

BOARD MEETING

30 January 2024

13:00 - 16:00

BCFA County Offices

ATTENDANCE

PRESENT

Anelli Peavot

David Nixon

Holly Murdoch

John Berry

Kevin Shoemake

Luke Bowles

Martin Leong

Mike Penn

Mohammed Juned

Monica Shafaq

Sandra Hampton

Sarah Willis

Sham Kazmi

stuart.a.welch@rbs.co.uk

1. NOTICE OF MEETING AND CHAIR'S WELCOME

Standing item

Speaker: Chair

Time: 1.00pm

NOTICE IS HEREBY GIVEN that a meeting of the Board of Directors of Birmingham County Football Association Limited will take place on Tuesday, 30 January 2024 at BCFA County Offices, Ray Hall Lane, Great Barr, Birmingham, B43 6JF and by way of MS TEAMS, commencing at 1.00pm.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 321 342 392 585

Passcode: 2TDqzQ

[Download Teams](#) | [Join on the web](#)

Mike Penn [MP], the retiring chair, opened the meeting at 1:00 PM.

MP outlined to the board the reasons for his decision to step down as chair.

Kevin Shoemake [KS], responded on behalf of the board of directors noting that "from when you first took the helm, to where we are today is 1,000,000 miles away."

2. APOLOGIES FOR ABSENCE

Standing item

Speaker: Chair

Please inform the CEO & Board Secretary if you are unable to attend.

All board members were in attendance, either in person or by way of MS Teams.

3. CONFLICT OF INTEREST

Standing item

Speaker: Chair

The Directors are invited to declare any conflict of interest on matters to be considered at the meeting and not already declared.

There were no conflicts of interest declared.

4. CHAIR OF THE BOARD OF DIRECTORS

Decision item

Speaker: Chair

The members to appoint a Director to chair directors meetings (the "chair") in accordance with the Articles of Association - 13.1

David Nixon [DN], Board Secretary, confirmed, unopposed, Sandra Hampton [SH] as the new Chair of the Board of Directors of Birmingham County Football Association Limited.

DN invited SH to chair the meeting.

SH responded.

VOTING

Appointment as Chair of the Board of Directors

Sandra Hampton	0%	0 of 0
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A N Other	0%	0 of 0
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5. SENIOR INDEPENDENT DIRECTOR

Decision item Speaker: Chair

The members to appoint an Independent Director to be the Senior Independent Director.

SH called for nominations for the now vacant position of Senior Independent Director. Monica Shafaq [MS] indicated her willingness to stand and the board of directors unanimously confirmed the appointment as Senior Independent Director of Birmingham County Football Association Limited.

6. BOARD SAFEGUARDING BRIEFING

Other Speaker: Sarah Willis

The Board of Directors to receive the annual Safeguarding Briefing.

One of the initial items on the agenda, after the above elections, will be the annual Board Safeguarding briefing.

As many of you will know, this is a mandatory element of our FA safeguarding compliance which is linked to our FA funding. If we fail our forthcoming audit, then we risk having our funding suspended, reduced or stopped altogether so it is imperative that you all attend the meeting and this briefing – either in person or online.

The briefing is always informative and interactive and will last 40 minutes.

Sarah Willis [SW] joined the meeting at 1:12 PM.

SW and Anelli Peavot [AP] delivered the board safeguarding briefing and responded to questions from the board of directors.

KS confirmed the date of the BCFA safeguarding audit as "all day" on Tuesday, 6 February 2024.

SW left the meeting at 2:07 PM.

7. MINUTES OF THE PREVIOUS BOARD MEETING

Standing item Speaker: Chair

To approve and sign as a true record.

The minutes of the meeting held on Tuesday, 17 October 2023 were accepted as true record.

8. ACTIONS FROM THE PREVIOUS BOARD MEETING

Discussion item Speaker: Chair

To review the actions from the previous meeting.

24/23.5 - Luke Bowles advised the board that the revised policies were still in the process of review and will be required to "signed-off" by the board of directors by the end of February 2024.

9. MATTERS ARISING

Standing item Speaker: Chair

To raise any matters not considered elsewhere on the Agenda.

There were no matters arising.

10. CEO UPDATE

Standing item Speaker: Kevin Shoemake

To receive the CEO Report and associated documents included in the Board Pack.

SH referred the board to the content of the meeting pack and that KS will highlight specific items from his comprehensive report.

1. FA Recognition Award
2. BCFA "numbers"
3. Finance, figures and recruitment
4. 3G pitch - **ACTION - LB TO SHARE VIA TEAMENGINE THE PITCH HIRE RATES AND OTHER DATA FOR THE 3G DEVELOPMENT**
5. Great Barr Social Club
6. Modular Build
7. Irrigation - **ACTION - KS TO SHARE VIA TEAMENGINE THE TENDER QUOTES FOR THE PROJECT**
8. FA Strategy - **ACTION - KS TO ADVISE BOARD MEMBERS OF THE DATES OF FACE TO FACE FA STRATEGY EVENTS**
9. Save Today - Play Tomorrow

11. SITE DEVELOPMENT - RAY HALL LANE

Standing item Speaker: Kevin Shoemake

To receive updates on the development of the BCFA site at Ray Hall Lane.

Refer to Item 10.

11.1 PLANNING PERMISSION

Information item

Speaker: Kevin Shoemake

Sandwell Council has approved the planning application for the facility development at Ray Hall Lane.

11.2 FOOTBALL FOUNDATION 3G FUNDING APPLICATION

Information item

Speaker: Kevin Shoemake

BCFA's application to the Football Foundation for 3G funding.

12. CODE OF GOVERNANCE

Standing item

Speaker: Luke Bowles

To receive an update.

12.1 COMPLIANCE FRAMEWORK

Information item

Speaker: Luke Bowles

Standards still to be met.

LB updated the board as to the action plan for compliance with FA Code of Governance V2.

- Changes to the Articles - EGM Thursday, 29 February 2024
- Views of Young People - **ACTION - PLACE IN DISCUSSION FORUM "WHAT DOES THE BOARD WANT TO HEAR FROM YOUNG PEOPLE"**
- Diversity, Inclusion, Action Plan [DIAP] to move to public facing
- Board Survey
- People Plan

12.2 INTERNAL BOARD REVIEW

Discussion item

Speaker: Luke Bowles

Documents for consideration by the Board of Directors.

LB updated the board as to the internal board review through TeamEngine and previous work by MP and SH.

ACTION - UPDATE BOARD SUCCESSION PLANNING DOCUMENT TO REFLECT NEW APPOINTMENTS AND COMMITTEES.

12.3 INDEPENDENT BOARD AUDIT

Discussion item

Speaker: Luke Bowles

As part of the actions required for the Code of Governance a report has been commissioned from Remedy Inc. Ltd. to provide an independent audit of the Board based on the results from the Skills Audit and Board Evaluation. The Code requires this evaluation to be reported back to the Board and where a set of actions shall be agreed.

ACTION - THE INDEPENDENT BOARD AUDIT TO BE PLACED IN DISCUSSION FORUM.

12.4 TERMS OF REFERENCE

Decision item Speaker: Luke Bowles

Board decision on the adoption of the Terms of Reference for:

1. BCFA Audit Committee
2. BCFA Nominations Committee

The board accepted the Terms of Reference for the audit and nominations committees.

12.5 PEOPLE PLAN

Decision item Speaker: Luke Bowles

For Board approval. This plan has been developed from the Staff Consultation feedback on 05/12/2023 and 23/01/2024.

The board approved the framework of the People Plan V4.0

ACTION - KS - TO CIRCULATE THE INFOGRAPHIC OF THE PEOPLE PLAN SUPPLIED BY SHAM KAZMI [SK]

13. IAG

Standing item Speaker: Monica Shafaq

To receive an update.

MS updated the board as to IAG:

1. Potential for a member of the Youth Board to be involved in IAG
2. Working towards the advanced level equality standard
3. Date of the next meeting is Tuesday, 12 March 2024

14. ASPIRING CLUB CO-ORDINATORS AND THE VOICE OF YOUNG PEOPLE

Standing item Speaker: Luke Bowles

To receive an update.

LB updated the board.

1. Changes to Staff - Harley has been succeeded by Ryan and Jim
2. Next meeting in February and a fuller report will be available for the April board meeting

3. Response boxes are being distributed to clubs to gather feedback and review by the board
ACTION - BOARD MEMBERS SHOULD POST QUESTIONS IN THE DISCUSSION FORUM IN TEAMENGINE FOR REVIEW AT SUBSEQUENT MEETINGS

15. ANY OTHER BUSINESS

Standing item

Speaker: Chair

1. To consider any other business of which advance notice has been received.
2. To consider any other business at the discretion of the Chair.

SH called for items of any other business.

KS updated the meeting on:

1. The FA heading trials has been concluded and signed-off by NGB. This will see heading being phased out over a three-year period
2. The FA are looking at a new framework for youth football incorporating the UN Rights of the Child, age groups and a 3v3 format

SH thanked the members for the full attendance.

SH commented that previous decisions taken on investments were progressing and the business would be seeing the benefits of that investment.

SH thanked LB for his work on moving the business towards compliance with The FA Code of Governance.

SH welcomed Martin Leong [ML] and looked forward to meeting in person at a future meeting.

SH offered "best wishes" to MP on his stepping down as chair and for his future health.

MP responded that there were exciting times ahead and offered a "well done" to SH on chairing the meeting.

SH asked for some training on TeamEngine for the board members as this was increasingly the platform for board business.

ACTION - KS - TO ARRANGE A SHORT ONLINE TRAINING SESSION ON THE MAIN FEATURES OF TEAMENGINE

16. DATES OF FUTURE MEETINGS

Information item

Speaker: Chair

Dates of Future Meetings

1. Board Meeting: Tuesday, 23 April 2024, 1.00pm to 4.00pm
2. Board Meeting: Tuesday, 23 July 2024, 1.00pm to 3.00pm
3. Accounts Sign-Off: Tuesday, 20 August 2024, 1.00pm to 2.30pm

SH reminded the board of the dates of the previously arranged future meetings.

There being no other business, the chair closed the meeting at 3:42 PM.