits was being finalised and will be circulated.  He and the Chairman expressly asked for Directors to accompany as many visits local to them as possible during the second tranche of visits in the New Year.

The CEO confirmed the appointment of Ella Perry as the new Assistant Safeguarding Officer.

**10. Director Updates**

Mrs Hampton: suggested arranging a review meeting with the FARM to confirm where we are and what else we are required to do re the Code of Governance.  CEO to organise

Mrs Murdoch: stated the ongoing success of the BCFA pitch and facility grants and suggested capitalising on the success with some PR from recipient Clubs.  This was also echoed by Mr Berry who confirmed that one more BCFA grant had recently been approved  CEO to take back to Marketing

Mr Roberts: stated that he had potentially four sponsor/partners to bring on board early in the New Year.

Mrs Shafaq: stated that she'll arrange an IAG meeting with Mr Juned to look at targets and the Advanced Standard as well as other ED&I initiatives such as the Grassroots Diversity Code/pledge

Mr Kazmi: suggested officially launching the new strategy both internally and then externally in the New Year and will provide some dates.  He also stated the importance of our people and talent pool and staff succession planning.  The Chairman agreed and asked Mr Kazmi to help shape the new PDR process with members of staff - Mr Kazmi agreed.

**11. AOB**

There was no other business to report.

**Dates for the Diary:**

Tuesday 25th January 2022 - Board meeting - 1-4pm

Tuesday 22nd March 2022 - Board meeting - 1-4pm

Tuesday 24th May 2022 - Board meeting - 1-4pm

Tuesday 19th July 2022 - Board meeting - 1-4pm

Tuesday 23rd August 2022 - Accounts sign-off - 1pm

Tuesday 13th September - Board meeting - 1-4pm

Thursday 23rd September 2022 - BCFA AGM - 7pm

Tuesday 22nd November 2022 - Board meeting - 1-4pm

The meeting closed at 3.15 with the Chairman thanking everyone for attending and input.