



Board Meeting Notes

Monday 19th Oct at 6.30pm via Microsoft Teams

Present: P. Hill (Chair), N. Al-Khatib, A. Beattie, J. Bull (CEO), A. Durman, I. Greenstock, R. James, B. Meldal, M. Mizon, R. Wright

- PH opened the meeting and welcomed BM to her first meeting as a director in the role of Board Safeguarding Champion.

Apologies for absence: P. Brasher

Minutes of previous meeting and action log review:

- The minutes of the meeting on 3rd September were agreed. The action log was reviewed, and the following points noted:
 - Minutes of council and committees would be published on the website. The office were determining the best procedure to ensure clubs were aware of any items regarding them before the minutes were published.
 - Adcocks were unable to continue with sponsorship. Barham, Panther Taxis and B M Kemptom had been contacted but were yet to confirm whether they would continue. Interviews for a commercial director were scheduled for 23rd October and it was hoped this person would be able to help identify potential sponsors.
 - Fire risk assessment was to be arranged.

Conflict of interest declaration: None declared.

Safeguarding

- The board safeguarding report had been emailed to all directors ahead of the meeting. Directors confirmed this had been read and there were no queries. The Safeguarding Operating Standards assessment would take place on the 4th and 5th November. Safeguarding compliance visits for 2020-21 had commenced.
- The strategy for listening to young people had been circulated ahead of the meeting. This was discussed and approved.

Return to football

- JB reported that enquiries into the office had increased significantly since pre lockdown. A rise in poor behaviour on and off the pitch had also been noted. This has been common across neighbouring counties and staff were working together on a joined-up approach to tackle this.
- A discussion on the use of changing rooms was held and it was noted that a lack of communication between clubs pre-match regarding changing rooms can cause animosity between teams and the referee on match days. It was noted that there is flexibility within the current guidelines. This would be discussed at Leagues and Cups.



Finance

- **Management accounts:** The management accounts had been circulated ahead of the meeting and were deemed to be on track with the revised budget.
- **Redundancy support from The FA:** The FA had confirmed they would support with redundancy payments.
- **Professional fees:** Sport Integrity Matters were providing consultancy support on governance matters including discipline. PH reported that the fee was proving good value for money so far.
- **Rental of office space:** A local physiotherapist was keen to rent an office at the CFA HQ. JB was to proceed.

Corporate governance

- **Commercial director:** Interviews for a commercial director were due to take place on Friday 23rd October.
- **Charter for members:** It was agreed that a charter for members would be useful to outline expectations between council members and staff. This would be raised at the Governance Review committee meeting.

Strategy

- **Workforce:** JB reported that the workforce review was complete.
- **KPIs:** The KPI report had been circulated ahead of the meeting. The number of U6 teams would be likely to rise once DB had emailed all clubs to check their teams and coaches listed on Whole Game were correct. It was also noted that there was some way to go to achieving the pitch KPI. Plans were underway to achieve this.
- **Equality standard and IAG:** An equality standard and IAG progress report was circulated ahead of the meeting and discussed. Diversity among grassroots coaches would be discussed in the coaching and player development meeting. The IAG was due to be relaunched with a drive to attract new members.

Any other business: None

Date of Next Meeting: Thursday 26th November, 6.30pm.

Joanne Bull

Chief Executive & Company Secretary