

Bradford City FC Community Foundation AGM Meeting Minutes

BCCF Offices and Zoom!

19^h March 2021

9:30am – 11:00 am

Present:

Ian Ormondroyd, Humayan Islam, Alan Biggin, Lizzie Saunderson, David Ward, Adam Thirsk, Roger Owen, Qasim Akhtar

Guest - Ryan Sparks

Zoom - , Paul Mitchell, Kirsty Thornton, David Ward

Apologies: Jean Calvert

Agenda Item	Comments	Actions
	Welcome and apologies	
1	Previous meeting minutes accepted as a true record.	
2	Standing Items	
2.1	Conflict of Interest Non recorded	
2.2	Safeguarding All Incident reporting now on TootToot. – each staff member has a log in to report (all departments now linked on one system) Lots of incidents (as you would expect) due to lockdown and more difficult circumstances. [REDACTED] [REDACTED] Mental health referrals have been successful. DW noted he has a good police contact in the old PRU to do some bench marking with paperwork and documentation if needed. Will send to KT to cross reference for good practice.	
2.3	Risk Register LS in process of updating documentation	
3	Ryan Sparks Introduction The group welcomed RS to the meeting. As the new CEO, RS and IO commented on the much improved relationships, and the desire to do more partnership working, joint working, combining finances and getting the stadium rocking once again when fans come back. Both parties wanting to make the club and foundation the best it can possibly can be.	

	<p>In RS's opinion, we don't need any additional investments, just good old common sense!</p> <p>[REDACTED]</p> <p>DW spoke on behalf of the group, welcoming the improved partnership working and optimistic for the future workings with the Foundation and the Club operating as one (albeit with slightly different aims and objectives, but a common goal).</p>	
<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Activity Report</p> <p>Documents were shared on screen with Zoom attendees (and were also emailed in advance). RAG rating updates were not possible due to many actions being dependant on external factors of lockdown.</p> <p>LS – NCS update (see summary below from KT and more detailed notes taken from LS email in 4.3)</p> <p>Current recruitment numbers 345, will be hitting this years target. Finances are in a good place. Change to residential programme options - Mon - Fri local placements available, 3 week programmes in addition to the 1 week residential and 2 week placements.</p> <p>Recruitment to the NCS has been challenging due to the Covid restrictions. Contact and early interventions and communications have been made with Year 10 in PSHCE lesson time.</p> <p>Due to school closures, there is now a very short recruitment window for next year, Bradford Council are on board with partnership marketing. Lots of work undertaken with improving communication with non English speaking recruitment and support.</p> <p>14 schools and 4 colleges to still be recruited.</p> <p>NCS We are currently awaiting the finalised contract for this year. The last correspondence from EFLT was the contracts are ready from NCS Trust, just need their signatures. Aiming to have them out in the network in the next week or so. Once the contract is signed, we will start to receive funding. We have been given 345 YP places over a mixture of 3 and 2 week programmes. The 2 week programme has no residential element, but we are hoping that this will still appeal to young people that have other commitments during the summer, or whose families do not feel comfortable with them doing a trip away. We have held 9 assemblies (all have been pre-recorded bar one face to face assembly) and currently have 234 expressions of interests, 42 sign ups, 11 who have paid and just need to complete their medical. We still have 14 schools where we have not yet done a first assembly, and 4 colleges. We will also be hosting second events post Easter in each school so are confident that we are on the right track. We are going to put together a wide marketing strategy including contacting season ticket holders, promoting through the council and youth services, and contacting community groups. To improve the inclusivity of the customer journey, we have had a letter translated in Urdu, Punjabi, Polish, Czech and Slovenia to help parents and guardians who have english as a second language to understand the benefits</p>	

of the programme. We are well underway with programme planning, and have venues and activities booked in. I am in the process of running due diligence checks before putting down deposits. We have also started staff recruitment with returning staff and will be launching to the public this week.

Safeguarding Issues

- [REDACTED]

- Mainstream schools we work with :-
- Belle Vue Girls - Buttershaw - Bradford Academy
 - Carlton Bolling - Co-op Academy
 - Dixons Allerton - Dixons City - Dixons City - Dixons Cottingley - Dixons McMillan
 - Dixons Trinity - Dixons Kings - Laisterdyke - Saint Bede's and St Joseph's
 - Titus Salt - Tong Leadership - Trinity Academy Bradford (formerly Queensbury)
 - One in a Million - Bradford Forster Academy - Beckfoot Thornton
 - Beckfoot Upper Heaton - Bradford Girls Grammar School - Bradford Grammar School
 - Feversham College - Oasis Academy Lister Park - Beckfoot School- Beckfoot Oakbank
 - New College - Shipley College - Bradford College - Dixons Free Sixth Form

LS has networking event planned to reach out better to social groups to get the

[REDACTED]

<p>4.4</p> <p>4.5</p>	<p>IO verbally discussed and outlined info from activity report. Good update from Disability section.</p> <p>Discussion around looking at A-Level provision, partnerships with colleges.</p>	
<p>5</p>	<p>CEO Project Report</p> <p>Adam Thirsk – Projects /Furlough – acknowledgment of the lack of activity on the ‘activity’ report due to reduced staff and venues closed. Furlough will continue for some members of staff and a discussion of flexi furlough for coaches (SLT of the foundation to work out this).</p> <p>Jen Fellows has been working on the branding strategy for the organisation, stopping the stand alone historical nature of projects. RS is keen for joint working and marketing to continue to build. The new strategy is for all projects except NCS. AT gave the group an overview of the document which was very professional and standardised in its approach, with guidance on photos, stock images, email texting etc.</p> <p>Lockdown has allowed AT to strip the business back to basics and press the re-set button. In turn the strategy was re-visited and smart working principles applied. BCCF are now more able to communicate impact and aims, and how the foundation fits in with the wider community and key stakeholders.</p> <p>The 4 aims of the strategy were discussed in detail to keep the trustees updated with the direction of the foundation.</p> <p><u>Strategy</u></p> <p>Restructure – Business and Foundation is now split into 5 departments (CF Head of Sport, LS NCS and Safeguarding, QA – Womens and Girls, JF– Communications)</p>	

Please attach a summary of supporting document to the minutes circulation as a reference to this part of the meeting.

Discussions and updates offered around Bantams active club (follow on from fit fans) LT engagement. [REDACTED] Fit fans, recruitment for people other than on match days – looking wider for catching lower income families.

DW complimented the strategy, stating it was very clear, very available to all who are involved and enjoyed reading it. RS acknowledgement of the ability to look at improvements.

Qasim Akhtar – Updated on Women and Girls – PPT on screen and visuals available. Discussed Visions and Aims. Senior Team aiming to get promotion in 3 Years, and Girls to be an RTC. PPT to be sent out .

Community Food - successes included engagement of 1500 meals to 300 families, 700 meals for 210 families and Easter activity planned working with families (target 2000 meals for 500 families). A nod to the players Billy Clarke, Richard O'Donnell and Reece Staunton who all delivered meals and attended a coffee morning with Paula and 4 players and disability club.

The mental health programme has been running for 20hrs per week since Jan from Manchester Uni. Delivery has included 100 hrs of face to face support [REDACTED]

In addition the team have delivered a Social Media support programme for return to school mental health.

PL - 4th March [REDACTED], Live readalong with 15 schools (which had 3,500 views), Player engagement (Ollie Crankshaw). World book day. [REDACTED] taking over PL from QA. Minimum of 6 months break clause to decide if the building will be taken over. Key workers programme PTSD to support this. £100k to raise before the 6 month notice deadline.

Facility Plans - Current away changing room to be used as a class room and social space, [REDACTED]. NCS have moved into the hub downstairs.

DW shared with the group a Unicef sign up idea, every day.. 'is a something day' get free resources and ideas. All focused for the right of the child. Well worth looking at!

Communication - new website very soon

6	<p>Finance Report</p> <p>Reports circulated to the board. Income – Any questions?? [REDACTED] [REDACTED]</p>	
6 6.1	<p>Equality Plan EDI</p>	
8	<p>AOB</p> <p><u>FDP</u> – moving to St Bedes, [REDACTED] [REDACTED]</p> <p><u>NCS</u> - moved in to hub to save money with us having less numbers this year, we are just making sure we make cuts where we can to still make the programme is a success.</p> <p><u>Furlough</u> – Delivery staff, flexi furloughed. With some work coming back in after Easter we will keep assessing who needs to be furloughed. [REDACTED] [REDACTED]</p> <p>[REDACTED] With the option of being on furlough until September we need to be conscious of the amounts of work people are actually doing to make we are doing the right thing.</p> <p><u>Office Lease</u> – the Club, who lease the building we are in, including the shop, are looking to relinquish the lease in September, we have been looking to see if it is a viable option for us to take this over from that time. [REDACTED] [REDACTED]</p> <p>[REDACTED] Qasim has submitted some bids to try and secure 3 years worth of payments. The hope would be to house a café, hold mental health lunches, bring schools in etc.</p> <p><u>Accounts</u> – there has been an issue with getting the 2019-20 accounts to Alan, the issue has been resolved with them deciding to do it the old fashioned way. (With Covid HMRC gave companies longer to get them in, they need submitting in April) Going forward we are hoping that [REDACTED] and [REDACTED] are trained fully in Sage ASAP so we can get them to AKB on time. We are aware the next lot of accounts are due early July and are working with [REDACTED] to get this sorted in time. Covid had a lot to do with [REDACTED] and [REDACTED] not being trained up on this and apologies to [REDACTED] for the delay.</p>	