



Chairman: Toby France (Warwickshire)

Vice-chairman: Mark Hurst (Cumbria)

Present: Nicola Chegwiddden (NC)(*South West Area*), Alison Provis (AP) (*Eastern Area*), Mark Hurst (MH) (*Northern Area*), Rachel Parker (RP) (*Northern Area*), Heidi Baker (HB) (*South East Area*), Lee Vallins (*South East project officer*), Jolene Powell (*BOM Rep – Wales*)

Part Meeting: Claire Worden (CW) (*Council chairman*), Hannah Talbot (HT)(*Vice chairman*), Chris Manley (CM) (*Vice chairman*), James Eckley (JE) (CEO), Andy Cartwright (AC) (*YFA Rep*), Frank Chester (*BOM Chairman*); Emily Johnson (*Events and YFC Travel Officer*)

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

Attachments: What is PD presentation, YSA presentation, YFC Travel Report, Selection Day Feedback

1. Opening remarks

Nicola welcomed everyone to the steering group meeting at the Quality hotel.

2. Apologies for Absence

Sean Garrard (*East Midlands*), Tash Hoggard (*East Midlands*), Joy Davenport (*South West*), Amy Mahony (*East Midlands*), Angharad Bendall (*Eastern*), Kevin Maidment (*South West*), Alun Griffiths (*Wales*), Bethan Roberts (*Wales*), Laura Edwards (*West Midlands*), David Gwatkin (*Co-option*), Robert Williams (*Co-option*)

3. Confirm the minutes of previous meeting – 25th October 2014

Approval of minutes of last meeting

Action

None

4. Election of Steering group officers – to be chaired by NFYFC Chair

4.1 CW and HT attended the meeting to hold the elections for new steering group chairman, vice chairman and co-options. CW asked for members wishing to be considered for the role of chairman, discussions were held between the group and Toby France put himself forward for the post. Toby was proposed by NC and seconded by MH, Toby France was elected into the chair. CW congratulated Toby and wished him well for the year ahead.

4.2 CW asked for members wishing to be considered for the role of vice chairman, MH put himself forward for consideration and was proposed by TF and seconded by RP. CW congratulated Mark and wished him well for the year ahead.

4.3 CW asked the group for suggestions for co-options for the group. The Young Farmers Ambassadors representative AC was voted onto the group, proposed by TF and seconded by MH. The group discussed potential co-options and decided that they would defer electing the remaining two co-option positions until the June meeting to allow PD members to go back to counties and for an email to be sent to county offices for those interested in Youthwork, training and travel to come forward and sit on the steering group. These people can be invited as observers to contribute to the group if they are not elected as co-options to the group.

Action

TF and MH to complete safe recruitment paperwork for NFYFC volunteer role

CS to send an email to counties to invite them to put forward members interested in Youthwork, training or travel to attend and contribute to PD.

PD members to identify potential co-options from their local area

5. Matters arising from the previous minutes- 25th October 2014

5.1 NC informed the group that discussions held regarding a new name for the PD steering group are with Maria Burke as part of the strategy review and will be addressed in due course.

Action

MB to speak to the steering group during the strategy review

6. To receive any relevant correspondence

6.1 NC read an email to the group received from Sean Garrad (East Mids area) stating that he would not be able to run for the chair of the steering group as he had work commitments that would not permit him the time to fulfil the demands of the role.

Action

None

7. Area Input

7.1 *Northern Area* – MH and RP noted to the group that there had been discussion held at the meeting regarding DBS checks and how to get the reference number to the office and have the certificates checked for content as part of the safe recruitment process. They asked if they would be able scan or take a picture of the DBS check and send into the office for them to record the details in light of the certificate only going to the applicant.

Action

JG to clarify the regulations around DBS checks (how to overcome logistical issues in larger counties) and the process of registering for the online update service and circulate to the group and counties.

8. Terms of Reference for the PD steering group

8.1 CS delivered a PowerPoint presentation to introduce the work of the PD steering group and the aims of the work we do for the federation to new members. – *Attached to the minutes*

8.2 The group discussed the image and promotion of the PD steering group and highlighted the difference between PD and other steering groups, namely that the group covers three areas of work and the subject area is not as obvious as the work of the other steering groups. The group decided that they would like to promote the activities of the steering group at area level, be smarter with their choices for co-option by inviting members that will bring benefit to the group. The group will promote the group to members interested in training and travel and identified that Youthwork underpins the work of the group rather than being a separate area.

8.3 The group would like to consider the creation of PD links people depending on how the promotion work progresses and also the creation of a PD newsletter to inform people of the work of the group.

Action

PD presentation to be circulated with minutes

CS to invite new steering group members to the Facebook page.

PD members to promote PD and identify possible co-options or interested parties

CS to look into the possibility of PD links people

CS/JG to begin a PD newsletter

9. Budget update

9.1 Departmental budgets for Youthwork, training and travel were shared and the group worked through all areas looking at where costs could potentially be reduced.

9.2 Youthwork and Training – the group assessed income and outgoings and highlighted where they may like the budget to be split down further.

- The NSPCC consultancy has been removed from the budget as an ongoing cost and will be used on an ad hoc basis going forward.

- The group would like CS/JG to look at the possibility of an online subscription to Children and Young People Now as this may be cheaper than a magazine.

- The staff conference costs were increased in 2015 due to the NFYFC staff being in attendance for the entire conference rather than just there session, this was actioned based on feedback from previous conferences. Costs of venues to be scrutinised for 2016 staff conference and look at potentially increasing cost to county staff members.
- 9.3 Travel – The group discussed and questioned the following -
- The value of the Rural Youth Europe membership and the number of members it currently benefits – the group would like to approach the Young Farmers Ambassadors to see if they would cover this cost of RYE membership.
 - The cost of travel for incoming exchangees and travel between host families could be examined and cheaper alternatives considered such as the mega bus. They would like the 2015 YFC hosts travel expenses figure to be reduced to the same as 2014 as there is no reason why this increase had been added.
 - The cost of the June incoming exchangees day could be decreased by looking at free activities rather than Warwick Castle and also the possibility that Warwickshire could host these people to save on hotel costs but this would then replace their involvement on the hosting chart. TF to speak to Warwickshire members.
 - To explore the possibility of not running a selection day and replacing this with Skype interviews to save on venue hire and some travel costs. The group discussed the increase in these types of interviews and the skills development it could bring to our membership. CS and JG to develop guidance for members on skills for online interviews. They also thought that judges could be YFC volunteers if we are currently paying for people to be on panels.
 - For YFC Travel to consider raising administration fees to cover some of the cost of Emily’s time and to help ensure the budget breaks even.

Action

CS/JG to look at the possibility of an online subscription to children and young people now as this may be cheaper than a magazine.

Costs of venues to be scrutinised for 2016 staff conference and look at potentially increasing cost to county staff members.

PD would like to approach the Young Farmers Ambassadors to see if they would cover this cost of RYE membership

The 2015 YFC hosts travel expenses figure to be reduced to the same as 2014 costs.

Emily J (YFC Travel) to look at reducing cost of travel and incoming exchangee weekend in June with TF

Emily and Margaret (YFC Travel) to look at turning selection day into a Skype interview process

CS and JG to develop guidance for members on skills for online interviews.

10. Training Update

10.1 Training since the last meeting -

Train the trainer – Two courses have been held in the North and West Midlands Area. Both were very successful with 10 participants at each. The venues worked well as did bringing in an outside trainer from a Clear Leader. The members have now been encouraged to start delivering the Curve and becoming involved with the Trainers Forum. Another Train the Trainer will take place in the Autumn in the South East Area.

Cash Management – 17 members attended the Defra funded Cash Management Course for Club Treasurers, held in November in Somerset and delivered by NatWest and AC Mole and Sons. It was a very successful training evening and a following the feedback a few tweaks have been made to refine it further. It is now ready to roll out to the rest of the country.

County Chairman’s Day (Dec 2014) – The day was well attended by chairmen and vices from across the country, information was given by all NFYFC departments to support members in their new role. Time for members to network and share differences/similarities between counties. Feedback received was very positive and members would like a residential weekend in 2015 if possible to allow time for more discussion and information sharing. This should be possible if funding application is successful. MH added that he found the day very beneficial and interesting to see how other counties operate.

East Midlands training weekend – CS attend the EMA training weekend coordinated and delivered by Jonny B. The area has a weekend each year focusing on various topics to support members to deliver training within their counties. Jonny B has kindly offered to share training plans with NFYFC and other areas if they wish to use them for their own events.

Staff Conference (Jan 2015) – the event was extremely successful with a general good feeling between staff and lots of sharing of county best practice and ideas. NFYFC staff attended for the entire conference and this was appreciated by the county staff team.

10.2 Natwest Conference Update – the group would like to thank Rob Williams for attending the conference

10.3 2015 proposed training schedule – *attached to minutes*. This will include one Advanced Train the Trainer course in

2015.

10.4 Trainers forum review – A survey was created and sent out to members of the trainer’s forum but the response rate was very low. The group would like to contact all listed trainers to find out if they are still training, if they are happy to remain on the list and if they are available to train within counties. Once this is confirmed this should be shared with counties to allow them to request Curve delivery and utilise the trainers. Dependent on where the majority of trainers are based will decide on where the next forum meeting is held. The forum will feedback in to the PD steering group, their ideas around training and developments and resources they feel would be beneficial for NFYFC trainers.

The Curve – CS gave an update on Curve delivery, we are 100 down on this time last year but have been sending out Curve sessions so once these have been delivered we will be closer to last year’s figures. Cath shared the new Curve booklet which includes all the current available modules and the ones in development. PD would like for this to be shared with clubs and counties with names of their local trainers if possible. The booklet will be sent in the mailing in black and white and then available as a colour PDF on email to counties and on the website.

10.5 The Defra funded Exploring Enterprise workshop has been confirmed for the 26th March to be held in Rugby, Warwickshire. Charlotte Davies, NatWest will be delivering the workshop and Milly Wastie will share her experience of the Lord Plumb Foundation. Further Details will be available shortly and members were asked to promote.

Action

JG to circulate date for chairs day once this is finalised

CS to circulate EMA training plans

Circulate training schedule to counties

CS and JG to contact trainer on NFYFC list to confirm status

CS/JG to send out Curve booklet with club mailing in March

11. Youthwork

11.1 Youth Social Action – CS presented information on the projects that have received funding from the youth social action fund. The fund comes to an end at the end of March so projects need to be registered asap to access funding. We have expressed interest in a project with the National Council for Voluntary Youth Services (NCVYS) around integration of young people with disabilities and additional needs in youth provision and this may also be a method to access funding for clubs.

11.2 The Source – CS/JG asked for any new ideas for the Source to support clubs and explained that this resource will be updated yearly before the start of each YFC year. The Source hard copies that were printed have been sold to counties at a cost of £18 per folder. The updates added to the Source will be available on download for members to add their files and will be added periodically to the file as re-prints take place.

11.3 Annual Convention –JG is working with Torbay NHS to coordinate the sexual health provision at registration on the Friday afternoon.

NatWest will bring their bus to Torquay and will be present at Convention between 1-6pm during Friday’s registration. CS asked for members willing to volunteer on the bus to promote PD and the joint projects with NatWest. NatWest are sponsoring Pop-up banners and wristbands to promote PD and training.

11.4 Issue based work – sexual health policy review has taken place and has been out to consultation with county staff. The policy will be adopted by the BOM this morning and by council tomorrow. The policy exists to support clubs and counties delivering sexual health work with young people. Please ensure that your county adopts the policy at the next exec meeting.

11.5 Social media and staying safe – The E-safety policy is in the final draft before going out to county offices for consultation. The policy focuses on how members can stay safe online.

Action

CS to inform the group about future funding projects

PD members to send any suggestions for Curve additions to CS or JG

JG to coordinate sexual health provision at Annual Convention

PD members to put themselves forward for the Natwest bus at convention – contact CS

12. YFC Travel -

13.1 Feedback from 2014 travellers attached.

13.2 Emily gave tabled a chart of selected members who have travelled from each County/Area over the past 5 years, members have asked for a chart that represents % of members travelled per size of county.

13.3 The group discussed building a relationship with other travellers and would like Emily to look into the cost of providing business cards for travelling members with the NFYFC logo and a space for them to put their contact details.

13.3 MULTIMEDIA COMPETITION RESULTS 2014

Place	Name	Trip	County FYFC
First place	Laura Flower	Northern Ireland	Derbyshire
Second place	Annabelle Gasson	Tall Ships Sailing	Warwickshire
Third place	Nicole Doidge	Austria	Cornwall

AWARDS - The winner will receive an NFYFC/YFA goody bag and be presented with a YFA Trophy at the Annual Convention AGM in Blackpool on Sunday 26th April 2015. The 1st, 2nd and 3rd placed Presentations will be awarded vouchers worth £50 towards the cost of the 2015 YFA Reunion, provided that they are members of England & Wales Young Farmers Ambassadors. Looking forwards, the group felt that the presentation given by travellers should be able to be presented on any multimedia platform rather than just PowerPoint. Emily also asked the group what they felt should be done if members fail to complete a presentation about their trip after they have travelled. The group felt that fining them may put off applicants in the future and if members don't want to do it they can't be forced to but it should reflect poorly upon them should they apply to travel with YF again in the future.

13.4 Selection Day feedback – 6th December 2014 – Emily handed out feedback received to the group – *attached to minutes*. The under 18's Tall Ships trip unfortunately did not receive enough responses. Therefore, it was decided to postpone the selection process to the New Year and continue advertising the opportunity.

Selection Day ran ok, and the Youth Forum activities went well – it was suggested for more of a plan to be in place to accommodate the whole day. All trips were filled, apart from 2 places on the India volunteering trip & 2 places on the Study Seminar, Strasburg. The remaining places and the Tall Ships Sailing adventure have been advertised and a second selection process took place on the 1st February to coincide with the YFA meeting :

Tall Ships: *7 members (under 18's) and 2 leaders have now been selected; however the minimum numbers for the trip to go ahead is a team of 8 under 18's. NFYFC continue to advertise this open space. Study Seminar – 2 places filled Volunteering Trip -2 places filled, plus one extra member was selected – team of 11.*

The C Alma Baker trips were filled, and in addition the trustees offered a member the opportunity to work on another farm in New Zealand for a year. The marketing department will be catching up with this member to get a story. Members are given the opportunity to contact NFYFC for feedback from the judges regarding their interviews. This seemed to work well, and members have since contacted the judges.

Scholarships

Australian Bicentenary Scholar	Australia	Angharad Thomas (Shropshire FYFC)
YFA Scholar	Australia	Angharad Thomas (Shropshire FYFC)
YFA Scholar	Switzerland	Nicole Doidge (Cornwall FYFC)
YFA Scholar	Canada 4H	Nicola Blowey (Staffordshire FYFC)
NFU Scholar	Canada 4H	Freddie Horwood (Somerset FYFC)

Selection day feedback – attached

The SG were asked for their thoughts on the current selection process, for example a member who has put down 1st Choice – Australia, is selected for another trip the judges felt was more suitable for that candidate, even if this was not in their top three choices. The SG are happy with how the selections are decided by the judges on suited members to trips.

13.5 Hosting 2015: A hosting chart has been prepared, and details of incoming members are being accumulated. A copy of the hosting chart will be circulated to County Offices with supporting papers (guidelines on hosting etc.) in February/March. Several incoming exchangees will be arriving in June to join the Council Weekend. Are there any volunteers to take the members out for dinner on the Friday evening? On the Saturday NFYFC will arrange for the exchangees to go visit an attraction & join YFC on the evening. On Sunday YFA will run an induction session whilst the Council meeting takes place and

after lunch they will depart with Council members to their first host families. YFA are available to support counties with finding hosts if they are struggling.

13.6 Outgoing Exchangees - A pack will be prepared to send out to exchangees to include handy exchange information & YFC literature as this was found to be a useful resource last year for taking on the trips.

13.7 New trips - September 2015 – The group would like to run two twitter sessions to support members to apply for trips, one when trips are released and one a week before the application deadline. Trips are to be promoted on all social media and in all publications as usual. In order to support and increase applications for trips CS and JG to develop a Curve module on applying and preparing for YFC Travel trips and also develop Source pages.

13. 8 Club exchanges are becoming more popular throughout the membership and should be encouraged. CS and JG to develop guidance on organising club exchanges with members under the age of 18.

Action

EJ to cost up business cards for travellers

CS and JG to develop a Curve module on applying and preparing for YFC Travel trips and also develop Source pages

CS and JG to develop guidance on organising club exchanges with members under the age of 18.

13. Any other business/additions to the agenda

14. Next Meeting – Saturday 27th June 2015

15. Items for next meeting and close of meeting

14. Next meeting

Action

TF and MH to complete safe recruitment paperwork for NFYFC volunteer role

CS to send an email to counties to invite them to put forward members interested in Youthwork, training or travel to attend and contribute to PD.

PD members to identify potential co-options form their local area

MB to speak to the steering group during the strategy review

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Circulate training schedule to counties
CS and JG to contact trainer on NFYFC list to confirm status
CS/JG to send out Curve booklet with club mailing in March
CS to inform the group about future funding projects
PD members to send any suggestions for Curve additions to CS or JG
JG to coordinate sexual health provision at Annual Convention
PD members to put themselves forward for the Natwest bus at convention – contact CS
EJ to cost up business cards for travellers
CS and JG to develop a Curve module on applying and preparing for YFC Travel trips and also develop Source pages
CS and JG to develop guidance on organising club exchanges with members under the age of 18.

Meeting closed at 6.30pm

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