



Chairman: Nicola Chegwidden

Vice-chairman: Sean Garrard

Present: Nicola Chegwidden (NC)(*South West Area*), Tessa Cadman (TC) (*South West Area*), Rob Williams (RW) (*Co-option – West Midlands Area*), Alison Provis (AP) (*Eastern Area*), Emma Kelcher (EK) (*Eastern Area*), Andy Cartwright (AC) (*East Midlands Area*), Stuart Jakeman (SJ) (*South East Area*), Leanne Eyre (LE) (*Eastern Area*)

Part Meeting: Claire Worden (CW) (*Council Chairman*), Hannah Talbot (HT)(*Vice chairman*), Chris Manley (CM) (*Vice chairman*), James Eckley (JE) (CEO), Gordon Gatwood (BOM), David Clarke (BOM), Maris Burke (MB) (NFYFC Communications), DJ and Blessing (NCVYS)

In attendance: Cath Sykes (CS) Youth Development Officer, Jodie Green (JG) Youth Development Officer

Attachments:

1. Welcome

Nicola welcomed everyone to the steering group meeting and introduced a presentation on the Youth Social Action project by DJ and Blessing from The National Council for Voluntary Youth Services (NCVYS)

2. Apologies for Absence

Mark Hurst (*Northern Area*), Toby France (*Warwickshire*), Dai Jones (*YFA*), Adele Hamer (*Northern Area*), Tracey Knowles (*South West*), David Watkins (*Co-option*), Sean Garrard (*Lincolnshire*)

3. Confirm the minutes of previous meeting – 28th June 2014

3.1 Approval of minutes of last meeting

Action

None

4. Matters arising from those minutes

4.1 NC asked the group if they found the PD Facebook page a useful source of communication as there had not been much interaction in response to posts. The group said they had all seen the posts but didn't have chance to respond or got distracted before having chance to do so. NC asked the group to like the posts to acknowledge they have seen them. CS to continue to send out emails with information to support the Facebook group and ensure that information is received.

4.2 The group discussed the Facebook post that NC had posted looking for suggestions on distributing condoms at the annual convention. The group felt that the stand at registration was useful and condoms could be limited per member and given to members in a sealed pack if possible. It was also suggested that condoms could be placed in the toilets so members could pick these up during evening events and they could also be distributed as members leave the building after the evening events. The group likes the idea of STI testing at convention if the local sexual health team are able to provide this and also the provision of portable testing kits that members can take away and send off for a result.

4.3 The group discussed why the Ski trip had been taken from PD group to CEM, it was clarified that this was due to the trip being a social holiday that members booked independently rather than part of the selection programme where members are selected to travel.

Action

Steering group members to like Facebook posts in acknowledgement of reading them
JG to look at the options for sexual health promotion at convention

5. To receive any relevant correspondence

- 5.1 Gillian Dosson (Somerset YFC) wrote to thank the group for the access to the YSA fund project and to inform them that the money received for the Somerset YSA project will be going towards the costs of repairing the Somerset YFC Office roof that was damaged during bad weather. NC read out her letter to the group.

Action

None

6. Area Input

- 6.1 The feedback from was sent out to areas in time for their area meetings and to allow the reports to be compiled.
6.2 Reports received from Derbyshire, Somerset and Staffordshire. Eastern and East Midlands were submitted at the meeting. Area reports were referred to throughout the meeting at the relevant topic sections.

Action

None

7. Budgets 2014

- 7.1 The steering group went through the budget. CS discussed the budget sheet and relevant spends and income. AP asked for more clarification on grant income listed in the budget and why this had not been received, JE clarified that the budget is compiled at the start of the year with projected income from grants or sponsors but these do not always come to fruition. CS confirmed that the training budget will be more understandable at the next meeting once her, JG and JE had chance to scrutinise it following the handover of the training officer post. The youth forum budget will also be built into a separate budget sheet to avoid confusion in future.
7.2 CS presented the video project costs to produce professionally edited video clips for the steering groups. The costs for this were higher than expected and the group decided that as they didn't have any specific topics they would like to cover with the videos they would not progress this.
7.3 Organisation budgets for NFYFC were presented and explained to the group by JE and CW

Action

CS/JG to clarify the training budget and separate the youth forum accounts for the next meeting along with the travel budget sheet

8. Promoting PD to potential steering group members

- 8.1 The Steering group discussed the image of PD and the reason why area reps might not be enthused to sit on PD over other steering groups. The group discussed that PD does cover three areas of work, this can be complicated and it is not always clear what PD does. The group felt that it may be beneficial to change the name of the group to be more transparent about the work the group does. The group took part in a short brainstorming session to look at words that represented the work of PD and how this could potentially be made into an attractive and informative name. MB felt that a name change could be beneficial and would like to work with the group on a suitable name.

Action

CS/JG to pass the brainstorm to MB to produce new name suggestions for the group, along with an appropriate strap-line.

9. Training

CS informed the group that the Youthwork development officers had taken over the training remit, as discussed at the last meeting. This has involved ensuring that the existing courses were honoured and that funding criteria given to training is met.

- 9.1 The Curve is still being requested to be delivered by county trainers. Discussions were held on the evaluations for the Curve modules and why they have not been returned to NFYFC. HT commented that it can be a long process to complete once a course has been delivered and it may be more successful to request trainer evaluations periodically, potentially every term. CS/JG explained that the evaluations will support any future funding application we make to fund training and development. LE made the point that once a trainer has requested the Curve module they hold the material and can, and do deliver it multiple times without submitting evaluation. Whilst JG/CS

support as much delivery as possible within YFC it was stressed that evaluation is valuable for funding and also to discover if the content is still fit for purpose. The group felt that evaluations could be discussed with the trainer forum to discover a way that they can be completed without it being off-putting for trainers.

CS mentioned that the 'Know your Limits' module had been adapted to make a version suitable for delivery to under 18's. SJ suggested that it may be good to promote the Curve modules on the NatWest bus at Annual Convention and PD will also promote Travel here as well as training. The group also felt that once they had been contacted it would be good to publish the list of active county trainers on the NFYFC website in order for clubs to contact them directly to request training. The group would also like to create a map of trainers to see which areas are lacking and direct more training and support to these areas. Could the group also remind their local trainers about the top trainers award.

- 9.2 2014 Funding objectives for training. Courses and events still to be delivered to meet the grant criteria of the NFU mutual Trust includes –
 - 9.2.1 Train the Trainer course will be delivered by A Clear Leader (Training Company) and this will take place in Northern area in November, it will be co delivered by Hannah Talbot.
 - 9.2.2 DEFRA projects- Cash Management Course in conjunction with NatWest – this will take place in Somerset on the 17th November
 - 9.2.3 Leadership Course for steering group Chairmen, Vice Chairmen and Area Chairmen – this will take place on the 28th February
 - 9.2.4 Social Media for promoting Agricultural businesses – This has been delivered and supporting resources are being developed. PD wish to strengthen links with AGRI regarding training that we offer YFC members.
 - 9.2.5 Volunteer Management – This will be covered as part of the county Chairman's Kick Start you year day. Taking place on the 7th December in Warwickshire
 - 9.2.6 Introduction to Enterprise – NatWest to Deliver - Date TBC
- 9.3 Training Needs for 2015 – The steering group members discussed Train the Trainer and Advanced Trainer the Trainer and would still like it to be included in the training offer. They discussed the potential of webinars and the future Curve modules that are included in the current Defra bid.
- 9.4 The Trainer Forum - The group would like to write a letter to the 96 members of the trainers forum to see if they are still actively training in county or area, discuss how they feel training should be shaped in the future and also to address any issues they face with training in the federation.
- 9.5 Certificates of Achievement – the group edited the reverse of the certificates of achievement to update and reflect current projects at NFYFC. The group also asked if they could have separate certificate templates for area and NFYFC as this would save time at area level.

Action

All training courses to be promoted to the federation

NC/CS/JG to write a letter to the trainers forum members asking for feedback on the courses that they are delivering along with asking them if their names can be included & circulated so that members can request them to deliver curve courses (via the members area). We will also remind trainers of the Top Trainers award.

JG/CS to create a map of trainers to see which areas are lacking and direct more training and support to these areas.

CS to make the necessary amendments to the NFYFC certificate of achievement and create an area certificate

10. Youthwork

10.1 The Source - NC informed the group that The Source has been produced in hard copy and distributed to all Counties y by NFYFC and counties/ clubs/ members etc could purchase a copy if they wanted to from the club shop. All 50 copies produced have been sold. The Source will be updated every summer and re-released with new editions at the start of each YFC year. If the group have any suggestions of additions for the Source please feed them back to CS or JG. The group like the Source and think it's a great resource for clubs, it has been used as a 'how to' guide for running clubs extremely successfully in counties. The group would like to make access to the Source easier by investing money into developing the Source as an online resource that is searchable; they felt this would be extremely valuable for members and staff and ask the Board of Management to research the option of having a more interactive way of having the source on the website i.e. not PDF.

10.1.1 Club Programme Templates – In order to further support clubs and encourage good programme planning JG/CS have developed an example club programme document to demonstrate to clubs what the content of a programme should be. This will be complimented by a set of downloadable club programme templates.

- 10.2 **Youth Social Action** – DJ and Blessing were invited, at the start of the meeting, to give a presentation on the Youth Social Action fund and how NFYFC links with the project as an organisation. They explained how the project worked and how NFYFC were part of a wider network of organisations undertaking social action work. CS explained the various projects that had been done within YFC to impact their local communities.
- CS informed the group that we will be organising a celebration event for the member that have participated in YSA projects.** SJ suggested that it should be a showcase event at the site of a project to demonstrate the types of work being done.
- 10.3 **Issue based work** – JG explained that issue based work is something that we encourage YFC's to include on their programme in order to support members in the areas of – Sexual health, Drug and Alcohol work, Anti Bullying ect.... She also informed the group that their sexual health policy is currently under review and will be circulated for consultation in November with a view to presenting it to the Board of Management and Council in February.
- 10.3.1 **Video production** – covered earlier in the agenda
- 10.4 **Safeguarding Update** – CS and JG feedback that they had received lots of enquires around club and county AGM's concerning the safe recruitment of volunteers. JG also asked the group if they would like us to update the pocket guide to safeguarding for club officers, the group felt that this would compliment the policy and support members to undertake the correct course of action should an incident arise.
- 10.5 **Chairman's day** – 'Kick Start your year as chairman' will take place on the 7th December in Warwickshire, All new county chairmen, vices and Area Chairmen have been invited to attend
- 10.6 **External Organisations** – CLA Gamefair - NC reported that the NFYFC stand at the game fair was successful in piloting the youth form watch that cowpat game. Going forward the game fair would be used to promote YFC every two years.

Action

- PD asked to let CS/JG know if there is anything missing or that should be included within the source
- CS/JG to investigate costs for turning the Source into a user friendly web based resource
- Club programme guidance to be included in The Source update & the programme templates to be available within the members area
- PD member to promote the youth social action project locally
- JG/CS can support club that would like to include issue based work in their programmes
- JG to progress work on safeguarding pocket guides
- PD members to encourage county chairs and vices to attend the kick start event in December

11. YFC travel

- 11.1 **Incoming Exchangees & Hosting 2014** – The group felt that a two week hosting period was too long and would be extremely difficult to manage, it was best to keep it to one week slots as the hosts and exchangees get the most out of this way of travelling the Country.
- All incoming exchanges are now complete.
 - Incoming packs were given to delegates on arrival. This included YFC literature, attraction guide book, maps & travel plug etc (donated by HOPS).
 - Canadian exchangee felt homesick on her arrival at Council Weekend and said she felt pressured to drink (Canada law over 21 to drink). NFYFC Staff/Officers supported the exchangee and she started to thoroughly enjoy her stay, in fact she returned home to say she had a wonderful time and it was life changing.
 - The German exchangee suffered with allergies which were mentioned on her biography form. Unfortunately one of the YFC Travel link members assumed that the allergies were not too bad as the exchangee lived on a farm and placed her in a home with various cats & dogs without making NFYFC aware. This flared up her allergies quite significantly. NFYFC worked with a couple of YFA members to make sure she was comfortable and moved to another host family with no pets.
 - Wales YFC kindly offered to host NFYFC incoming exchangees with their incoming delegates at the Royal Welsh Show. Wales YFC & NFYFC also worked together on placing exchangees in Welsh counties so they were not overlapped with double delegates to host. Swiss exchangee attended the show and could not handle the atmosphere as she was recovering from an illness which NFYFC were not made aware of.
 - *NFYFC has produced a form for 2015 exchangees including additional details on what to expect whilst on their trip in*

the UK and requesting that they must provide as much health information as possible.

- An electronic feedback survey was circulated via media to hosts– responses tabled & available from NFYFC .

11.2 Outgoing Exchangees 2014

- Apart from the Autumn Seminar taking place in November, all outgoing exchangees are complete and great feedback has been received from the travellers.
- Outgoing packs worked well. Members were provided with YFC literature, a lapel badge and pen to take with them.
- New 2014 trip: Ghana trip went well. Unfortunately one of the members caught mild Malaria at the beginning of the trip. The member was treated in hospital and provided with antibiotics. Fortunately on the second week they started feeling better and was able to participate in the activities. NFYFC will be asking if the NFU are able to check the insurance included on the trip to check all essential requirements are covered.
- New 2014 Trip: Tall Ships under 18's trip was very successful and there was a real buzz on media. Friends and family were able to read daily blogs from the team on the Tall Ships website to follow their experiences. Following the teams comments it was decided to hold this trip again in 2015.
- A feedback Survey was circulated to the outgoing members – copies of responses tabled and available from NFYFC.

11.3 Marketing & Promotion

- Members were asked before they set off on their travels to send a trip update if they got the opportunity to. Marketing were able to share blogs/stories on the website with this information.
- Incoming travellers experiences – Captured at Council & Competitions weekend
- Outgoing travellers experiences – captured over phone, email or at events
- Trip information for 2015 opportunities was launched in the Ten26 addition – first week of September.
- A stand was held at competitions weekend
- Leaflets/information in club mailings
- Past travellers PowerPoint presentations to be used
- YFA commitment to help promote trips
- Website/Ten26/YFC Buzz/Facebook/Twitter
- Past outgoing traveller quotes
- Past host family quotes

11.4 **YFA Multimedia Competition Letters & rules** have been circulated to travellers with an entry deadline date of Monday 6th October 2014. Aimee Mahony & Emma Kelcher have kindly agreed to judge this competition. .Penalty for non-completion of multi-media presentation. It was felt that the wording should be changed to say that non-production of a presentation may reflect negatively on future applications.

11.5 Programme Guidelines –

- NFYFC/YFA has produced an 'All You Need to Know' booklet which includes all relevant YFC Travel information. Travel/Marketing department are looking into design & costs to produce this.

11.6 YFC Travel Selection Day 2014 – Saturday 6th December 2014

Lunch Costs – As the YFC travel selection day lunch will not be covered by the NFU this year NC presented the information to the group regarding the optional lunch at the hotel and the group felt that £5 was a reasonable amount to pay if candidates wanted to stay in the hotel for lunch. They also noted that there are lots of food outlets close to the hotel should people want to leave the venue over lunchtime.

11.7 2015 Travel Opportunities

The 2015 opportunities were discussed and when Georgie & Sioned, from the Youth Forum, were in the room they were asked their opinions about the 16-18 year old travel opportunity. They felt that it would be good to run the Tall Ships trip again as the feedback from the last trip was fantastic.

11.8 Guidance for inter-club exchanges

The group felt that most club exchanges are fairly organic in their coordination but acknowledged that some clubs may find it difficult to initiate. The group felt that it would be beneficial to email counties to see if they have any guidance on club exchanges and to develop something from this. This could also be added to The Source for clubs to access. The group also felt that it may be good to do a twitter surgery on club exchanges to promote and address any issues clubs may be concerned about. Top tips for Club Exchanges will be developed and included in The Source and promoted in The Buzz.

11.9 2016 Opportunities

The Canada Calgary experience was talked about and it was thought that it was too expensive, not all meals included, doesn't give long enough for people to save up the money.

11.10 New 2015 opportunities

USA - Members will firstly attend an IFYE Orientation which is tentatively scheduled for Atlanta, Georgia.

Members staying for three months will have host families in one state and will stay with the same host family for approximately 3 weeks and then move to the next family. Members will have the opportunity to experience the American way of life and should be prepared to share quiet moments, as well as taking on household and family chores, enjoying family vacations, and participating in community activities & events etc.

India - The agriculture and community project will allow the YFC group the opportunity to really help out in the local community. The group will be involved with helping in local schools and orphanages. This can range from organising a football tournament or an "English" themed festival, to playing music or doing some arts and crafts activities. The agriculture element of the project would involve developing a small farm project and working with locals.

Other -Belgium has approached NFYFC to see if we would like to do a reciprocal exchange. Their organisation is called – Groene Kring and is the Young Farmer Organization of Flanders in Belgium. As Belgium do not currently have a travel programme, they are going to look into what they can offer and forward a proposal ready for Feb 2015 PD meeting to for discussion.

Georgie Morris from the youth forum spoke to the group about the Tall Ships trip and how much she had benefitted from the experience. She had also gained a competent crew award which recognised the skills she had gained. Sioned and Georgie from the youth forum attended to speak to the group about the U18 Ski trip that they are working on for February 2016.

13. Any other business

13.1 The next PD meeting will take place on the 21st February 2015

13.2 JG gave the group guidance on steering group elections for the February meeting

13.3 Berkshire FYFC talked us through their new Club Efficiency Award Scheme and it was agreed to support them in the development of this award scheme with the view of sharing it with other County Federations ready for September 2015.

Action PD – please take the time to consider if you would like to be Chairman or Vice Chairman of Personal Development and speak to the Staff team or Nicola if you have any queries.

14. Action Points

Action

- Steering group members to like Facebook posts in acknowledgement of reading them
- JG to look at the options for sexual health promotion at convention
- CS/JG to clarify the training budget for the next meeting and separate the youth forum accounts
- CS/JG to pass the brainstorm to MB to produce new name suggestions for the group
- All training courses to be promoted to the federation
- NC/CS/JG to write a letter to the trainers forum members
- JG/CS to create a map of trainers to see which areas are lacking and direct more training and support to these areas.
- CS to make the necessary amendments to the NFYFC certificate of achievement and create an area certificate
- CS/JG to investigate costs for turning the Source into a user friendly web based resource
- Club programme guidance to be included in The Source update
- PD member to promote the youth social action project locally
- JG/CS can support club that would like to include issue based work in their programmes
- JG to progress work on safeguarding pocket guides
- PD members to encourage county chairs and vices to attend the kick start event in December
- All please take the time to consider if you would like to be Chairman or Vice Chairman of Personal Development and speak to the Staff team or Nicola if you have any queries.

Meeting closed at 6.50pm

SIGNED..... DATED.....