

BOARD MEETING

23 April 2024

13:00 - 16:00

BCFA County Offices

ATTENDANCE

PRESENT

David Nixon

Holly Murdoch

John Berry

Keiran Forrest - BCFA RDO for Item 7.

Kevin Shoemake

Luke Bowles

Martin Leong

Mike Penn

Mohammed Juned

Sandra Hampton

Stuart Welch

ABSENT

Anelli Peavot

Monica Shafaq

Sham Kazmi

1. NOTICE OF MEETING AND CHAIR'S WELCOME

Standing item

Speaker: Chair

Time: 1.00pm

NOTICE IS HEREBY GIVEN that a meeting of the Board of Directors of Birmingham County Football Association Limited will take place on Tuesday, 23 April 2024 at BCFA County Offices, Ray Hall Lane, Great Barr, Birmingham, B43 6JF and by way of TeamEngine, commencing at 1.00pm.

- Sandra Hampton [SH] - Chair opened the meeting after some "issues" with the technology.
- It was agreed that for future meetings the online platform for Board Meetings would be through MS TEAMS and a link to the meeting would be included in the Board Pack/Agenda.
- **ACTION: Board Secretary to include a MS TEAMS link in future Agenda/Board Packs.**

2. APOLOGIES FOR ABSENCE

Standing item

Please confirm your attendance or otherwise by way of the TeamEngine response buttons.

Apologies were received from:

1. Monica Shafaq
2. Sham Kazmi
3. Anelli Peavot

3. CONFLICT OF INTEREST

Standing item

The Directors are invited to declare any conflict of interest on matters to be considered at the meeting and not already declared.

No further Conflicts of Interest were declared.

4. MINUTES OF THE PREVIOUS BOARD MEETING

Standing item

To approve and sign as a true record.

The minutes of the previous meeting were accepted as a true record.

5. ACTIONS FROM THE PREVIOUS BOARD MEETING

Standing item

To review the actions from the previous meeting.

1. Luke Bowles [LB] has shared the 3G Pitch Hire Rates on Discussion Forum.
2. Kevin Shoemake [KS] has obtained quotes for irrigation and forwarded to the Football Foundation. No further action until a decision on funding has been obtained.
3. KS to share dates for FA Strategy Meeting - for discussion later in the meeting.
4. LB has added what the Board wanted from the Voice of Young People onto the Discussion Forum.
5. Succession Planning document has been updated to V11.
6. **ACTION: People Plan - carried forward to Board Meeting on 23 July 2024.**

6. MATTERS ARISING

Standing item

To raise any matters not considered elsewhere on the Agenda.

There were no matters arising.

7. BCFA REFEREE STRATEGY

Speaker: Keiran Forrest

Time: 20 minutes

Keiran Forrest, BCFA Referee Development Officer will review the work being undertaken by the referee development team.

Keiran Forrest presented to the Board.

The Chair noted the excellent work of Keiran and colleagues which showed good strategic thinking, proactive working and effective use of data.

- **ACTION: Presentation to be distributed to the Board.**

8. CEO UPDATE

Information item

Speaker: Kevin Shoemake

Items contained in the CEO Board Report - April 2024.

1. FA Q2 Review
2. County Cup Competitions
3. Workforce
4. Site Development
5. BCFA Strategy
6. Safeguarding
7. Code of Governance - Covered at Item 9
8. Finance
9. BCFA 150th Anniversary
10. Save Today, Play Tomorrow
11. FA Update

KS referred to his report contained in the Board Pack. Additional discussions took place on,

BCFA Strategy

- input has been minimal.
- Timelines have not changed.
- Submission to Regional Officer by 24/05/2024.
- Strategic Presentation to NGB on 12/06/2024.
- Remedy Consulting survey.
- 3 Consultation Meetings have been arranged. It has been discussed and agreed that these will be independently facilitated with no BCFA involvement, to encourage open and honest input from those attending.

BCFA 150th Anniversary

- Item for full discussion at the next meeting.
- **ACTION: KS and ML to prepare for Board Meeting on 23 July 2024.**

Finance

- Audit Committee met to discuss SLT recommendation on Affiliation Fees - Approved
- Audit Committee discussed salary recommendations - Agreed
- Audit Committee requested a view of a detailed Draft Budget.
- **ACTION: KS to produce a high level P&L report for distribution.**

9. SITE DEVELOPMENT - RAY HALL LANE

Information item

Speaker: Kevin Shoemake

Covered at Item 7.4 of the CEO Update.

Refer to the CEO Report at Item 8.4

- **ACTION: Delete as stand alone Agenda Item, continue as a sub-item in the CEO Report.**
- The Chair placed on record the determination of KS to get the purchase of GBSC over the line.

10. CODE OF GOVERNANCE

Information item

Speaker: Luke Bowles

To receive updates on compliance with The FA's Code of Governance for CFA's.

LB advised the meeting:

- Currently going through peer review.
- 17 of 96 standards require clarification.
- 7 have been finalised, so now just 10 outstanding. Efforts are being made to get these to peer review as soon as it is practical to do so.
- **ACTION: Directors are requested to E-sign documents through TeamEngine as they are released to ease the workload and to ensure we continue to comply with Code of Governance requirements.**

- **ACTION: Monica Shafiq [MS] to sign an updated Director Handbook to reflect her new position.**

10.1 ARTICLES OF ASSOCIATION

Information item

Speaker: Luke Bowles

1. EGM - Thursday, 29 February 2024
2. Articles of Association (EGM 29022024)

LB thanked DN for the support in adopting the three changes to the Articles of Association.

10.2 BCFA ENVIRONMENTAL POLICY

Information item

Speaker: Luke Bowles

To confirm board approval of:

1. BCFA Environmental Policy
2. BCFA Environmental Instructions E01 to E09

DN advised the Board on the Directors who had "E-signed" the policies.

10.3 BCFA DISASTER RECOVERY PLAN

Information item

Speaker: Luke Bowles

To confirm board approval of:

1. BCFA Disaster Recovery Plan - March 2024

See 10.2

11. IAG

Standing item

Speaker: Monica Shafaq

To receive an update.

In the absence of MS, Mohammed Juned [MJ] provided the Board Update.

- IAG met on 04 April 2024.
- **ACTION: Minutes of the meeting to be provided to the Board.**
- A discussion on inclusivity in refereeing and the female game took place and the Board were advised that this sits within DIAP.
- The success in BCFA registering 10,000 female players was noted.
- Over 200 people attended a female walking football event.

12. ASPIRING CLUB CO-ORDINATORS AND THE VOICE OF YOUNG PEOPLE

Standing item

Speaker: Luke Bowles

To receive an update.

LB updated the Board on the position with FA funding on the volunteer co-ordinator roles within the FA Pilot.

The Voice of Young People will, in future, be picked up by the Safeguarding Team.

13. ANY OTHER BUSINESS

Standing item

Speaker: Chair

1. To consider Any Other Business submitted in writing prior to the meeting.
 2. At the discretion of the Chair, to consider any matters raised as Any Other Business.
-
1. KS - Cup Final Ticket Allocation - Director requests for paid for tickets will be circulated when allocation is known.
 2. Martin Leong [ML] asked on the insider view on changes to Emirates FA Cup matches - KS responded.

13.1 FIX DATES FOR FUTURE MEETINGS

Decision item

Speaker: Chair

In accordance with previous scheduling decisions the following dates are proposed:

2024

1. Board Meeting: Tuesday, 15 October 2024 at 1.00pm

2025

1. Board Meeting: Tuesday, 21 January 2025 at 1.00pm
2. Board Meeting: Tuesday, 15 April 2025 at 1.00pm (Good Friday, 18 April and Easter Monday, 21 April 2025)
3. Board Meeting: Tuesday, 22 July 2025 at 1.00pm
4. Accounts Sign-Off: Tuesday, 19 August 2025 at 1.00pm
5. AGM: Thursday, 25 September 2025 at 7.00pm
6. Board Meeting: Tuesday, 21 October 2025 at 1.00pm

The Board agreed the proposed dates for future meetings.

14. DATES OF FUTURE MEETINGS

Information item

Dates of Future Meetings

1. Board Meeting: Tuesday, 23 July 2024, 1.00pm to 3.00pm
2. Accounts Sign-Off: Tuesday, 20 August 2024, 1.00pm to 2.30pm
3. AGM: Thursday, 26 September 2024 at 7.00pm

There being no other business the Chair closed the meeting at 2.46pm.