**BCFA Board Meeting - 25th January 2022**

Meeting Notes

**Attendees: M. Penn (Chairman), S. Hampton (Senior Independent Director), K. Shoemake (CEO), H. Murdoch, S. Poole, S. Welch, J. Berry, M. Shafaq, A Peavot. D, Nixon (BCFA Executive), Ms Willis (BCFA Executive).**

**Apologies: S. Kazmi, G. Roberts, G. Rippon**

Board Approval

Director Action

**1. Chairman's Welcome**

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

The Chairman also welcomed Mrs Peavot in her role as the Associations new Board Safeguarding Champion.  At the same time, the Chairman thanks Mr Poole for his support in the role and since its inception.

The Chairman also welcomed Mr Nixon to the meeting and in particular for item 6 on the original agenda.

**2. Apologies**

Received from Mr Kazmi, Mr Roberts and Mr Rippon - all of which were accepted.

**3. Conflict of Interest**

The CEO declared an interest in all items.

The Board recognised that the CEO will be conflicted in the majority of items but unanimously agreed that the CEO should only declare if any conflicts were personal or would benefit the CEO personally in any way.

Board Approval

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

23rd November 2021 (found in files) - signed as a true and accurate record

**5. Matters arising**

Mrs Shafaq gave a brief update regarding IAG.

Meeting dates will be arranged monthly and the internal group reconvened with the help of Mr Juned (Executive Lead).  BCFA policies will again be impact assessed over time starting with the recruitment policy.  The group will look at the FA initiatives and includes these as ED&I targets moving forward along with local BCFA and Board targets.  The group will also conduct a gender pay analysis.

**6. FA Representative**

The Chairman announced that he'd only received one application which was from the current CEO, Mr Shoemake.  As a result, the Board unanimously approved the appointment of Mr Shoemake as BCFA's Fa Representative starting on 1st July 2022.  The CEO thanked everyone and in particular the Chairman for undertaking the role on behalf of Birmingham County FA over a number of years.

Board Approval

**7. CEO Report**

The CEO outlined some of the more salient points from the report (found in files).

The Board approved the report and took it and the information as read.

**8. HQ Investment**

Again, the CEO outlined the suggested investment/opportunity along with some specific points from the various reports (found in files).

He had arranged a specific meeting on the 1st March 2022 to discuss the potential development in more detail with numerous parties and specialists including Mrs Murdoch and Mr Berry.

The CEO will update the Board at the next Board meeting in March.

**9. Affiliation Prices - season 22-23**

Mr Nixon (Executive) led on this item.

Mr Nixon added some initial background and context to the discussion.

He then outlined the proposals and prices for the 22-23 season and as per the document and membership rules (both found in files).

In summary, there will be no membership fee for Clubs but there will be a £5 team fee.  Each Club will be required to pay for Public Liability insurance and the Club's themselves will be required to pay for one of the four levels of Personal Accident insurance for each team within the Club.

The proposals included increasing the League sanctioning from £20 to £75.

Board Approval

**10. FA Update**

The Chairman briefly outlined some of the meetings and discussions that he has attended or been privy to since the last Board meeting.

The Chairman referred to the documents that he sends to Directors as and when received.

**11. Safeguarding / SOS365**

Mrs Peavot thanked everyone for their welcome and was delighted to accept the role.  The CEO and Mrs Peavot gave a brief update on activity which included confirmation that we had attained our required 50% of Club audit visits before the end of January 2022 - as mandated by the FA.

Ms S Willis (Executive) joined the meeting and was welcomed by the Chairman.

Ms Willis then delivered a very in-depth and interesting 35 minute Board Safeguarding Briefing/update which forms part of BCFA's and Board compliance.

The Chairman and a number of Directors thanked Ms Willis for the presentation which they all found interesting and engaging.

The Chairman asked Ms Willis if she could share the slides with everyone as reference and also to the three Directors unable to attend the meeting.

Action: S Willis

The CEO stated that the second tranche of visits would include Director attendance with the Chairman requesting that each Director to commit to at least one visit led by a member of the Executive.

Director Action

Mrs Murdoch asked if there were any trends coming from the visits and compared to previous years?  Ms Willis stated that it appeared that young children didn't appear to recognise or understand the term safeguarding.  Ms Willis and the CEO also stated that the number of unknown coaches and/or non DBS checked coaches had increased from previous years which was good that we were catching people and Clubs out but was a worrying trend.

Mrs Murdoch and Mrs Hampton also asked if insight and suspensions and any concerns were shared with other local or national governing bodies.  The CEO stated that he wasn't aware but would enquire with the FA.  Mrs Hampton stated that she would also ask at the LTA and Sport England.

**AOB**

There were no other items or questions raised under AOB.

The Chairman thanked everyone for attending which included Mr Nixon and Ms Willis and wished everyone well.

He closed the meeting at 15:30.