



BRADFORD SECONDARY SCHOOL SPORTS ASSOCIATION

ANNUAL GENERAL MEETING

2 JULY 2014

4.00pm at Future House

MINUTES

	AGENDA ITEM		ACTION
Attendance	Bradford Academy	Kirsty Matthews	
	Beckfoot	M Barnes, S Lancashire	
	Bingley Grammar	Ben McGregor	
TOTAL: 19	Dixon's Allerton	R. Lingard	
	Feversham College	Steph Robershaw	
	Holy Family	Lucy Hufton	
	Ilkley Grammar	Hilary Ravensdale, Adam Falkner	
	Laisterdyke BEC	Jill Cordingley	
	Oakbank	Chris Heaton	
	Thornton	Andy Halliley	
	UAK	M. Blackmore	
	Southfield	Barry Holden	
	South Craven	R. Hughes	
	Dixon's Trinity	Sacha Hateley-Lowe	
	King's Academy	C. Wattenbach	
	Belle Vue Girls	D. K Conroy	
	Bradford Council	Phil Wagner	
Apologises Received	Buttershaw	Jayne Helliwell	
	Queensbury	Frances Hammond	
	Treasurer	Claire Caunce	
	Co Opted	Bryan Brooks	
1	Welcome Andy Halliley, BSSSA Chair, welcomed everyone to the meeting.		
2	Minutes of the last meeting – 20 June 2013 Accepted. No matters arising.		
3	Annual Report 2013/14 Andy Halliley gave a verbal report <i>The following point were highlighted:</i> <ul style="list-style-type: none"> All secondary schools in the District are members of the Association 		Annual Report to be uploaded to the Governance

	<p>as well as other closely geographically linked schools. School monies paid to the Association had been well spent, providing support for competition, trophies & medals and representative district squads . Other areas still needed to be looked at, i.e bursaries and possible training for school staff</p> <ul style="list-style-type: none"> • All the NGBs were on board and supportive of the work of the Association • Professional Club support i.e. Bradford Bulls hosting RL finals • Web-site was an excellent resource that not only provided information but also had a League Manager facility for the inputting of results and league tables. However a new addition will be considered during the meeting, (subsequently agreed) <p><i>Recognised that there were a few issues to be resolved:</i></p> <ul style="list-style-type: none"> • Schools signing up for competitions and then not competing or just not turning up • Need to improve means of communication • Lack of awareness and usage of the web-site. • Need for more up to date individual sport info on site • Expand to include resources or more information for PE staff. <p>We have made progress, but know we can do better. The keys are communication, engaging with planning meetings and participation in competitions</p> <p>REPORT ACCEPTED</p> <p>Following discussion it was agreed to;</p> <ul style="list-style-type: none"> • Purchase the League Manager System from Seamless Technology and incorporate with the current BSSSA web site • To pay school affiliation fees to RFU 	<p>section of the web-site</p>
<p>4</p>	<p>Annual Accounts 2013/14</p> <p>The Report from the Treasurer was presented including annual accounts / balance sheet. Thanks given to schools for providing facilities for 'free'.</p> <p>ACCOUNTS ACCEPTED</p> <p>i. Agree budgets for 2014/15</p> <p>All Sport Leads need to complete a financial request proforma if they required any funding for next year and submit to the Treasurer so that the Executive Committee can make a decision on final budget allocation</p> <p>ii. Agree affiliation fees for 2014/15</p> <p>It was agreed that no increase in fees were required for next year and should remain at:</p> <ul style="list-style-type: none"> • £150.00 – Mixed schools • £75.00 – single sex schools <p>AFFILIATION FEES AGREED</p>	<p>Sport Leads - to submit finance requests / medals/trophies, etc</p> <p>All HofPE - to ensure payment of fees</p>

5	<p>Amendments to the Constitution No amendments received</p>	
6	<p>Election of Officers 2014/15 Executive Officers All officers were willing to stand again. Agreed by AGM. <u>Executive Group Members 2014/15</u></p> <p><u>Chair;</u> Andy Halliley, (Thornton Grammar School) <u>Vice Chair;</u> Jill Cordingley, (Laisterdyke Business and Enterprise College) <u>Treasurer,</u> Claire Counce, (Tong High School) <u>Minute Secretary,</u> Lucy Hufton, (Holy Familiy) <u>Secretary,</u> Phil Wagner (CBMDC)</p> <p><u>Teacher Representatives</u> Mike Barnes, (Beckfoot School) Hilary Ravensdale, (Ilkley Grammar School) Steph Robershaw (Faversham College)</p> <p><u>Co-opted Members</u> Adrian Exley, Schools Football Association Brian Brookes, School Games Organiser, Beckfoot School Chris Buckley, Oakbank School, Barry Holden, Southfield School</p>	<p>Full list of Officers to be downloaded on to the web-site</p>
7.	<p>Confirmation of Sport Leads 2014/15</p> <p>Agree this needed to be overhauled. Secretary to circulate request for update to current Sport Leads and Heads of PE and post update onto web site.</p>	<p>All web-site sport sections to be updated with Sport Lead contacts and BSSSA reps</p>
8.	<p><u>Dates of Future Meetings</u></p> <ul style="list-style-type: none"> • Heads of PE 15 September 2014, Valley Parade • Date of AGM 2015 : Last week June 2015 • Start time for all future meetings 4.00pm <p>Venues to be confirmed</p>	<p>ALL – to add to school diaries and ensure representation</p>
9.	<p>AOB</p> <p>Request that Competition calendars be posted as early as possible Explore new mediums of Communications including twitter and facebook Chair to write to Head Teachers to update on the work of BSSSA and to seek confirmation of Head of PE plus a second formal contact point with the school. All contact details for schools representative on BSSSA to be posted onto web site To encourage attendance at planning meetings and competitions where entry and participation by a school is confirmed, schools with a 100%</p>	

	attendance record to be offered a reduction in subscription fees for 2015/16. Also Heads of PE to be advised of no shows from their school if an acceptable reason has not been provided for no show	
	Andy Halliley thanked everyone for their attendance and support over the year Meeting closed at 5.15pm	