

Summary of Minutes for Notification to DCFA Council



DERBYSHIRE FA

Minutes of a Meeting of the Board of Directors held on
Wednesday 08th September 2021 at 12pm
Via Virtual Meeting on Microsoft Teams

Present: Frank McArdle (FMc) (Chair), Ricky Stevenson (RS) (CEO), Gary Parkin (GP), Steve Nicks (SN), Andrew Brewin (AB), Leoni Waghorn (LW) & Steve Harcourt, Azets Accountants (SH).
Jenny Blewitt (JB) (minute-taker)

1. **Apologies:** - Ardip Sandhu (AS), Phil Randle (PR), Ian Wright (IW).

2. **Notification of any conflict of interest:** - No conflicts noted.

3. **Accounts –**

a. Overview of Annual Account Audit by AB – No major issues agreed by Steve Harcourt, who agreed that they have no issues signing off a clean audit report for the CFA, which in today's climate, is fabulous.

12.10 – Steve Harcourt left the meeting

Accounts signed off by FMc

4. **Matters arising from previous minutes & approval – 21st July 2021: -**

RS highlighted the letter received from Colin Sedgewick, thanking Board for the Vice Presidency that he has been offered.

RS – HR Director role out to advert with a deadline of the 1st October 2021.

RS – Only 3 SIAG applications received, RS to meet with LW & JB to progress. GP offered assistance.

FMc highlighted a recent conversation with the Derbyshire Chief Constable – requested RS link in with Jeff Wheatley.

Minutes agreed as accurate and signed off by FMc. (Silence also taken as agreement)

5. **AGM Confirmation**

a. **Agenda & Papers – Agreed**

b. **Council Agenda – RS updated Board members with regards to the additional agenda items, new representatives, and new standing committees. FMc agreed to chair the referee committee until the role is filled.**

Agenda agreed

6. To receive reports on DCFA Business

- a. **Safeguarding Update** – GP gave an overview of the new Safeguarding 365 process and roadmap, recent safeguarding and poor practice cases and plans for the new season
 - i. **Safeguarding Commitment** – All agreed to sign and return, RS to email all directors and for them to reply confirming acceptance. This is instead of wet signature as we are still meeting remotely. Deadline for reply to FA is 1st October 2021.

JB added that the Standard is due for release on the 27th September with no major changes and updated regarding the CPD event with Paul Stewart in October 2021.

b. **Office Upgrades** – RS updated re the next steps and work being carried out as outlined in the paper.

c. **Risk Register** – RS updated around the changes required to safeguarding, from SOS to 365, coach education, savings and the new directors.

d. **Operational Update** – RS updated with regards to the National CEO call and update from Debbie Hewitt, the new FA Chair.

Overview of affiliation and system issues. SN added the issues they faced as leagues due to issues with The FA systems and clubs not affiliated

e. **Staff Update** – JB left the meeting. RS updated the Board about the current staffing situation. Members reviewed the State of Play Survey, questions asked in relation to this. LW commented on diversity questions.

RS update on 1st face to face meeting of all staff on 1st September and confirmed that all new contracts had been issued which reflect the hybrid working arrangements.

7. Any Other Business –

Board wanted to thank all staff for their dedication and hard work.

9. Dates of Next Meetings

- a. **Board** -
 - Wednesday 10th November 2021, 12noon – 2pm
 - Wednesday 9th February 2022, 12noon – 2pm
 - Wednesday 11th May 2022, 12noon – 2pm
- b. **Council** –
 - Wednesday 6th October 2021, AGM, followed by council at 7pm
 - Wednesday 8th December 2021, 7pm
 - Wednesday 2nd March 2022, 7pm
 - Wednesday 1st June 2022, 7pm

FMc thanked all for their time and support

Meeting closed at 13.20hrs