**TRUSTEES REPORT**



**OCTOBER 2018**

Mike Coyne, Chair of Trustees, welcomed members to the meeting, and in so doing, accepted apologies from Phil Harding, Vice Chairman of Council (ex-officio) and Dawn Howard, Finance Officer. Declarations of interest in the PFA funding discussion were accepted, and no such members took part in the vote.

In considering the Association’s financial position, Trustees:

* Noted the professional auditor’s feedback confirming that the accounts were accurate and should be signed off, and thanked the finance officer accordingly;
* Received the cash flow report, noting that there was no material change in the Association’s position;
* Heard that all but 3 CSFA SLA payments had been made: three were being withheld due to non-compliance, but would be released if/when compliance was achieved;
* Received recommendations for a change of bank, which were to be considered at the next meeting in light of testimonials/references sought.

In considering the Association’s policies, Trustees:

* Approved changes to the staff handbook on the advice of the Association’s solicitor as part of the planned annual review. The changes were largely restricted to employment policies;
* Approved the updated Business Continuity Plan.

In considering the Association’s staffing, Trustees:

* Noted that all interns had successfully completed their mandatory health and safety training, and that the only intern who was not on their sandwich year in 17/18 had been successful in securing full time paid employment at the end of his internship.

In considering the Association’s sponsorship and partnership arrangements, Trustees:

* Heard that UK Sepsis Trust had accepted the proposed Associate Charity terms and were proceeding as planned with their awareness raising campaign via the ESFA;
* Were updated on the progress of The FA’s schools’ review, in which the ESFA had been an active contributor;
* Received formal confirmation that the Association had been successful in its tender for The FA’s national schools’ futsal competition;
* Were informed that The PFA was prepared to fund the ESFA for a further season.

In considering the Association’s progress against its business plan, Trustees:

* Heard that the Association’s development fund had been oversubscribed by four times its value, and that selected projects had been approved for funding from within budget;
* Noted that national competition entries were approaching those achieved last season;
* Approved the volunteer reward and recognition survey, to inform the volunteering strategy;
* Were advised that the technology tender specification work had begun.

In considering the Association’s governance arrangements, Trustees:

* Were informed that the commercial advisor to Council had been happy to accept the proposed terms.

Finally, Trustees conducted their standing review of the Association’s risk register, and reviewed all decisions taken during the meeting from a safeguarding and equality and diversity perspective to double-check that appropriate consideration had been given in each case.