



PD STEERING GROUP – 24<sup>th</sup> October, 12pm, The Quality Hotel, Coventry, Warwickshire

**Chairman:** Toby France (Warwickshire)

**Vice-chairman:** Mark Hurst (Cumbria)

**Present:**, Alison Provis (AP) (Eastern Area), Heidi Baker (HB) (South East Area), Amiee Mahony (AM)(East Midlands), Rob Williams (RW) (Co-option), Natasha Hoggard (TH) (East Midlands Area), Toby France (TF)(West Midlands Area), Mark Hurst (MH)(Northern Area), Rachel Parker (RP)(Northern Area), Amy McWhirter (AM)(Youth Forum Rep), Andy Cartwright (AC) (YFA Rep), Harry Cole (HC) (South West Area)

**Part Meeting:** Hannah Talbot (HT)(Chairman), Chris Manley (CM) (Vice chairman), James Eckley (JE) (CO), Emily Johnson (EJ) (Events and YFC Travel Officer), Margaret Bennett (MB) (Competitions Officer), Jess Townson (JT) (Vice Chairman), Frank Chester (FC)(Chair BOM), Chris Lloyd (CL) (Treasurer)

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

**Apologies:** Emma Kelcher (Eastern Area), Joy Davenport (South West), Angharad Bendall (Eastern), Kevin Maidment (South West), Bethan Roberts (Wales), Laura Edwards (West Midlands)

**Attachments:**

**1. Welcome and Introductions**

Toby welcomed everyone to the steering group meeting at the Quality Hotel.  
The steering group approved the minutes of the last steering group meeting with no matters arising.

**2. Correspondence**

5.1 Rural Youth Worker Ian Layton contacted the steering group to ask for their support with a new project providing canal boats for young people in rural areas that cannot afford rural house prices – the committee decided to circulate back to areas and counties for information in case members would like to take up the opportunity.

**Action**

- Cath to circulate Canal boat housing information to counties to disseminate

**3. Area Input**

6.1 member feedback their area input to the group -

**EMA** – AM gave feedback that Leicestershire FYFC held a county YFC Travel evening, this was very successful and ended with cakes and a quiz. The event generated lots of interest about trips and applications.

Leicestershire club officer training included the delivery of two curve modules - very successful event, outdoor activities helped with bonding. The county gave out copies of the Source which were part of the funding application.

**WMA** – RW feedback to the group that 40 members from Herefordshire had gone to Cardiff for a club officer training weekend.

CS mentioned that Know your limits is taking place in Staffordshire next week combined with a short Southern Trainer Forum meeting if any trainer would like to attend please let her know.

**SE** – Train the Trainer took place in Buckinghamshire– feedback was that the venue could have been better but the training was good and members enjoyed the weekend.

**Eastern** – AP gave feedback that the Area Training weekend is taking place at the end of November. The area is also looking at dates for TTT in the future – CS thought we had those already, as the 8<sup>th</sup> – 9<sup>th</sup> October 2016 was agreed previously by Emma Kelcher. CS to contact AP to confirm dates.

**Northern Area**

MH gave feedback on the June Know your Limits and Trainers Forum meeting, both went very well.

Cumbria –have held their club officer training weekend and the County Youth Forum coordinated an U18 field day –which

was very successful in uniting the north and south districts.

### South West

HC feedback that the area would like to have the Know your Limits training. The Junior activities weekend was a success coordinated by Joy Davenport and SW area are supporting the youth forum with their plan to pilot area weekends nationally.

### Action

- If members would like to attend the Staffordshire Know Your Limits course please contact Cath
- Cath to contact Alison to confirm training dates for the Eastern Area train the trainer in 2016

## 4. YFC Travel

4.1 Incoming Exchanges 2015 – EJ informed the group that all exchanges have gone home – all trips went well apart from a case of home sickness but the member would like to return to the UK on a future trip.

India trip went well – participants feedback was that they required more information about fees (vaccinations ect) in the future. This additional information is now included in Ten26 for future travellers.

4.2 Outgoing Exchanges 2015 -Montana and Colorado trips were very successful. There was a case of homesickness. However the member did still enjoy her experience.

4.3 Hosting – some counties are still struggling to find hosts – EJ is trying her best to support along with YFC reps. Herefordshire had an issue with hosting and struggling to get members to take an exchange over the summer. EJ asked the group - How can we make hosting easier/support counties?

The group discussed the process in counties that engage with the travel programme –They have a large support network, hosting chart, and hosting is not an individual responsibility, it is based on the county team. MB explained the Staffordshire YFC travel procedure which works well. Other ideas included the recruitment of an International position at county gets county points which encourages members to participate.

EJ spoke through the all you need to know about hosting booklet, the group discussed the content and suggested ideas – EJ to share on Facebook page to collaborate comments once the group have had time to read the complete document.

The group suggested the idea of a county curve module- to walk people through how the experienced counties do it at the start of the year.

MH feedback to the group that Cumbria finds the allocating accommodation part the most difficult currently rather than the daytime activities.

HB asked if YFC travel team can tie visits in with county shows. EJ has asked counties to send her their events so she can tie them in where possible.

AM suggested that it was good practice to talk to the next host family and plan events together.

EJ requested that the PD Group collect High res pictures of travel or hosting where possible and send to her for use in the travel booklets.

### 4.4 Marketing

YFC travel have been sharing stories, reports and blogs on the NFYFC website and social media – promoting this to potential travellers.

### 4.5 Multimedia competition

The deadline was extended and 20 entries have been received. These now need to be shortlisted - EJ asked if anyone can judge the competition from home or all together. HB and RP volunteered to help judge with AM. TF would like it noted that AM and AC will not be asked to judge again as they have been relied on heavily in previous years.

For 2016 trips – there will be a deposit system in order to encourage members to complete their multimedia presentation. It was suggested that host families could also be asked to take part in the competition if they wished to, in order to demonstrate it from another perspective.

Blog diary apps – NFYFC to research and identify one and send it to travellers to complete on their travels

### 4.6 Travel opportunities 2016 – gone out to members with the Ten26 magazine

Rural youth Europe – costs and budgets – JE came to speak to the group about the RYE subscription and trips.

Following a visit to the GA meeting at the European Rally 2015, James has sent a questioning email to RYE to clarify costs of organising events and membership in general. NFYFC could be a potential host of a Rally in the future if questions are answered and cost implications are minimised.

JE didn't go through the five nations group as he doesn't know how they feel about RYE.

JE hopes that the answers to these questions will support the unravelling of the costs of RYE and whether the steering group would continue to support it. TF summed up that the cost of RYE is too much for 10 people that benefit. Any further decisions about NFYFC remaining a member of RYE will be deferred until JE feedback to the group.

#### 4.7 YFC Travel Selection Day 2015

Skype is to be used for the YFC travel interviews apart from the New Zealand working trip, sponsored by the C Alma Baker trust, who will interview in person. Skype was decided as the means of communication rather than giving too many options to members that could prove difficult to manage. Panellists will come to the NFYFC offices and participants will be called for an interview. TF will be doing the interview check-in on the day so that applicants are ready to be interviewed and can test their connection and also to help with any shuffling of applicants. EJ will also offer members the chance to call in to NFYFC before selection day to ensure they can connect. The presentation of awards to be sent by email after the event. The YFA have decided to donate USB sticks to the participants instead of mugs this year which will be useful for EJ to give them all the information they need.

#### 4.8 Possible future Opportunities

Africa's Gift– offering trips with the continuation of volunteering projects – would like to come and speak to PD – regarding future opportunities for members. TF asked EJ to invite them to February meeting.

America – The national office would like to offer our members more opportunities to different states organised through one office. Currently NFYFC do an exchange with Montana & Colorado who decided not to be part of the national exchange programme and continued to run their own exchange programme. Group happy to look into this.

Argentina – do we want to look into Argentina – is it more social trip. MH suggested it could be an Agri link and would like EJ to enquire about the possibility of linking the trip to working or visiting large farm establishments ie: beef. The group could work with AGRI to put together a potential programme. AM enquired about the trip costs and EJ confirmed that they were similar to Jamaica.

The China exchange was discussed by the group regarding if it could work practically and in terms of differing political views ect.....

Korea – have approached NFYFC and would like to do an exchange. EJ to look into the risk elements.

#### Action

- EJ to share the travel booklet on the PD Facebook page to collate comments once the group have had time to read the complete draft document.
- PD staff team to look at the creation of a Curve county travel module
- EJ requested that the PD Group collect High res pictures of travel or hosting where possible
- YFC Travel staff and PD members to look into blogging websites and apps to make it easier for travellers to keep a record of their trip
- JE to feedback to the group about RYE at the next meeting
- YFC Travel staff to allow travel applicant to test Skype connect before selection day
- EJ to invite Africa's gift to the February PD meeting
- EJ to look into risk elements of Korea & China

## 5. John Muir Trust Award

Andy Naylor gave a presentation to the group about the award and how it could work within YFC.

The group did an exercise around linking the award and YFC.

## 6. Budget Update Youthwork, Training and Travel

6.1 Cath explained the budget situation to the group and the group are on target. The decision to have a Skype selection day

has saved the group money and the total cost of selection day via Skype will be brought to the next meeting.  
6.2 A decision on the RYE subscription costs will be made following research by JE and feedback to the group.

#### Action

- EJ/MB to present the costs of the new format selection day compared to the previous year's costs in February

## 7. Training Update

7.1 Trainers Forum in the North was a successful day, the know your limits course and trainers forum were ran together and this also worked well to have on the same day as members meeting.

7.2 Train the Trainer in the South East area could have had better attendance from counties in the SE area. It was however noted SE area is struggling to coordinate at the moment for a variety of reasons. The TTT went well, member's feedback was excellent and very positive feedback was noted for Jo Bouchard (A Clear Leader). CS gave feedback that the places on the course filled up quickly and this could be attributed to the new training rotation.

EMA TTT booked for next weekend (31 Oct<sup>st</sup>-1<sup>st</sup> Nov). CS gave feedback that places filled easily once again. Jo Bouchard will be delivering this training in Northamptonshire and this will be her final course delivery before maternity leave.

Eastern area TTT is planned for October 2016 and Advanced TTT will also take place in October 2016 and this will be central based - location TBC.

A discussion was held about the current trainers list and if it should be analysed further in terms of identifying what are they helping to deliver in area or county.

### 7.3 The Curve

Know your Limits will be taking place in Staffordshire on the 27<sup>th</sup> October, this will allow more trainers the ability to deliver the module.

CS updated the group on the refreshed and existing Curve modules and the group discussed that the Health and Safety module had been advertised under two different names – the group decided to go with the 'Staying Alive' title.

In terms of promotion of the Curve, a letter has gone out at the start of the year (September) on email, a standard email is sent out to all participants after course is completed by CS along with the Code of Conduct for the trainers Facebook group.

The group discussed that it would be easier to have these printed out and given to the trainer to be returned to NFYFC.

CS reminded the group to send in names lists for certificates so that the numbers can be recorded and certificates issued.

CS shared the Curve promotional leaflets that is intended to go out in the club mailing, the group liked it and AM mentioned that it may be better not to include the top trainers info on club mailing as it will complicate things for the club officers.

The group would also like to update the Curve leaflet and send out to counties, trainers forum group and the trainers list NFYFC to share updates and reminders about Curve on social media and in R & R week on the training day.

### 7.4 Club Officer Training

JG asked the group for feedback on what their counties did in terms of Club officer training and informed the group that template training plans had been sent to counties at the start of the YFC year. MH gave positive feedback on the plans and JG also mentioned that counties had been in touch to say that the plans are being used during their planning. Jodie to send out a Google survey to staff to find out the state of play with club officer training and go through this at staff conference  
For next meeting - What kind of support do counties need? More resources needed?

In terms of training all funding bids have been met. CS gave a summary of training in the last year through the DEFRA bid and informed the group that a new bid has been submitted for training with DEFRA and we are awaiting the outcome.

CS also spoke to the group about the proposed Cabinet office/Institute of fundraising training that we have applied to take part in.

#### Action

- CS to change all info on the Health and Safety Curve to 'Staying Alive'
- CS to prepare Facebook code of conducts to be given out at future training courses.
- CS to amend the Curve leaflet for the club mailing
- CS reminded members delivering Curve to submit certificate requests so that participation can be recorded



CS to remove the top trainer information from the Curve club mailing poster  
PD members to get involved in the promotion and sharing of information on the 'training' day of the R&R campaign  
JG to survey county staff to find out the state of play with club officer training nationally – feedback in February  
CS to feedback on the group about the outcome of the fundraising training application

## 8. Youthwork

8.1 Youth Social Action - CS did presentation and showed the group the presentation for the cabinet office and explained the process of the funding application.

8.2 Recruitment and Retention campaign -2<sup>nd</sup>-8<sup>th</sup> November (Young Farmers Week)

CS explained the nature of the campaign and the resources available to members throughout the year long campaign. TF was a little disappointed about the promotion the campaign being quite late in the year and Jodie explained that the funding came through late so it was unfortunately delayed. The PD group have provided the resources for the campaign and the Marketing and Events group has the responsibility to promote it. TF will be promoting the resources available to Council tomorrow.

8.3 The Source - CS took the group through the updates and additions to the Source. She informed the group that hard copies are approximately £22 each, the Source can be downloaded free from the website and those counties that have already bought a hard copy have been sent update packs.

TF fed back on the presentation given to the China Youth University for Political Science delegation visit organised through Momentum World. It was a very useful experience and we hope that we will be able to develop future opportunities with China

8.4 County Chairman's Weekend – JG updated the group on the plans for the weekend and encouraged them to make sure that their own counties were sending the newly elected officers to the weekend. The weekend is taking place on the 28<sup>th</sup>/29<sup>th</sup> December at Ilam Hall in Derbyshire. TF will be attending to promote the work of the PD steering groups and how it can support chairs in their year of office.

8.5 Staff Conference – Cath updated the group on the staff conference plans taking place at Wroxall Abbey on the 27<sup>th</sup> and 28<sup>th</sup> January. Bookings forms to be sent out imminently.

8.6 E-Safety – JG reminded the group that the E-Safety policy was adopted at council in June and informed them that counties have been adopting it. JG introduced the idea of the PD group promoting national E-Safety day on the 9<sup>th</sup> February 2016. The group felt that regular social media warnings on Facebook for counties to share would be useful to keep it at the front of member's minds.

8.7 Safeguarding your views – JG asked the group to take the question 'what have you found most difficult about the current safeguarding policy' back to areas/counties and bring back to February meeting. This will help with the 2016 policy review. MH discussed the Northern area issues with DBS checking and Child performance license - issues with difference districts wanting different things. JG confirmed that in the document that went out to counties at the start of the year that clarified that it is acceptable to scan and send a DBS check as long as it is the entire document. CS confirmed that the procedures around child licensing are extremely complicated and guidance will be issued by the competitions department.

### Action

- CS to feedback to the group on the funding application with the cabinet office
- PD members to share all information about the R & R campaign on social media channels and feedback to NFYFC with any good news stories in terms of recruitment and retention.
- PD members to encourage their county chairs and vices to attend Chairs weekend.
- JG to circulate information to the group on national E-Safety Day
- PD steering group to get feedback on the safeguarding policy for the February meeting

## 9. Any other business/additions to the agenda

### Hannah

Hannah coordinated an activity with the group on transferable skills to gain from YFC officer roles. She would like to build a resource for members to support them in recognising the skills they gain. The resource will be on the NFYFC website for members to build CV's, support with college, university and job applications and boost their continued professional development (CPD)

Chris Manley briefly spoke to the group about his intentions for the coming year if he is voted in as the NFYFC chairman. He would like to focus on promoting Club Exchanges and would like to work with PD on the accompanying resources to ensure trips are safe and productive for our members.

### Behaviour Classifications

Jodie coordinated an activity with the group to classify the behaviours and discuss potential sanctions to feed in to the national behaviour policy.

## 10. Next Meeting – Saturday 20<sup>th</sup> February 2016

## 11. Items for next meeting and close of meeting

Behaviour standards  
Club officer training

## 15. Next meeting

### Action

- If members would like to attend the Staffordshire Know Your Limits course please contact Cath
- Cath to contact Alison to confirm training dates for the Eastern Area train the trainer in 2016
- EJ to share the travel booklet on the PD Facebook page to collate comments once the group have had time to read the complete draft document.
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- CS to remove the top trainer information from the Curve club mailing poster
- PD members to get involved in the promotion and sharing of information on the 'training' day of the R&R campaign
- JG to survey county staff to find out the state of play with club officer training nationally – feedback in February
- CS to feedback on the group about the outcome of the fundraising training application
- CS to feedback to the group on the funding application with the cabinet office
- PD members to share all information about the R & R campaign on social media channels and feedback to NFYFC with any good news stories in terms of recruitment and retention.
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**Meeting closed at 17.20pm**

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

DRAFT