

<b>London FA</b>	<b>Minutes of the LFA Board</b>
<b>Date:</b>	19 <sup>th</sup> November 2018
<b>Venue and time:</b>	6.30pm London Guildhall – Committee Room 1
<b>Present:</b>	Simon Hughes (Acting Chair), Kirstin Furber, Ian Wallis, Derek Harris, Gabby Shirley, Louise Dorling, Paul Mortimer, Vivienne Aiyela, Ruth Holdaway, Paul Bickerton
<b>Apologies:</b>	George Dorling, Alistair Morgan

<b>No</b>	<b>Item and Discussion</b>	<b>Action</b>
<b>1</b>	<b>Confirm &amp; sign minutes of 15 October 2018 Board Meeting</b>	
1.1	Question asked about distribution of new LFA Handbooks. PB confirmed that the online version would be on the LFA website by Tuesday 27 <sup>th</sup> November 2018	PB to make sure handbook available online by 27 Nov
1.2	Minutes agreed as an accurate record	
<b>2</b>	<b>Matters Arising</b>	
2.1	None	
<b>3</b>	<b>Conflicts of interest disclosure</b>	
3.1	None	
<b>4</b>	<b>Safeguarding Report</b>	
4.1	PB presented the safeguarding report, and focused in particular on the outcome of the most recent assessment, which confirmed LFA has passed the Safeguarding Operating Standard for 2017-2018 with a 100% pass on all standards.	Relevant board members present at Council meeting to prepare 1 min update each.  Feedback to be captured via post-it notes on a flipchart at Council meeting
4.2	Safeguarding update to be presented to Council by Becky Greaves. Agreed that input from the Board members who form part of the project group should be included in that update.	
4.3	Consultation question to be presented to Council on the night: ‘How can the LFA more effectively reach a wider network of clubs and leagues?’	
<b>5</b>	<b>Verbal Update Reports</b>	
5.1	<u>Inclusion Advisory Committee</u> : VA to provide a written report for next Board meeting	Report to be circulated with papers by PB

5.2	<u>Risk &amp; Audit Committee</u> : notes of 30 October 2018 meeting were circulated to Board.	
5.3	Significant concerns were expressed about role of KPMG and the production of accurate financial information. Request that KPMG attend the January 2019 Board meeting.	PB to follow up with KPMG to request attendance at Jan 21 meeting
5.4	Appropriate financial reports to be provided at next meeting as a matter of urgency, with an overview of all issues and the steps taken to resolve those issues to be outlined at the meeting. Reports to include Profit & Loss Report, Budget Variance Report and the accounts from 2017-18	PB to include these reports as part of CEO Report for Jan 21 meeting
5.5	<u>Staffing Update</u> : No staffing changes to report.	
5.6	Discussion on LFA apprenticeships and agreement that LFA should pursue this.	PB to report back at Jan 21 meeting
<b>6</b>	<b>CEO Report</b>	
6.1	PB presented CEO report, which focussed primarily on the finalised version of the annual plan.	
6.2	Agreed annual plan to be presented to LFA Council on 26 November 2019, with a particular focus on improvements made to customer service and future plans for this area.	PB to focus Council presentation on key areas of interest
6.3	PB explained that the next stage for the annual plan was a balanced scorecard to track progress, and that this was in production.	Draft balanced scorecard to be circulated with papers for Jan 21 meeting
<b>7</b>	<b>Date / Time / Place of next meeting</b>	
7.1	Monday 21 <sup>st</sup> January 2019 6.30pm at the Guildhall – Committee Room 1	Proposals for schedule of meetings to be presented to Jan 21 meeting
7.2	Monday 25 <sup>th</sup> February 2019 6.30pm at the Guildhall – Committee Room 1	
7.3	Further dates for board meetings to be agreed in January 2019	

<p><b>8</b></p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p><b>Governance Report</b></p> <p>SH presented the governance report, which focused on the changes agreed following discussion with the proposers of the amendment to the LFA Articles submitted (but not accepted) for discussion at Sept 2018 AGM. SH <b>recommended</b> to Board the calling of an EGM on 19<sup>th</sup> December 2018 to allow members to vote on the new and negotiated proposed changes.</p> <p>Feedback that key principles of fairness, openness and transparency should drive any process of appointment to Board and take into account the Tier 3 requirements on equality and diversity.</p> <p>Request that the Vice-Chair be elected from all football directors rather than restricted to the Council-elected directors.</p> <p>Importance highlighted of having the right balance between independent and council-elected directors.</p> <p><b>DECISION:</b> Board called EGM for 19<sup>th</sup> December 2018, to recommend to LFA members the package of changes agreed with the proposers, following presentation of the package of reforms to the LFA Council on 26 Nov 2018.</p>	<p>SH to discuss with proposers to seek agreement (later agreed)</p> <p>SH to discuss with proposers and consider rewording in new proposed amendment. (later agreed)</p> <p>PB &amp; SH to finalise papers and circulate to LFA members on 27 Nov 2018</p>
<p><b>9</b></p> <p>9.1</p>	<p><b>Nominations &amp; Remunerations Committee Report</b></p> <p>KF and SH introduced the Nominations and Remunerations Committee report, which recommended the appointment of James Middlehurst as new LFA Chair to succeed George Dorling, whose term of office ended as from November 2018.</p> <p><b>DECISION:</b> James Middlehurst appointed as new LFA Chair for a three year term, from a date to be agreed early in 2019.</p>	
<p><b>10</b></p> <p>10.1</p>	<p><b>AOB</b></p> <p>IW asked the Board to recognise the contribution which George Dorling had made to the Association, as director and Chair, and it was agreed a formal thank you would take place at the 26 November Council meeting with a card circulated for all to sign.</p>	<p>SH to lead at Council meeting and card available to be signed by LFA Council, Board and staff</p>