

London FA	Minutes of the LFA Board
Date:	Monday 3 rd June 2019, 18:30 - 20:30
Venue and time:	The Guildhall, Alderman's Court Room
Present:	James Middlehurst (Chair), Simon Hughes, Ian Wallis, Derek Harris, Roger Fox, Paul Mortimer, Vivienne Aiyela, Beth Archer, Kirstin Furber, Ali Morgan Paul Bickerton – CEO, Chris Pringle – The FA
Apologies:	None

No	Item and Discussion	Action
1	Confirm & sign minutes of previous meeting	
1.1	Approved and signed by JM	
2	Matters Arising	
2.1	IW asked about whether there were plans to improve and upgrade the LFA website. PB replied that there were and this would be covered under item 4.3	
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. This updated the Board on the outcome from the latest external assessment by Girling Hughes, which confirmed that the LFA had now passed the 2018-19 Safeguarding Operating Standard	
4.1.2	JM informed the Board that he had been acting as interim safeguarding champion and had recently asked Paul Mortimer to take on the Board Safeguarding Champion role permanently. PM has accepted and will be inducted by the LFA staff team.	PM to confirm induction has taken place and to provide feedback on this to CEO
4.1.3	PB informed the Board that he was now Senior Safeguarding Lead (SSL), to ensure as CEO he was legally accountable for this area of work. Becky Greaves would continue to lead this work and her role title has changed slightly to Strategic Lead for Safeguarding	Safeguarding organogram to be updated in the office

4.2	<u>CEO Report</u>	
4.2.1	PB had provided the Board with a written CEO Report, to include updated financial reports and an updated balanced scorecard.	
4.2.2	BA requested that the LFA risk register be added to the standard documents circulated to Board at each meeting	PB to add risk register to board papers circulated in future
4.2.3	VA queried the low coach education numbers. PB & CP explained that this data was collected via an equality and diversity survey alongside the course, and that not all applicants completed this so the data was misleading. The FA's new LMS system in future would resolve this issue; in the meantime the coach education team is addressing this via increased communication to tutors. PM suggested that the completion of the survey be integrated at the beginning of the course, rather than the end.	Coach Education team to integrate survey completion into the beginning of all courses
<i>NOTE – it was agreed at this point of the meeting to take item 4.4 – Governance Report next, to allow for the rest of the meeting to then concentrate on Item 4.3 – Strategy, Operational Plan & Budget Report</i>		
4.4	<u>Governance Report</u>	
4.4.1	KF had provided the Board with a written Governance Report, and updated Board members on the process for recruiting new members to the Council	
4.4.2	Board agreed that the purpose of the role and the expected contribution had to be made clear, and that appropriate induction and support would need to be put in place for all new Council members	CEO to ensure appropriate induction and support provided to new Council members
4.4.3	The paper had recommended that the Judicial and Rules/Sanction Committee be merged; after discussion it was agreed not to do this as we would be in breach of our Articles and the work of the Rules/Sanctions Committee could proceed without a large numbers of members on the Committee	
RECOMMENDATION NOT APPROVED: Judicial & Rules/Sanctions Committees to remain separate		
4.3	<u>Strategy, Operational Plan & Budget Report</u>	
4.3.1	PB provided the Board with a written report and a presentation on the emerging strategy, the operational plan for next year and the proposed budget for next year	PB to circulate presentation slides with Board minutes
4.3.2	The Board is happy with the general direction of travel of the new strategy and this reflected the outputs from the Board Strategy Away Day on 10 th	

4.3.3	<p>April 2019. Specific comments were as follows:</p> <ul style="list-style-type: none"> - The vision and mission needed to be shorter and snappier. The vision should present a clear 'end-state', currently it feels more like a mission - The objectives were too broad and not sharp enough. More work was required to make them clearer, prior to presentation at the AGM and Council meeting on 24th June 2019 - Consultation with partners, both voluntary and professional, would be very important to help detail the specific programmes that will form part of the strategy <p>PB then took the Board through the proposed operational plan for next year and the budget. The budget circulated projected a sizeable deficit, primarily to reflect significant investments into communications, customer service and coach education. The communications investment included funding to audit and upgrade the LFA website.</p> <p>RECOMMENDATION APPROVED: Budget for 2019-20 approved</p>	<p>PB to work with BA to address this</p> <p>PB to arrange specific consultation with key stakeholders in July</p>
5	<p>Verbal Update Reports</p> <p><u>5.1 Nominations & Remunerations Committee</u></p> <p><u>5.1.1</u> Verbal update provided by SH. Next task for Committee will be to meet with and interview prospective Council members</p> <p><u>5.2 Risk and Audit Committee</u></p> <p><u>5.2.1</u> Verbal update provided by AM. Committee met at the end of March to approve the 2018-19 annual accounts with Williams & Co</p> <p><u>5.3 Inclusion and Advisory Committee</u></p> <p><u>5.3.1</u> Verbal update provided by VA. Key focus of the Committee is to achieve the Equality standard and the equality policy was circulated with the papers. Board members confirmed they had reviewed and were happy with the policy. VA to act as equality champion on behalf of LFA.</p> <p><u>5.4 Staffing update</u></p> <p><u>5.4.1</u> PB confirmed that Luke Thomson was leaving the LFA to start a new role at Sport England, and that recruitment to replace him was underway. Andre Thomas, coaching administrator, had also left the LFA and recruitment for his post was also underway.</p> <p><u>5.4.2</u> Harley Manning had started in post as Delivery administrator.</p>	<p>2018-19 annual accounts circulated to AGM, alongside financial report</p>

6	London FA Council Meeting and AGM	
6.1	The AGM and Council meeting venue had been confirmed as The White Space, The Ministry, 79-81 Borough Road, SE1 1DN	PB to update calling notice and recirculate to members
7	AOB	
7.1	PB provided the Board with an update on the Sporting Bengal investigation	PB to circulate further update to Board as case develops
7.2	RF recommended to the Board that Alison Wade, Steve Kelly and Paul Howard be approved to join the Referees Committee as independent members with full voting rights RECOMMENDATION APPROVED: Alison Wade, Steve Kelly and Paul Howard approved as Referee Committee Independent Members	
7.3	RF proposed to the Board that long service awards for referees (15 and 25 years) be reintroduced. Board in agreement with this in principle but keen to look at reward and recognition of our workforce more generally, as this is understood to be an important issue.	To be placed as an item for more detail discussion at the 16 th September 2019 Board meeting
8	Date / time / place of next meeting	
8.1	Monday 16 th September 2019, 6.30pm to 8.30pm Guildhall Monday 18 th November 2019, 6.30pm to 8.30pm Guildhall	