



## Board Meeting Notes

Thursday 4<sup>th</sup> March 2021 at 6.30pm via Microsoft Teams

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

**Apologies for absence:** M. Goldsack.

**Minutes of previous meeting and action log review:** The minutes of the meeting on 26th November 2020 were agreed. The action log was reviewed, and the following points noted:

- The fire risk assessment and evacuation plan were being reviewed and a meeting was being arranged with Histon FC regarding access and egress.
- The FA had confirmed that support would be provided to clubs as well as CFAs when the Sheldon report is published.
- The safeguarding risk register had been added as a standing agenda item at the Safeguarding Leaders Group and the Safeguarding/Management Team meeting agendas.
- The CFA had checked with The FA who were against using referees to marshal Covid compliance. The referee should report any non-compliance to the CFA after the game.
- Funding had been allocated for the Coaches Academy.

**Conflict of interest declaration:** None declared.

### Safeguarding

- **Board safeguarding report:** This had been emailed to all directors ahead of the meeting. BG highlighted the following points from the report:
  - The club welfare officer webinars had been well received.
  - Safeguarding visits were currently on hold.
  - Diane Bradshaw, Designated Safeguarding Officer, was creating a pack for club welfare officers ahead of affiliation.
  - The Kids Zone section of the website, and the staff and board section of the website had been updated.
- **Safer Recruitment Policy:** This had been updated and ratified by the board via email in January 2021.

**Risk register:** The risk register had been updated to include the furlough arrangements and ensuring the safeguarding inbox was monitored. The risk register is now on Smartsheets as a live document and all directors have access.

**Return to football:** Following the government announcement on 22<sup>nd</sup> Feb, grassroots football would be returning from 29<sup>th</sup> March. Guidance from The FA on protocols was expected shortly and a club support evening was planned for 16<sup>th</sup> March.

- Leagues were planning their restarts from 10<sup>th</sup> April. The Cambridgeshire Girls and Women's League, Cambridge and District Colts League, and the Cambridgeshire Mini-Soccer League were planning to resume league fixtures with the hope of completing the season, going up to the end of June if necessary. The Cambridgeshire County League had recommended to



clubs that the season be null and voided and this would be voted on by clubs at a special general meeting. If this was passed, a Champions League style cup competition would be provided. Chris Abbott was working with the Cambridge and District Sunday League on how they would conclude the season.

- The board would need to consider helping clubs with entry costs, considering that this season has been short on football fixtures. The Leagues and Cups Committee would meet to agree a recommendation for Cambridgeshire County League entry fees to propose to the board.

### CFA Strategy

- **CFA Strategy Development:**
  - **Key dates:** JB shared on screen the key dates of the strategy development and the work done with staff so far. Notes on staff workshops had been shared in advance. The baseline figures, targets, funding details and strategy requirements were expected to be received from The FA by 15<sup>th</sup> March.
  - **Consultations:** Consultations would take place with the Youth Development Group on 12<sup>th</sup> March, and full council on 15<sup>th</sup> March. An open consultation event was planned for 19<sup>th</sup> April. JB shared on screen the questions likely to be used at the consultations. PH requested board members and committee chairs be in attendance if they can to help facilitate group discussions.
  - **Vision and mission:** JB shared on screen some vision and mission suggestions and the reasoning behind these.
  - Notes from the staff strategy meetings were reviewed and discussed.
- **Workforce:** The competitions team have returned from flexible furlough to their normal hours to plan the restart of competitive football. Sam Anderson, Referee Development Officer, remains on flexible furlough but his working hours have increased. This is to ensure referees are ready and available to cover competitive football when it restarts in April. The rest of the staff remained on their current flexible furlough hours with a view to returning to full hours when football restarts. This is being closely monitored and may change as the need arises.
- **CFA run facility:** Progress and potential sites were discussed. A working group is to be established.
- **General facilities:** Facility work was progressing well and the board would be provided with a report from the Football Development Manager.
- **KPI report:** This had been circulated in advance and there were no questions.

### Inclusion and diversity

- **Inclusion Advisory Group:** The first coach spotlight had been well received and there had been some positivity on social media around this. The safer recruitment policy had been updated to be more inclusive. The terms of reference had also been updated. The website had been updated to make inclusion more visible and further accessibility improvements could be considered. The next steps were to continue with the coach spotlights and progress the partnership with Cambridge City FC to support the development of BAME coaches.
- **Equality Standard:** The evidence has now been collated and was being submitted to Inside Inclusion.



**Finance:**

- **Management accounts:** The finance report had been circulated in advance. The loss for 2020 was smaller than had been predicted.
- **County cup entry fees 2021-22:** It was agreed to confirm the decision that county cup entry should be free for 2021-22.

**Health and Safety:** No issues were reported.

**Governance**

- **Category elections:** It was agreed to recommend to council that the elections are postponed for one year.
- **Vacant positions:** The vacant positions of education and youth male would be advertised.

**Rules Revision:** Article and rule changes that had been put forward from various committees were reviewed and discussed. These will go to the rules revision committee who will check the wording and then take these to council.

**Commercial:** Discussions are progressing with Joymo around the live streaming of matches. The Girls' and Women's League was identified as a potential partner league. Meetings have been held with the league management committee and sponsors and the idea has been shared with clubs. It was agreed that if this partnership goes ahead it should be introduced at the start of the 2021-22 season to allow people to focus on the restart of football.

**AOB:**

- **Cambridgeshire County League Sponsorship (division 1-5):** A sponsor is required for 2021-22 and beyond.
- **Cup winners' prizes:** It was agreed that the money usually allocated to league winners as prize money could be used for winners of the proposed Champions League style cup competition if that goes ahead.
- **Committee meeting invites:** These should include a calendar invite.
- **Inspirational Young Stars of Cambridgeshire Awards Evening:** It was agreed to sponsor an award.

**Date of Next Meeting:** Thursday 22<sup>nd</sup> April 2021, 6.30pm.

**Joanne Bull**

Chief Executive & Company Secretary