

**MINUTES OF THE ANNUAL GENERAL MEETING  
HELD AT THE BEACON CENTRE, STAFFORD  
ON SATURDAY 24 NOVEMBER 2018**

Prior to commencement of the AGM, the following Long Service Awards were presented: 40 year awards for Peter Hughes, Gravesham & District PSFA and Colin Hammond, Nottingham SFA. 50 year awards for Brian Tetlow, Manchester SFA, Tudor Lewis, South Bedfordshire SFA & Bedfordshire CSFA, Michael Duffy, Lancashire CSFA and Peter Westlake OBE, Croydon SFA.

The meeting opened at 1.00 pm with J Martin in the Chair. The full list of those present is attached to the Minutes as Appendix I.

The Chairman opened the meeting by welcoming delegates to Stafford.

**1. NOTICE OF THE MEETING**

The Chairman read the Notice of the Meeting.

**2. STANDING ORDERS**

The Vice-Chairman, P Harding moved the adoption of Standing Orders as printed on the Agenda paper. This was agreed by the Meeting.

**3. IN MEMORIUM**

A minute's silence was observed by the Meeting in honour of those colleagues who had passed away during the previous season. Names put forward for remembrance: J Robson (Ex ESFA Council, Chairman & Life Member), T Moore (Ex ESFA Council, Chairman, Suffolk CSFA & Life Member), M Danby (Cleveland CSFA).

**4. APOLOGIES**

A full list of apologies can be found in Appendix II.

**5. THE APPOINTMENT OF SCRUTINEERS**

Steve Abson (Leicestershire CSFA & Midland Counties), Dave Prothero (Cleveland CSFA & Allerdale SFA), Neil Pont (Northumberland CSFA) and Mark Shackleton (Greater Manchester CSFA) were appointed as voting scrutineers.

**6. MINUTES OF THE 2017 AGM**

The Minutes of the Annual General Meeting held at the Beacon Centre, Stafford on Saturday 25 November 2017, having been circulated to all affiliated Associations; the Vice-Chairman moved 'That the Minutes of the last Annual General Meeting be confirmed and signed.'

This was agreed by the Meeting.

**7. MATTERS ARISING**

Page 2, Section 8, Paragraph 5 - D Gent (Newbury PSFA) asked if a request had been made by ESFA to the Premier League regarding an amendment to the television wording after matches to now read 'Premier League Programme with Primary Schools in conjunction with ESFA'. A Chilton (CEO) reported that the Premier League would not allow this co-branding

Page 2, Section 8, Paragraph 6 – S Abson (Leicestershire & Rutland CSFA & Midland Counties) asked for an update on the Premier League competitions review. CEO reported that the Premier League were still conducting the review & ESFA would have an update by March 2019

## 8. ANNUAL REPORT

The Annual Report of Council, having been circulated to all affiliated Associations, was presented by P Harding (Vice-Chairman).

P Harding thanked Chief Executive, A Chilton together with ESFA Staff for their hard work during the year.

S Abson (Leicestershire CSFA) reported that he had received a letter from a club stating that the club would not be releasing players to take part in the U16 Girls Inter County Competition. SA asked when the actually free weekend was as local clubs had removed co-operation with County SFA. CEO reported that if a county had given the club 14 days' notice and a full squad list to the RTC then a county SFA would have the priority. SA was asked to forward the letter to the CEO.

J Appleby (Staffordshire CSFA) asked if the Memorandum of Understanding was just for boys. M Spinks reported that the Women's FA Board could make their own rules for their competitions. MS and PJH agreed that the Memorandum of Understanding would be discussed further at the November 2018 Council Meeting. It was agreed that associations must contact the ESFA with any issues.

M Shackleton (Greater Manchester CSFA) asked if the limit dates could be published earlier. It was agreed that any suggestions on limit dates should be forwarded to the National Competitions Manager.

D Gent (Newbury PSFA) commented the following:

- The ESFA had provided a tremendous amount of football for schoolchildren around the country as was shown in the report.
- ESFA's finance was positive, although there was disappointment that no new large sponsorship deals had been secured.
- A concern about PlayStation, DANONE and Premier League contracts ending at the end of Season 18/19.
- The head teacher toolkit included in the handbook distribution to secondary schools was a good idea. NCM confirmed that once the database of primary head teachers contacts have been finalised the toolkit would be distributed to them. The toolkit would be added to the ESFA website.
- Pat Cullinane had been recognised by the ESFA with a council special presentation for his outstanding work organising the U11 Jersey Festival since 1974.

J Appleby (Staffordshire CSFA) commented that the U18 Boys international games had increased in season 18/19 but the U15 Girls programme had become smaller. Council reported that it was still working on expanding the programme and any suggestions for opponents for the U15 Girls team would be welcome but matches would need to be on a cost neutral basis.

P Harding (Vice-Chairman), on behalf of Council, moved 'That the Annual Report be received and entered in the Minutes.' D Gent (Newbury PSFA) seconded the proposal. This was agreed by the meeting.

## 9. FINANCE REPORT

M Coyne (Chairman of Trustees) presented the Financial Statement and moved the adoption of the Balance Sheet.

M Coyne (Chairman of Trustees) reported the following:

- The financial statements for season 17/18 were the first ones that had been compiled following the change of the financial year, from a calendar one to an operational one. Council thanked membership for their support in amending the financial reporting period.
- There had been a deficit budget set at the start of season 17/18 but this had been turned around due to actions taken, including staffing reductions, to produce an actual profit at the year end.
- ESFA had matched income to expenditure for season 18/19 along, the introduction of a new structure for delivering the international programme.

- County SFAs would receive grants during season 18/19. Subject to compliance with service level agreements.
- ESFA were sourcing new income, although some activities had proved difficult to finance and therefore deliver.
- Trustees would be looking for a different profile of smaller sponsors, such as Associate Charities, along with partners that delivered financial and non-financial opportunities for the ESFA (e.g. UCFB with the potential for volunteers to assist local events and provide research projects).

M Coyne (Chairman of Trustees) proposed the Finance Report be accepted into the Minutes. N Pont (Honorary Auditor) seconded the proposal. This was agreed by the Meeting.

#### **10. HONORARY AUDITORS REPORT**

N Pont (Honorary Auditor) stated that the role of the Honorary Auditors was as a critical friend to the ESFA. The financial matters were dealt with by the professional auditors. The Honorary Auditors had held consultations throughout the 17/18 season along with an annual visit to the head office. N Pont (Honorary Auditor) presented a verbal report of the areas that were covered during various meetings held with CEO, line management & FO. The 6 main areas discussed were the development plan, research projects, website/communications, discipline and performance management.

The Honorary Auditors proposed that moving forward the ESFA should decide what activities they wished to preserve and why they should be continued. ESFA would also need to plan how each activity would be delivered.

The final report was to be circulated after the meeting.

The Auditors proposed the ESFA make a donation of £600 to the CLIC Sargent Trust. This was agreed by the meeting.

#### **11. ELECTION OF OFFICERS AND COUNCIL SEASON 2018-2019**

On behalf of Council, the Chairman of Trustees, Mr M Coyne, announced;

- A Council Members re-elected unopposed:
- |                   |   |
|-------------------|---|
| North Region      | O Aiston, A Johnston,                       |
| Midlands Region   | M Hignett, P Rickard                        |
| South West Region | M Coyne, S Inger, J Martin, G Smith         |
| South East Region | S Botham, P Harding, M Spinks, D Woollaston |
- B Council Members newly elected
- |                 |                   |
|-----------------|-------------------|
| North Region    | R Smith (1 year)  |
| Midlands Region | M Warren (1 year) |
- C The election of ESFA Chairman and Vice-Chairman for Season 2018-2019:  
Mr J Martin (Chairman)  
Mr P J Harding (Vice-Chairman)

#### **12. ELECTION OF HONORARY AUDITORS**

The Chairman proposed that Mr N Pont and Mr A Reed be elected

The Chairman further invited nominations from the floor for the third vacancy, none were received.

The election of the two nominees was agreed by the Meeting.

#### **13. ELECTION OF PROFESSIONAL AUDITORS**

M Coyne (Chairman of Trustees) proposed that Lancaster Haskins LLP were re-appointed as the ESFA's Professional Auditors for Season 2018-2019. This was agreed by the Meeting.

The Chairman wished to thank M Ashton (Lancaster Haskins LLP) and D Howard (Finance Officer, ESFA) for their support during the season.

#### **14. RULE CHANGES**

##### **A Rule 9.(3)a – Admission**

Delete the existing rule and replace it as follows:

Membership of the ESFA shall be open to appropriately constituted CSFAs and formal DSFAs in England, subject to the approval of Trustees. Membership shall only be conferred upon those CSFAs and formal DSFAs which comply with the ESFA's child welfare regulations, updated from time to time.

CSFAs and formal DSFAs shall determine their own membership but CSFAs must allow for formal District Schools' FAs to be represented in their structure. These members must affiliate to the CSFA but are not required to affiliate to the ESFA separately, although they shall be members of the ESFA. Local Football Co-ordinators should be served by the CSFA structure but these informal organisations shall not be members of the ESFA.

Schools and colleges shall affiliate to their respective schools' FA, as defined by the ESFA. Usually this shall be a formal District Schools FA. Where there is no local constituted district organisation, schools and colleges shall affiliate to the CSFA. The local affiliation process shall be agreed with the CSFA. In the event of a dispute over local membership, the CSFA, with the approval of the ESFA, shall determine where a school or college shall affiliate.

Rationale: as outlined in the Annex, this rule change identifies the admissions process for formal ESFA members

Proposed: Mike Spinks, Council  
Seconded: Alan Johnston, Council

AGREED by the meeting

##### **B: Rule 9.(9) Informal Membership**

Add new clause (c)

Local Football Co-ordinators: operating on behalf of a local geographic area, as a proxy for an informal district.

Existing clause c to become clause d

Rationale: as outlined in the Annex, this rule changes addresses the status of the LFC in terms of ESFA membership

Proposed: John Martin, Council  
Seconded: Joshua Charalambous, Council

AGREED by the meeting

C: Rule 9.(4) – Admissions procedure

Delete the existing rule and replace it as follows:

- i. In applying for membership of the ESFA, a CSFA/formal DSFA must satisfy Council that:
  - a. it is properly constituted, including for CSFAs the representation of formal DSFAs (*and informal LFCs*) on its committee.
  - b. it is playing football according to the laws of the game of the International Football Association Board and that it has sufficient controls in place to ensure that its respective membership does the same
  - c. it and its members agree to abide by the Rules of the Association
  - d. it has in place arrangements to elect a governing committee via the AGM, and provide the ESFA with AGM minutes and accounts
  - e. it has its own bank account and will use the funds provided by the ESFA to assist the national Association’s charitable objects.
  
- ii. In confirming its membership, the CSFA/formal DSFA must
  - a. agree between the ESFA Council, the CSFA and the DSFA its boundaries, and not extend beyond those boundaries without the express permission of Council (for CSFAs) or the CSFA (for DSFAs), to formulate coherent coverage of locally organised football, and for the organisation of representative football at local level
  - b. accept into its membership any school, including special schools, and Association within those defined boundaries
  - c. provide football for all age groups
  - d. not administer competitions involving schools or member Associations outside their own area without prior approval of the Council (for CSFAs) or the CSFA (for DSFAs)
  - e. permit cross-border inter-schools competitions only with the agreement of all affected parties
  - f. ensure that no member association, or school affiliated to that member Association shall compete in any competition which is not recognized and registered by Council, or play any non-member association, or team, without the sanction of Council.
  - g. ensure that players, members and officials are allowed to take part in schools’ football only on condition that they observe the rules of the ESFA as well as the rules, regulations and bye laws of the FA
  - h. observe and enforce such rules
  - i. submit, or contribute to, a County data return on an annual basis confirming schools and association membership in the area
  
- iii. In managing the representative game as a condition of membership, the CSFA/formal DSFA must:
  - a. have a named welfare officer who is fully compliant with FA and ESFA regulations
  - b. ensure that only players attending school within the relevant boundary (County or District) are selected for that area’s representative team
  - c. ensure that district representative teams confirm their entry to their parent CSFA competitions prior to approving cross-boundary activity

Rationale: as outlined in the Annex, this rule change clarifies the requirements of the formal ESFA member Association and the procedures to be followed in confirming membership

Proposed: Mike Coyne, Council  
Seconded: Paul Rickard, Council

AGREED by the meeting

#### **D** Rule 9.(2) Membership categories

Alter rule by deleting item “5 – Associate” and replacing it with item “5 – Regional Federation

Rationale: as outlined in the Annex, with the exception of regional federations, Associate members are not part of the organisation’s structure, but are competition providers for whom activity can be sanctioned

Proposed: Mike Spinks, Council  
Seconded: Alan Johnston, Council

AGREED by the meeting

#### **E** Rule 9.(3)b – Associate Membership

Delete rule

Rationale: As outlined in the Annex, with the exception of regional federations, Associate members are not part of the organisation’s structure, but are competition providers for whom activity can be sanctioned

Proposed: Mike Spinks, Council  
Seconded: Stuart Inger, Council

AGREED by the meeting

#### **F** Rule 9.(3)c – Federation of Member Schools’ Football Associations

Delete rule and replace with:

There shall be four Regional Federations of the English Schools’ FA, one per ESFA region. The Regional Federations shall provide additional football activity for the ESFA’s affiliated membership within its geographic boundaries: that affiliated membership shall only take part in Regional Federation activity once confirmation of their participation in the “parent” Association’s activity has been given. Individual schools and colleges shall not be eligible for membership of a Regional Federation.

Rationale: as outlined in the Annex, to reaffirm the remit of Regional Federations and to update the terminology to reflect current football practice.

Proposed: John Martin, Council  
Seconded: Stuart Inger, Council

AGREED by the meeting

**G** 33 – Interpretation

Remove reference to “Associate Membership”

Rationale: As outlined in the Annex, with the exception of regional federations, Associate members are not part of the organisation’s structure

Proposed: John Martin, Council

Seconded: Stuart Inger, Council

AGREED by the meeting

**H** New bye law 7: representative football eligibility

To play for the County the player must go to a school within the defined County boundary: the same principle shall apply for Districts as defined by ESFA

Proposed: John Martin, Council

Seconded: Paul Rickard, Council

AGREED by the meeting

**I** ESFA "Danone Nations Cup" (handbook page 77) Rule 2(b) Entries

Delete : "fewer than 100 pupils"

Add : "no more than 120 pupils"

Rationale : This competition is aimed mainly at village schools. It is becoming more difficult to find schools with less than 100 on roll in KS2 as villages enlarge with new housing developments. Also, some small schools merge as a result of cost cutting by their LEA. The proposed number of 120 equates to four classes of thirty children in each of the four years of Key Stage Two.

Proposed : S. Abson (Leicestershire & Rutland CSFA)

Seconded : J. Williamson (Nottinghamshire CSFA)

NOT AGREED by the meeting

**15. VOTE OF THANKS**

The Chairman, on behalf of Council, moved a Vote of Thanks to the Chief Executive and her Staff for making the arrangements for the Annual General Meeting.

**16. PLACE OF NEXT ANNUAL GENERAL MEETING**

The next AGM of the ESFA would take place in Stafford in November 2019. Date was to be confirmed.

**17. VOTE OF THANKS TO THE EX CHAIRMAN**

Mr J Martin (Chairman) moved on behalf of the Meeting:

‘This Annual General Meeting desires to place on record its sincere appreciation of the services rendered by Mr O Aiston as Chairman of the Association in Season 2017-2018 and at various functions throughout the season.’