

<b>London FA</b>	<b>Minutes of the London FA Board</b>
<b>Date:</b>	Monday 22 February 2021
<b>Venue and time:</b>	18.00 – 20.00, via Microsoft Teams
<b>Present:</b>	James Middlehurst (Chair), Christina Oshodi, Jill Berry, Karen Greene, Simon Hughes, Ian Wallis, Yashmin Harun, Ali Morgan, Mark Deveney, Paul Mortimer, Roger Fox Paul Bickerton (CEO)
<b>Apologies:</b>	Beth Archer

<b>No</b>	<b>Item and Discussion</b>	<b>Action</b>
<b>1</b>	<b>Welcome &amp; introductions for new London FA Board members</b>	
1.1	JM introduced the agenda for the first Board meeting of the new London FA Board and welcomed the four new members – Jill Berry, Mark Deveney, Karen Greene and Christine Oshodi.	
1.2	JM then asked all Board members to introduce themselves and say a few words about their background and their reasons for being on the London FA Board	
1.3	JM noted the apologies from Beth Archer, for personal family reasons. The Board wanted to note and record their very best wishes to Beth and her family.	
<b>2</b>	<b>Confirm &amp; sign minutes of previous meeting</b>	
2.1	SH asked for an amendment to be made to the 14 December 2020 minutes, to item 6.2.1. (line 11). The sentence should read ‘the remaining <i>eight</i> Vice-Presidents, not ‘the remaining <i>ten</i> Vice-Presidents.	PB to update minutes to reflect this
2.1	The Board approved the 14 <sup>th</sup> December 2020 minutes, subject to the change detailed above in item 2.1. Proposed SH, seconded IW.	
<b>3</b>	<b>Matters Arising</b>	
4.1	None	
<b>4</b>	<b>Conflicts of interest disclosure</b>	
4.1	None	
<b>5</b>	<b>Board papers</b>	
<u>5.1</u>	<u>Safeguarding Report</u>	
5.1.1	A written report had been provided to the Board by Nikeeta Patel, Designated Safeguarding Officer, and Paul Mortimer, Board Safeguarding Champion. Paul introduced this report to the Board and drew attention to the following: <ul style="list-style-type: none"> <li>The latest safeguarding staffing arrangements, following the announcement of a further COVID-19 lockdown in November</li> </ul>	

<p>5.1.2</p> <p>5.1.3</p> <p>5.1.4</p> <p>5.1.5</p> <p>5.1.6</p> <p>5.1.7</p>	<ul style="list-style-type: none"> <li>• The plan to complete the required safeguarding visits for the 2020-21 season.</li> <li>• The latest safeguarding statistics.</li> </ul> <p>PB highlighted the current changes across the safeguarding team and further updated the Board that over the past few days Nikeeta Patel had resigned and would be leaving London FA on 15 March 2021. PB explained that both recent safeguarding departures were simply as a result of these two members of staff securing roles with other organisations as a next step in their career and it was unfortunate timing that they had occurred so close to each other.</p> <p>The Board highlighted the risk of losing this significant safeguarding experience and expertise all at the same time and PB outlined the following interim plans:</p> <ul style="list-style-type: none"> <li>- Conor McBrearty, the current Disability &amp; Inclusion Officer and Deputy DSO, had been appointed as Interim DSO and was being trained by Nikeeta on all key areas of work</li> <li>- A work programme for Conor had been set up, to cover referrals, compliance and club safeguarding visits as a priority</li> <li>- Neil Twitchett had been appointed as Deputy DSO</li> <li>- PB as Senior Safeguarding Lead (SSL) and Priti Trivedi as Deputy SSL had liaised with the FA on these changes and would meet with Conor and Chris Pringle from the FA on a fortnightly basis to review progress and discuss any issues</li> <li>- Buddy support had been established between Conor, Priti and Sussex FA's safeguarding team, to ensure that Conor could access technical support should he require it</li> <li>- The FA's case management team were also on hand to provide any support required to London FA, should they require it</li> <li>- All roles with safeguarding responsibilities had not been furloughed in the latest lockdown, to ensure cover across this vital area of work</li> </ul> <p>Recruitment for a new safeguarding team had started, with adverts out for the positions of a Designated Safeguarding Officer and an Assistant Designated Safeguarding Officer.</p> <p>AM and SH enquired about the daily monitoring report data and asked where this information was drawn from. PB replied that this was a daily report provided to London FA by the FA and that it allowed us to identify any trends or areas of concern as regards compliance. Priti Trivedi was currently reviewing the compliance process and reporting back on this at the fortnightly meetings.</p> <p>SH asked how the DBS process would be managed. PB replied that staff members would lead verifications from the office as soon as restrictions were relaxed, as in the previous process.</p> <p>PB informed the Board that a safeguarding briefing letter would shortly be circulated to all Board and Council members, and that they should review the</p>	<p>Board to confirm to PB via email</p>
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	<p>contents of that letter carefully and then reply to PB to confirm they had read it, for our safeguarding records.</p>	
<u>5.2</u>	<u>CEO Report</u>	
5.2.1	<p>A written report had been provided to the Board by PB. PB introduced this report to the Board and drew attention to the following:</p> <ul style="list-style-type: none"> <li>• An update on the impact of the latest lockdown on the organisation</li> <li>• The budget scenario that had been prepared for the Board in response to the latest lockdown, should the 2020-21 grassroots football season be curtailed</li> <li>• Progress from the Racial Equality Group and the plans for the upcoming consultation</li> </ul>	
5.2.2	<p>SH suggested that we write to the Chair &amp; CEO of London Councils, asking them to support our dialogue with the individual Local Authorities regarding facility access.</p>	<p>PB to draft letter and counter-sign with SH/JM</p>
5.2.3	<p>YH asked if the racial equality consultation questionnaire had been completed and when it was likely to be released. PB replied that it was in final draft and would be shared with the Racial Equality Group and the team at DeMontfort University for final comment. The plan was to release this, alongside a supporting statement and video, in early April.</p>	<p>PB to arrange circulation of questionnaire and comms to Board when ready to release</p>
5.2.4	<p>AM asked if a date had been agreed for the Racial Equality Training for the Board yet. PB replied that this would be established after the first Board meeting of the new Board and be planned for April / May.</p>	<p>PB to set a date via a Doodle poll for April / May</p>
<u>5.3</u>	<u>Coach Development Report</u>	
5.3.1	<p>A written report had been provided to the Board by Neil Twitchett – Head of Football Development, and Shannon Hyner – Coach Education Administrator. PB introduced Neil and Shannon and they both presented several slides covering the following:</p> <ul style="list-style-type: none"> <li>• The change in role for London FA, from administrators of a coach qualification programme to a wider coach development function.</li> <li>• The plan to develop a London FA coach membership offer, to provide ongoing development and CPD opportunities for London coaches.</li> </ul>	<p>PB to circulate slides with notes of the meeting</p>
5.3.2	<p>Neil Twitchett then facilitated a discussion with the Board on this topic and the following feedback was provided:</p> <ul style="list-style-type: none"> <li>• London FA can still play a role in supporting qualification delivery for UEFA B and Level 2, through brokering facility relationships</li> <li>• The research currently taken place to inform this coaching work should also be fed into the racial equality consultation, and vice versa</li> <li>• Addressing the demand of coaches currently having started but not completed a qualification was key. The Board recognised that this was now the responsibility of FA Education rather than London FA</li> </ul>	

	<ul style="list-style-type: none"> <li>The FA had shifted away from the HIVE learning platform to a new tool. PB replied that London FA would not build its own online learning platform as part of its coach development offer to avoid duplication with the FA, but would signpost and support the FA's platform</li> </ul>	
5.3.3	YH indicated that several of her members were piloting the new online Introduction to Coaching Football course, as part of the London FA 100FC programme.	YH to feedback to LFA how this new course has been received
5.4	<u>Governance Report</u>	
5.4.1	A written report had been provided to the Board by SH and PB. SH introduced this report to the Board and highlighted the key decisions that the Board were being asked to approve in this report.	
5.4.2	It was highlighted that the Rules & Sanctions Committee did not have an assigned Board Director to it. It was agreed that Karen Greene would take on the role and she was assigned to that Committee.	PB to link Karen to Priti Trivedi, as the lead staff member with responsibility for that Committee
5.4.3	<b>APPROVED:</b> The Board approved the list of appointments to the Standing Committees and Working Groups for the 2021 – 2024 term of office, as set out in the 'Discussion' section of the Governance Report.	
5.4.4	<b>APPROVED:</b> The Board approved the process for the appointment of the Deputy Chair as set out in the 'Discussion' section of the Governance Report. This election would take place at the next Board meeting.	PB to ask for expressions of interest for both positions prior to the next Board meeting, with candidate names circulated beforehand
5.4.5	<b>APPROVED:</b> The Board approved the process for the election of the Senior Independent Director as set out in the 'Discussion' section of the Governance Report. This election would take place at the next Board meeting.	
5.4.6	<b>APPROVED:</b> The Board approved the proposal that all London FA Board Directors serve the full three-year term from 01 January 2021.	
5.4.7	SH also informed the Board that, as agreed at the Board meeting in November 2020, the process for appointing the FA Representative would be agreed by the Board at the next meeting and then shared with Council for comment. George Dorling, the current FA Representative, would continue to serve as FA Representative for the 2020-21 season to allow for the process to be completed. The FA Representative for the 2021-22 season would then need to be confirmed by the FA at their Council meeting on 22 <sup>nd</sup> July 2021.	PB to place FA Representative item on Council agenda for 22 <sup>nd</sup> March meeting
5.4.8	SH summarised the changes set out in the Governance Report to the original Life Vice-Presidents proposal (Vote 7) and recommended to the Board that these updated proposals be put to London FA members at the AGM on 21 <sup>st</sup> June 2021.	
5.4.9	The Board agreed that separating out the various changes made the proposal much clearer.	

<p>5.4.10</p> <p>5.4.11</p> <p>5.4.12</p> <p>5.4.13</p>	<p>RF enquired as to whether the 3-month timeline for consultation would need to be enacted. SH replied that this was at the discretion of the CEO. PB explained that as significant consultation had already taken place on this proposal, the standard three-week timescale would suffice.</p> <p><b>APPROVED:</b> The Board agreed to the recommendation to put the updated proposals, as set out in Appendix 1 of the Governance Report, to members at the London FA AGM on 21<sup>st</sup> June 2021.</p> <p>SH explained that should the updated proposal be approved by London FA members at the AGM, this would create two Vice-President vacancies. He recommended that expressions of interest be opened up for these vacancies and nominations to take place at the Council meeting on 22<sup>nd</sup> March 2021.</p> <p><b>APPROVED:</b> The Board approved this recommendation set out at 5.4.12 above</p>	<p>PB &amp; SH to circulate this governance proposal to Council at the meeting on 22<sup>nd</sup> March 2021</p> <p>PB to ask for expressions of interest from Council members prior to 22<sup>nd</sup> March Council meeting</p>										
<p><b>6</b></p> <p>6.1</p> <p>6.1.1</p> <p>6.1.2</p> <p>6.2</p> <p>6.2.1</p>	<p><b>Verbal Update Reports</b></p> <p><u>Risk &amp; Audit Committee Update</u></p> <p>AM explained the current approach to London FA finances, which involved the use of the available funds at cash-at-bank to support the business through the recent COVID-19 challenges. As a result of the decisions made over the past year to protect LFA finances, he did not foresee the need to draw at this stage on the investment reserves in the two Rathbones accounts.</p> <p>Upcoming Risk &amp; Audit Committee dates to be agreed with PB.</p> <p><u>Nominations &amp; Remunerations Committee Update</u></p> <p>JM indicated that two new members would need to be appointed to this Committee, as required by our Articles.</p>											
<p><b>7</b></p> <p>7.1</p> <p>7.2</p>	<p><b>Date / time / place of future meetings</b></p> <p>Dates for Board and Council meetings in 2021:</p> <table border="1" data-bbox="264 1749 1177 1921"> <thead> <tr> <th>BOARD</th> <th>COUNCIL</th> </tr> </thead> <tbody> <tr> <td>• Thursday 22<sup>nd</sup> April 2021</td> <td>• Monday 21<sup>st</sup> June (AGM)</td> </tr> <tr> <td>• Monday 14<sup>th</sup> June 2021</td> <td>• Wednesday 30<sup>th</sup> June 2021</td> </tr> <tr> <td>• Monday 20<sup>th</sup> September 2021</td> <td>• Monday 11<sup>th</sup> October 2021</td> </tr> <tr> <td>• Monday 8<sup>th</sup> November 2021</td> <td>• Monday 6<sup>th</sup> December 2021</td> </tr> </tbody> </table> <p>It was requested that the Away Day for 22<sup>nd</sup> April should be reviewed and consideration given to a standard evening Board meeting.</p>	BOARD	COUNCIL	• Thursday 22 <sup>nd</sup> April 2021	• Monday 21 <sup>st</sup> June (AGM)	• Monday 14 <sup>th</sup> June 2021	• Wednesday 30 <sup>th</sup> June 2021	• Monday 20 <sup>th</sup> September 2021	• Monday 11 <sup>th</sup> October 2021	• Monday 8 <sup>th</sup> November 2021	• Monday 6 <sup>th</sup> December 2021	<p>PB to review with JM and confirm</p>
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