



Birmingham County FA Board meeting
Tuesday 20th December 2017

MINUTES

Meeting held at the Birmingham County FA Board Room
Commencing at 12noon

BIRMINGHAM COUNTY FA – BOARD AGENDA AND DOCUMENTATION

From: Mike Penn

Date of Notice:

To: Directors

Dear Directors,

Hi everyone – I hope you're all okay and you all enjoyed a good festive break.

Please find the December Board Minutes attached along with supporting or updated documents which were discussed on the day and not previously distributed.

As a gentle reminder and in the hope of a full attendance, the next Board meeting is on the **20th February starting at 12noon**. It is hoped you are all able to attend.

Thank you for all your support and input in the last 12 months and best wishes for a happy, healthy and successful 2018.

Kind regards,

Mike Penn
Chairman Birmingham County FA

Birmingham County FA

Minutes of the meeting held on Tuesday 20th December 2017 at 13.45

In attendance: M. Penn (Chairman), K. Shoemake (CEO), S. Kirkland, S. Hampton
(phone)

Apologies: C. Ehlertsen (FASRM), S. Poole, M. Dainty, R. Heath, L. Smith

Item	Notes	Action
1	Chairman's welcome & remarks	The Chairman welcomed and thanked everyone for their attendance at this rearranged meeting at short notice. It was noted that several Directors unfortunately were unable to attend due to changes in the date and personal circumstances. Mrs Hampton thanked everyone for the invitation to the staff night out which was echoed by other Directors on the night and at the meeting.
2	Apologies for Absence	Apologies were noted as per above
3	Minutes of the Board meeting held on 14th November 2017	The minutes were approved and signed by the Chairman as a true and accurate record
4	Matters arising not covered on the agenda	There were no matters arising or tabled on the day
5	FA Representative Report - For information NGB report: November 2017 FA Board: November 2017 FA Council: Verbal update	The Chairman updated everyone on the recent FA meetings. Work was still ongoing regarding Council and Committee structure, especially ages and terms of office but it was noted and welcomed that the FA had appointed some new independent, non-exec Directors. The FA Chairman has commissioned some more research regarding the FA's perception and some initial feedback from Council and stakeholders regarding his review and will report back at the FA Council meeting in January.
6	Safeguarding & Welfare Update and Safeguarding Operating Standard (SOS)	The CEO gave a verbal update on where the business currently is regarding the Operating Standard. He reported that the majority of Staff, Directors and Council members had undertaken the FA's MANDATORY training and a 'sweep up' session in the New Year would complete the objective of training everyone. The CEO reported that we were on track regarding the visits but there were more checks and return visits required than anticipated due to unspecified coaches being present. He also stated that we had agreed with Newman University to test a sample number of up to 30 independent visits on top of our required visits.

<p>7 Director Review – following the BCFA Council meeting</p> <ul style="list-style-type: none"> - S . E n g l a n d criteria - Confirm roles and areas of responsibility/ focus - Confirm term limits - Confirm number of Directors - Confirm Articles of Association - D i r e c t o r appointments - Recruitment & Timescales 	<p>The Chairman confirmed the decisions of Council regarding changes to membership rules and articles of association.</p> <p>Article 20.2a: Amended from up to three to up to SIX non-executive Directors. The three existing Directors have each expressed their wish to continue albeit they will have to apply and successfully go through the interview process. Dates for advertising the posts and interviews will be circulated in due course. Each Director to serve a maximum of a three x three year terms. To ensure stability of the Board and its strategy, the three year term of office will have to be staggered.</p> <p>In order to comply with the Tier 1 criteria, at least 30% of the Directors should be female and preferably include some BAME representation so we will take this into account and considered when appointing Directors.</p> <p>The business would work towards achieving Sport England's Tier 1 governance criteria. Mr Kirkland and Mrs Hampton suggested that we could, over time, achieve Tier 3.</p> <p>The Directors should reflect the local demographics.</p> <p>The Job Description will be reviewed and confirmed by the February Board meeting.</p>	<p>CEO to meet with Mrs Hampton in January 18 regarding SE criteria</p> <p>CEO to review J o b Description and distribute for review</p>
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8	<p>CEO Update</p> <ul style="list-style-type: none"> • B a l a n c e d Scorecard • W o r k f o r c e update <ul style="list-style-type: none"> - P R & Promotions Officer - FDO - ESFA • C o n f i r m Membership rules and Affiliation fees • Facilities – HQ • F a c i l i t y – F o o t b a l l Development Centre • Finance <p>Business Planning</p> <ul style="list-style-type: none"> - V i s i o n – V a l u e s – O b j e c t i v e s - F A S t r a t e g y (C h a i r v e r b a l u p d a t e a b o v e) 	<p>The CEO spoke about the piloted balanced scorecard which had been previously circulated. He was pleased with the progress on ZenDesk regarding customer satisfaction and that we will be moving to a new system in the New Year.</p> <p>The CEO stated John Reeves would start in post on the 3rd January and that the Warwickshire Schools FA were keen to recruit an administrator which we'd support.</p> <p>He confirmed the Council had approved and welcomed the changes to membership and the team will now work on a defined strategy regarding discounted rates and the communications plan once John is in post.</p> <p>The CEO stated that he's negotiating costs for a facility upgrade for HQ and next door.</p> <p>The Chairman informed the Board that he was notified at the FA National Game members meeting in December, that the current four year business plan which was due to end in June 2019, is likely to be replaced with a new three year strategy/plan. This will have its challenges and we are unlikely not to be fully informed by the FA of their new objectives until April 2018. CFA consultations will be taking place early in 2018 with an implementation date expected to be August 2018.</p> <p>The CEO outlined the current plan and his view on simplifying the main objectives. The plans will have to reflect all the new FA priority areas but be localised and include our own specific initiatives. Mr Kirkland suggested four specific areas of focus: other income, governance, facilities and external relationships. Mrs Hampton said it would be wise to also reflect the Sport England plans. The CEO also stated the importance of the Sport England framework especially regards to health and wellbeing.</p>	<p>CEO to circulate the summary of suggested expenditure</p>
9	<p>C o m m i t t e e Meetings – matters arising</p> <p>Competitions, Referees, Sanction & Compliance, Discipline, IAG, Benevolent Fund, Joel Richards</p>	<p>Nothing to report.</p> <p>Mr Kirkland stated that Mr Coleman at the FE would be conducting a case study based on the BCFA IAG as a best practice guide.</p>	
10	<p>AOB</p>	<p>There was no other business</p>	
11	<p>Dates of Future Meetings Close</p>	<p>20th February 2018</p> <p>17th April 2018</p> <p>The Chairman thanked everyone for their input and wished all Directors a happy Christmas and best wishes for a good New Year.</p>	