



Chairman: Toby France (Warwickshire)

Vice-chairman: Mark Hurst (Cumbria) (Not Present)

Present:, Alison Provis (AP) (*Eastern Area*), Heidi Baker (HB) (*South East Area*), Amiee Mahony (*East Midlands*), Andy Cartwright (AC) (*YFA Rep*), George Goodwin (*Staffordshire*), Rob Williams (*Co-option*)

Part Meeting: Hannah Talbot (HT)(*Chairman*), Chris Manley (CM) (*Vice chairman*), James Eckley (JE) (CEO), Emily Johnson (*Events and YFC Travel Officer*), Jodie Green (JG) Youth Development Officer, Harry Cole (Gloucestershire)

In attendance: Cath Sykes (CS) Youth Development Officer

Attachments:

1. Opening remarks

Toby welcomed everyone to the steering group meeting at the Quality Hotel. Toby explained that he is on call for the incoming exchangees so may get phone calls during the meeting.

2. Apologies for Absence

Joy Davenport (*South West*), Angharad Bendall (*Eastern*), Kevin Maidment (*South West*), Bethan Roberts (*Wales*), Laura Edwards (*West Midlands*), Mark Hurst (MH) (*Northern Area*), Rachel Parker (RP) (*Northern Area*). Tash Hoggard (*East Midlands Area*)

3. Confirm the minutes of previous meeting – 21st February 2015

The steering group approved the minutes of the last steering group meeting.

4. Matters Arising from those minutes

- 4.1 Toby then went through the action points of the last meeting. All action points done except apart from:
- the development of a PD Newsletter (most information already goes in Once Weekly and the Buzz)
 - Developing PD link people. It was felt that we need to fill the co-option places first.
 - YFA to be asked whether they would pay for membership to Rural Youth Europe. It was felt that this could wait until discussion regarding Section Day was finalised.

5. Correspondence

5.1 The National Council for Voluntary Youth Services (NCVYS) has invited NFYFC to attend a meeting of the New Parliament on the 20th July at the Houses of Parliament. It will give us the chance to promote our organisation as well as the youth work sector to the MPs. Heidi has expressed an interest and will confirm once she has spoken to her work. Rob Williams volunteered as a reserve. It was suggested that a Youth Forum member would like to attend as well. CS to speak with Jodie.

5.2 John Muir Trust – Toby read through the correspondence and the steering group are keen to follow this up and see how it could benefit members. CS to invite Andy Naylor (John Muir Trust) to the October meeting.

5.3 The Canal and Rivers Trust have asked if YFC would like to join them in a specific Coast to Coast project they are organising in the Northern Area. They are looking to clear 120 miles of canals and get 10,000 young people to canoe

section of the canal from coast to coast. CS will pass the information on to Mark Hurst and Rachel Parker for it to be raised at the next Northern Area meeting.

5.4 Ambition grants of £2000 are available for projects that include leadership, social action, creative and art projects.

Action

- PD to attend the meeting the new parliament event on the 20th July
- PD to invite the John Muir Trust to attend the next meeting
- PD to work with the Northern Reps to see they would like to participate in a Coast to Coast project to make a 120 mile canoe route along the canals
- PD reps to promote that there is funding available from Ambition for up to £2000 for social action projects, leadership, creative and art projects.

6. Area Input

- 6.1 Warwickshire – 7 exchangees have arrived and are being hosted by Warwickshire. They will be attending Warwickshire's dance tonight.
- 6.2 Aimee Mahony – A successful YFC Travel evening was held in Leicestershire with members of Nottinghamshire attending.
- 6.3 YFA – A YFA Reunion weekend is being held in October and YFA will be helping with the induction training for the incoming exchanges tomorrow.
- 6.4 Rob Williams – Herefordshire are hosting an exchange in a couple of weeks. Rob is attending the Rural Youth Rally.
- 6.5 Alison Provis - Hertfordshire hosted an exchange and took them to the AGM in Torquay. Hertfordshire members have had a talk by a member who went to Ghana. Eastern Area Training weekend will be held in November. They will run two workshops during the weekend one for County Chairman and one for Club Chairman which includes teambuilding activities. James Hawkes organises the training. It was suggested whether to invite him to the next meeting to discuss the training for County Chairman.
- 6.6 Dream Team curve modules have been delivered in Northumberland. The Trainers Forum is taking place on the 12th July at Piercebridge in the Northern Area.

Action

- CS to speak with James Hawkes and find out more about the Eastern Area's training.

7. Terms of Reference Budget update

7.1 PD steering group agreed to the Terms of Reference and will start working to them as from today. A question was asked regarding Jersey and Guernsey's figures – James said he has these figures and they will be included.

Action

- PD steering group agree to the Terms of Reference and will start working to them as from today.
- JE – To include Jersey and Guernsey's figures.

8. Budget Update

Toby passed round the up-to-date PD accounts. CS explained that we are on track with our finances and explained that the safeguarding expenditure was payment for the previous year's course, That the £300 for the Source will be spent updating/proofing the sections, and that £500 will be spend updating the Curve both ready for September. CS explained that the venue for next year's staff conference is less than the previous years and a good rate has been found for the Chairman's Weekend which is taking place at Ilam Hall on the 28-29th November.

9. Training

9.1 Training since last meeting:

- 9.1.1 Inspiring Leaders course held in January for steering group chairman, area chairman and national officers had very good feedback. The National Officers have expressed an interest that they would like to see it being rolled out to areas and county officers. Is it worthwhile running to as a half day? Who would we aim it at? Heidi suggested looking into Coaching members on becoming a leader. It was agreed that CS would look into this and ask Christina if it would be possible to acquire sponsorship to cover the area training costs. It was also suggested looking into a Leadership course for the younger age range.
- 9.1.2 Exploring Enterprise workshop. Toby and Cath explained the course then asked how we can promote it to the rest of the counties. It was suggested that we could include information in Train the Trainer such as a leaflet and promote at Council tomorrow. It was also suggested that the PD members could organise the training in their own county.
- 9.2 Annual Convention Review: Toby read out a note from Mark Hurst explaining that the wristbands had gone down really well. The NatWest representatives enjoyed being there and are really keen to link up with YFC to fund the courses.
- 9.3 Trainers Forum. The updated list of trainers was handed round. The County Trainers list is now up to date and ready for distribution. It was suggested that Counties need to have the who copy rather than just their area as they may want a trainer from a different area. It was suggested that the list could be shared on the Trainers Forum as well so that know who else is training. One amendment: Lyndsey Burton is in East Mids.

The next Trainers Forum meeting will take place on the 12th July at Piercebridge in the Northern Area and Know Your Limits will part of that. The members suggested that Southern Trainers Forum meeting be held in Warwickshire for the West Midlands Area and other areas. It was suggested that we could run two training workshops – Know your limits and another curve module for those who have had Know Your Limits. CS will look into this.

Curve Leaflet – This was sent in the Spring mailing. It was suggested that this leaflet, the trainers list and a short presentation be sent as a pack to all trainers ready for September. Toby will write a covering letter accompany it. County offices contact details will be included in the pack. PD will look to resending the leaflet in the October mailing. It was suggested that the curve information needs to get to clubs now to feed into their Autumn club programme. CS will ask the Communications team to promote the curve via Twitter and Facebook to encourage members to include it in their programme. It was suggested that this could become a chairman's challenge as well as Youtube/video clips being made. Mark Hurst/Rachel Parker could film the Know your limits training film there on the 12th July. Toby to ask Mark and Rachel Parker.

- 9.4 Train the Trainer (South East Area). A date has yet to be finalised but as soon as it has it will be circulated. Heidi to chase up.
- 9.5 Advanced Train the Trainer – The members discussed the idea of having a criteria for wish to attend. After lots of good discussion about various ways this could be done including the number of hours, the number of Curve modules delivered etc the group decided on 10 hours face to face training. As this a new criteria it will come into force next year. For this year we will strongly encourage participants to have delivered some training and they will complete a short form to register their interest and explain why they want to attend the course and what training experience they have. This will be put on the website and trainers forum Facebook page and promoted through the normal communication channels. Members will be asked to register their interest and the course will be held at a venue where there is the most interest.
- 9.6 The Curve – Three new Curve modules have been developed: Club Programming, Club Health and Safety and the Power of Social Media. The steering group were asked to come up with titles for Club Programming and H&S. Suggestions for Club Programming were: Energising your Club, The Good Programme Guide, The X Factor, In Da

Club, From Good to Great, Max it up, Maximise your potential, Max it up, The P Factor, Go Clubbing. Ideas for H&S included: Go safe and come home Keeping out of Hospital, staying alive, HSE – Make it Easy, KISS – Keep it safe and simple, I will Survive. These suggestions will be put on the Facebook page. Other suggestions can still be put forward and the one with the most votes wins.

- 9.7 Partnership Work – The list was given out to members. Members suggested that we need to include the YFC Travel department’s contacts e.g YFC. We also need to include ITOL, NatWest and Defra.

Action

- PD members to promote the Exploring Enterprise and Cash Management workshops. CS to include in the Train the Trainer course and promote through the normal communication channels.
- CS to send County Trainers List to County Federations having amended Lyndsey Burton to the East Mids.
- CS and TF – to prepare the pack for County Trainers ready for September.
- CS and TF – to organise a Trainers forum meeting in Warwickshire.
- CS to organise the paperwork for Advanced Train the Trainer
- PD members to decide names for the new Curve modules

10 Youth Work

- 10.4 Youth Social Action – CS gave a final presentation. The members were pleased with how successful the project had been. It was agreed to show this presentation at Council.
- 10.5 R&R Campaign - Funding has been received from the Rural Youth Trust (£5,200) to run a recruitment campaign on the 2-8th November. The members discussed what the steering group can do to support the Campaign. Ideas included having video clips, hosting a twitter hour, producing posters for clubs to put up, developing a presentation for school, all ending with guidelines on holding a community bonfire. The Group then met with the Events marketing group.
- 10.6 The Source – The Guidelines for Skype Interviews and Planning a Club Exchange had previous been circulated. Skype: The group were happy with the guidelines but would like to include a point about choosing the device to access Skype on e.g holding a mobile phone steady for half an hour might be tricky. They also enquired about developing a video clip on how to access Skype and a mock interview. Club Exchanges: The steering group recommended circulating the top tips to those clubs who have recently done an exchange to see if any other tips could be included. Aimee suggested Bosworth YFC. Also a point could be included about travel arrangement and insuring you have enough drivers and break up the journey if it is long etc.

Social media and press release – Sam Conway had recently developed these and they were not yet formatted. Members were asked to take these home and feedback by two weeks time via Facebook.

Safe Consumption of Alcohol –The members thought this was still relevant to include in The Source.

The Source Update: Mark Hurst has read Section One and there are no changes; Heidi Baker has read Section 2 and has suggested some small amendments; Joy Davenport has read Section three and has no changes. Joy said it was a very good and useful read. Jess Townson will read Section 4 when it is ready.

Two new sections of the Source are being written and will be circulated when ready. The Source will then be available in September. Clubs and Counties will be able to order their copy via NFYFC. The cost will be reworked and will include an element for updates. Those counties who have already bought the Source will have an update pack sent to them along with a covering letter asking them to replace the pages in the copies they already have.

- 10.7 E-Safety Policy. This has now been approved by the Board of Management. The steering group were asked what resources clubs and counties might need. The group agreed that e-resources should be developed rather than leaflets. Information should be put on Club Website/Facebook pages. The group thought that the County Chairman could work with club chairmen to put this on. In addition a Curve module should be create.
- 10.8 Blackpool Annual Convention 2016– The Blackpool multi-agency advisory panel are asking NFYFC to put forward plans as to how we are going to educate our members and look after their wellbeing and behaviour outside of the NFYFC event at the Winter Gardens. James Eckley asked that this matter be put on the agenda for the next meeting for the steering group to discuss how this can be achieved. Initial ideas included a staying safe communications campaign in the run up to the convention

Action

- PD to help develop resources for the R&R campaign #morethantractors
- PD members to feedback comments re: Press releases and social media
- CS to contact Bosworth YFC regarding club exchanges
- CS to circulate new sections of the Source
- JG to work on E-safety wording and new Curve modules
- Annual Convention 2016 will be added to the agenda for the next meeting.

11. YFC Travel

The under 18's Tall Ships trip proved difficult to fill and the date, length & cost of the trip was changed before managing to secure a full team (*from the 28th – 25th July to 5th – 10th August*)

Selected Canada JFAO member unfortunately could not go on her trip at last minute due to unforeseen personal commitments.

11.1 HOSTING

EJ has been in contact with county organisers to try and accommodate suitable weeks within their County schedule for members to host & entertain exchangees. A copy of the hosting chart was sent out to county offices in February and host information is currently being collated. Hosting is proving to be a struggle in some counties – SG agreed that a session should be included at the next staff conference.

11.2 INCOMING & OUTGOING

This year NFYFC will be hosting eleven incoming delegates, with seven arriving over Council Weekend. Instead of exchangees staying over at the hotel as in previous years, Warwickshire YFC will be collecting & hosting all the exchangees. In return, NFYFC will not allocate Warwickshire YFC to host a week this year. Exchangees will attend a YFA induction held by Aimee Mahoney & Andy Cartwright on Sunday 28th June and travel with Council members to their next hosts.

Outgoing packs are sent to members with useful information to take on their exchange.

Incoming packs are given to exchangees on their arrival – map, YFC magazines/leaflets, UK information etc.

11.3 ANNUAL CONVENTION – 24th – 26th April 2015

PD advertised trip opportunities at the Annual Convention using banners, leaflets & stamp.

Laura Flower, winner of the YFA multimedia competition 2014 was presented with a trophy at the AGM.

YFA presented a cheque for £3200 at the AGM towards supporting the YFC Travel programme.

Marketing organised an interview between Katie Pollock (Staffordshire member who travelled to Australia) and

Prue Dennis (Incoming exchangee who met Katie in Australia) – the interview will be highlighted in the next Ten26 magazine.

11.4 COMPETITIONS WEEKEND – 4th July 2015

There will be a YFC Travel stand available with travel information & PowerPoint presentations showing.

11.5 FEEDBACK

Host family – circulated shortly after the exchangee departs to the next host family.

YFC Travellers – circulated shortly after the member returns from their exchange.

11.6 YFA MULTIMEDIA COMPETITION

Rules will be circulated shortly after members return from their trip and they are asked to do a promotional PowerPoint. SG have decided that a refundable deposit of £30 will be required for those going on the YFC Travel trips and returned to those who complete their multi-media presentation. The projects will then be entered into the competition.

11.7 MARKETING & PROMOTION

- 2016 opportunities will be launched in September 2015 via media channels - Website/Ten26/YFC Buzz/Facebook/Twitter
- Leaflets/information in club mailings
- Past travellers PowerPoint presentations to be used
- YFA commitment to help promote trips
- Past outgoing traveller quotes & stories
- Incoming travel experiences
- Past host family quotes
- Interviews with travellers

Marketing are in the process of producing a first draft of a YFC Travel 'All you need to know' booklet. This will be circulated to the PD & YFA committee shortly for comments.

11.8 2016 OPPORTUNITIES

Russell Carrington presented a presentation on RYE – discussion surrounding who pays for participation costs. Christina to look for sponsorship. The steering group would like to continue with the project and promote the learning and development aspects of the trips under training.

Trips below approved by the SG for the 2016 travel opportunities

Country	Min Age	Max Age	No. Delegates
Australia	21	26	1
Austria	18	26	2
Canada 4H	18	25	3
Canada JFAO	19	26	1
Germany	18	26	2
C Alma Baker	April - August 2016, July - November 2016, October 2016 - February 2017, January - May 2017 ATV Certificate Required		
Northern Ireland	18	26	2
Norway 4H	18	26	1
Scotland	18	26	2

Switzerland	18	26	1
Spring Seminar	18	26	2
Autumn Seminar	18	26	2
RYE Rally	18	26	5
Volunteering Trip Jamaica	18	26	10

11.9 YFC TRAVEL SELECTION DAY 2015

The SG have decided to do Skype interviews for at least one of the trips this year (volunteering opportunity would probably work best) and dependant on whether the funding is available from Premier Nutrients (who have been approached by YFA) a selection day will be held.

Action

- YFC Travel to be included in the staff conference
- SG have decided that a refundable deposit of £30 will be required for those going on the YFC Travel trips and returned to those who complete their multi-media presentation. The projects will then be entered into the competition.
- 2016 opportunities will be launched in September 2015 via media channels - Website/Ten26/YFC Buzz/Facebook/Twitter
- Marketing are in the process of producing a first draft of a YFC Travel 'All you need to know' booklet. This will be circulated to the PD & YFA committee shortly for comments.
- The steering group approved the 2016 trips.
- The steering group have decided to do Skype interviews for at least one of the YFC travel trips.

12. Any other business/additions to the agenda

None

13. Next Meeting – Saturday 24th October 2015

14. Items for next meeting and close of meeting

Annual Convention in Blackpool

15. Next meeting

Action

Meeting closed at 7.14pm

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