



London FA	Minutes of the LFA Board
Date:	Monday 18 th November 2019, 18:30 - 20:30
Venue and time:	The Guildhall, Alderman's Court Room
Present:	James Middlehurst (Chair), Simon Hughes, Ian Wallis, Roger Fox, Vivienne Aiyela, Beth Archer, Kirstin Furber, Ali Morgan, Yashmin Harun, Drew Patterson, Derek Harris, Paul Mortimer, Paul Bickerton (CEO)
Apologies:	None

No	Item and Discussion	Action
1	Confirm & sign minutes of previous meeting	
1.1	Approved	
2	Matters Arising	
2.1	PB highlighted that the new Board Safeguarding Commitment Statement had been released for the 2019-20 Standard and all Board members were required to read and sign this by the end of the meeting. This would then be sent to The FA by 30 th November 2019.	All Board members to sign
3	Conflicts of interest disclosure	
3.1	None	
4	Board papers	
4.1	<u>Safeguarding Report</u>	
4.1.1	A written report had been provided to the Board by Becky Greaves, Head of Governance and Strategic Lead for Safeguarding. The new Safeguarding Operating Standard (SOS) for 2019-20 had been circulated with this report and Board members were reminded to review the standard and note the changes from 2018-19. Other points to note were the training requirements for board members and an update on the safeguarding club visits for 2019-20	
4.1.2	It was agreed that Paul Mortimer as Board Safeguarding Champion would author this report with Becky Greaves in future and present the highlights, rather than the CEO	
4.1.3	A discussion took place regarding the safeguarding statistics being presented to Board and whether they provided the right level of oversight. All agreed the information was of good quality and PB suggested that the safeguarding daily report data (progress against club visits, workforce compliance, etc) also be included as standard in this report	BG/PM to include additional statistics in report as standard

4.1.4	A query was raised regarding the one case that had taken over 120 days to resolve. PB to follow up with the safeguarding team and report back at next meeting	PB to report back at next Board meeting
4.1.5	Board members were reminded to complete the Adults at Risk training, as explained in the Board report. Completed pdf certificates should be emailed to Marquel Ellis-Brooks (Marquel.Ellis-Brooks@londonfa.com)	Board members to complete this by 9 th Dec 2019
4.2	<u>London FA Strategy 2019-2024</u>	
4.2.1	A final draft of the new London FA Strategy 2019-24 had been circulated to Board with the papers for the meeting. PB explained that this had been amended significantly following feedback from Board and Council over the past month. The request now was for Board to formally sign off this strategy, with any final amends to be made outside of this meeting	
4.2.2	JM indicated he was happy with this but requested that the Board profiles be reduced significantly, as they currently took up three pages.	JM to reduce board profile narratives
4.2.3	Queries were raised on the targets and measures framework, with some of the wording to be amended (e.g. TBC). PB to also do a final review of the targets set with the Senior Management Team, to ensure they are clear and realistic.	PB to review targets with SMT prior to publication
4.2.4	A question was raised about plans for a launch and PB replied that this would take place early in the new year. The London FA's communications agency – Oporto – would support this.	PB to amend date to read 2020 - 2025
4.2.5	VA & YH asked that reference to the Inclusion Advisory Group be included in Section 5c	PB to add to final strategy document
RECOMMENDATION APPROVED: The Board signed off the new London FA Strategy presented at Item 4.2.		
4.3	<u>Governance Report</u>	
4.3.1	SH took the Board through the governance report that was circulated before the meeting. He focused on two key areas: <ul style="list-style-type: none"> • The timelines for appointments to Board and Council in 2020 • The items for discussion regarding future governance changes, to then be discussed with the London FA Council at the next two Council meetings (December 2019 & March 2020) 	
4.3.2	SH confirmed that the items listed in the report were for discussion and consultation with Council and the Council would be asked to propose any additional items for the Board to consider	

<p>4.3.3</p> <p>4.4</p> <p>4.4.1</p> <p>4.4.2</p> <p>4.4.3</p>	<p>BA explained that the process for the 16 recently recruited Council members would need to be made a bit clearer in the report to Council, as currently it gave the impression they would automatically be guaranteed a place on the Council. The paper should state clearly that they wouldn't be guaranteed a place on the new Council but wouldn't have to go through the recruitment process again.</p> <p>DECISION: The Board discussed the five points highlighted in the governance report and agreed that the following should be taken forwards for consultation with the Council as requiring possible governance changes:</p> <ul style="list-style-type: none"> • Selection of Board members by Nominations & Remunerations Committee • Voting rules for Council-elected Directors • Deputy Chair election <p>It was also agreed that a small working group comprising Board and Council members should be convened in the new year, to agree the specific detail for each of the above proposed governance changes</p> <p><u>CEO Report</u></p> <p>The Board had been provided with a written CEO Report, to include updated financial reports, a balanced scorecard for the full 2018-19 season and an updated risk register.</p> <p>A query was raised about making the new balanced scorecard slightly clearer, to show the comparison between full year data and quarter 1 data</p> <p>KF suggested that the good news regarding participation figures be publicised as widely as possible</p>	<p>PB to set out clearly in governance report to Council</p> <p>SH to lead item at next Council meeting and request expressions of interest for group</p> <p>PB to amend scorecard before it is circulated to Council</p> <p>PB to work on this with Oporto</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Deputy Chair Election</p> <p>2 candidates had put themselves forwards (Ian Wallis and Yashmin Harun), so this was a contested position. As per the London FA Articles, selection of the Deputy Chair would therefore be through a preferential voting system and secret ballot. This was overseen by the CEO, as the only non-voting person present.</p> <p>PB reported that a tie had taken place, with both candidates receiving 6 votes each. It was therefore agreed that the Chair should have the casting vote. JM selected Ian Wallis as the Deputy Chair and thanked both candidates for putting themselves forwards.</p> <p>DECISION: Ian Wallis elected as London FA Deputy Chair.</p>	

6	Verbal Update Reports	
<u>6.1</u>	<u>Nominations & Remunerations Committee</u>	
6.1.1	Selection of the final Board member to form part of this Committee would be deferred until after this Board meeting, due to the Deputy Chair election	
<u>6.2</u>	<u>Risk and Audit Committee</u>	
6.2.1	Verbal update provided by AM. Committee met on 11 November to review the 2018-19 accounts. AM was happy to approve those accounts and would circulate to the Board with a recommendation to approve via email.	2018-19 annual accounts circulated to Board by AM for approval
6.2.2	An additional Risk & Audit Committee meeting was scheduled for early February 2020, to start to consider plans for next year's budget	
<u>6.3</u>	<u>Inclusion and Advisory Committee</u>	
6.3.1	Verbal update provided by VA. The next meeting was due to take place on Tuesday 10 th December 2019	
<u>6.4</u>	<u>Staffing update</u>	
6.4.1	PB confirmed that Jake Rosewell had been appointed as the new Designated Safeguarding Officer, to replace Yasmin Dyer. Jake has spent the past five years working on the frontline for the Metropolitan Police and will fit very well into the London FA team	
6.4.2	Ezekiel Teya has started in post as the new Discipline Administrator	
7	London FA Council Meeting	
7.1	The venue for the upcoming Council meeting on 9 th December had been confirmed as The Passmore Centre at London South Bank University	
8	AOB	
8.1	It was requested that the calendar of upcoming dates be placed on the website, for all to view	PB to place calendar on LFA website
9	Date / time / place of next meeting	
9.1	Monday 2 nd March 2020, 6.30pm to 8.30pm Guildhall Monday 8 th June 2020, 6.30pm to 8.30pm Guildhall	