

**TRUSTEES REPORT**

**MARCH 2020**

Mike Coyne, Chair, welcomed Trustees to the meeting and accepted apologies from Paul Rickard and Mike Spinks (in attendance). The Chair welcomed Blemish, IT developers, and Ian Laithwaite, Commercial Director, for their respective agenda items.

In considering the Association’s financial position, Trustees:

* Reviewed the partnership pipeline from the Commercial Director and were pleased to see the emerging potential for further sponsorship deals;
* Received the draft budgets, based on known income and expenditure and approved the prudent, balanced budget;
* Received the cash flow forecast, which, whilst showing some variances due to timing, was in line with expectations.

In considering the Association’s regulatory, policy and statutory framework, Trustees:

* Received an employment law update regarding contracts and parental bereavement leave, and approved amendments to ESFA policy once laws came into effect;7
* Agreed to relax the restrictions on Council attendance at ESFA events for one season only.

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

* Received a draft plan for 20/21 onwards, having reviewed the progress of the current plan, and approved it for onward dissemination to Council and staff;
* Received a draft Player Passport briefing for Membership and approved it for onward referral to Council;
* Welcomed Blemish who gave a short demonstration of the planned IT system and outlined steps for first phase testing.

In considering the Association’s staffing, Trustees:

* Agreed posts inherent in the new strategic plan, and approved job descriptions and salary scales.

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

* Heard of the success of the PlayStation “Next Level Live” event;
* Were delighted to hear of the success of Schools’ Football Week, with more than 22,000 children involved in football in that week;
* Received a report on the activity to support the UCFB partnership, including the first fixture against the University for the U18 international boys’ team;
* Reflected on the success of the international squads’ trip to Eindhoven, courtesy of Inspire Sport;
* Received an update on the successful contract review with The FA, and a positive meeting regarding the Safeguarding Operating Standard.

In considering the Association’s governance arrangements, Trustees:

* Agreed the Honorary Auditors’ annual visit
* Received the safeguarding report.

Finally, Trustees 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. The routine review of the Risk Register concluded, with minor changes as proposed.