



PD STEERING GROUP – 20th February 2016 @ 1.30pm

Chairman: Mark Hurst (Cumbria –Northern)

Vice-chairman: Laura Sumner (Lancashire – Northern)

Present: Mark Hurst (Northern), Toby France (West Mids), Natasha Hoggard (East Mids), Laura Green (East Mids), Hannah Irons (Eastern), Laura Sumner (Northern), Michael Ives (South East), Isobel Mogford (South East), Harry Cole (South West), Nerys Roberts (Wales), Lauren Clarke (Staff Rep – East Mids), Aimee Mahony (Leicestershire – East Mids/YFA), Amy McWhirter (Lancs – Northern Area – Observer), Rachel Milner (Co Durham - Northern Area Chair – Observer), Amy Blount (Hampshire - South East- Observer), William Hill (Notts – Observer),

Part Meeting: Hannah Talbot (HT)(*Chairman*), Chris Manley (CM) (*Vice chairman*), Jess Townson (JT) (*Vice Chairman*) James Eckley (JE) (CEO), Frank Chester (*BOM Chairman*), Christina Evans (*Fundraiser*), Alison Provis (*Eastern*), Russ Carrington

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

Attachments: YFC Travel Report

1. Opening remarks

Toby welcomed everyone to the steering group meeting at the Quality hotel and the group introduced themselves. Toby welcomed Ken Dunn from Africa's Gift to present to the group.

2. Apologies for Absence

Philip Debenham (Eastern), Freddie Horwood (South West), Vicky Hope (Wales), Victoria Ward (West Midlands), Andrew Cartwright (YFA)

3. Confirm the minutes of previous meeting – 24th October 2015

Approval of minutes of last meeting - Mark approved the minutes as a true and accurate record.

Action

None

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

4.1 HT, JT and CM attended the meeting to hold the elections for new steering group chairman, vice chairman and co-options. JT asked for members wishing to be considered for the role of chairman.

4.2 Mark was proposed by TH and seconded by LS, Mark Hurst was elected into the chair. JT congratulated Mark and wished him well for the year ahead.

4.3 JT asked for members wishing to be considered for the role of vice chairman, LS put herself forward for consideration and was proposed by MH and seconded by TF. JT congratulated Laura and wished her well for the year ahead.

4.4 JT asked the group for suggestions for co-options for the group. CS gave Jess proposed co-options as Amy M (Leicestershire – EMA), Rob Williams (WMA) and George Goodwin (Staffs – WMA). The group discussed the biographies of the potential co-options TF proposed election of the co-options and MH seconded the proposal.

4.5 The Young Farmers Ambassadors were invited to attend all future PD meetings.

Action

MH and LS to complete safe recruitment paperwork for NFYFC volunteer role.

5. Matters arising from the previous minutes- 24th October 2015

5.1 Promotion of PD to potential members – Mark was happy that this has been done and the room was full.

5.2 Ian Layton – Canal boat rental scheme – the steering group members agreed that we could send out the information again to the county federations in Central England and suggest that Ian contacts the counties directly. He has already made contact with a couple of counties.

Action

Cath to send the canal boat information to the midlands area counties for dissemination

6. To receive any relevant correspondence

6.1 Stop Look and Listen – 29th February 2016. This is a NCVYS safeguarding Campaign. NFYFC have made a pledge and would like to encourage counties to do so as well. Mark asked PD members to take information back to their counties.

Action

PD members to go back to Counties to look at making a safeguarding pledge for the 29th February.

7. Area Input

7.1 Northern Area – Rachel M spoke to the group about the IOM contacting northern area regarding getting members from the island trained. Cath has been speaking to Angela about how to approach training on the island. Northern area may be able to pay travel so that members could attend training in England. MH spoke about the Northern Areas conflicting advice regarding Child Licenses received from Local Authorities. PD with Competitions Steering Group will write a letter to the Secretary of State asking for a national exemption.

7.2 East Mids – Tash gave feedback on the area training weekend, the weekend was oversubscribed and feedback was very good. Notts delivering Curve modules within county is going well.

7.3 South East – Imogen gave feedback on the Oxfordshire/Berks join club officer training.

7.4 South West – Feedback on DBS checks – Some members are not completing their checks – county staff are removing members from roles if they do not complete the required safe recruitment paperwork.

7.5 Wales – Nothing to report

7.6 Eastern – Hannah gave feedback on the Eastern area training weekend, they have the TTT in the autumn. Refreshing the training is a focus for the year.

Action

Members to be provided with the area report template for the next meeting.

CS to work with the IOM and Northern Area to develop training.

8. Terms of Reference for the PD steering group

8.1 Set out in council packs – spells out what the PD group should be doing as a steering group.

Action

Cath to send out the terms of reference document to the group with the minutes as a reference document as this was not included in the council pack.

9. Budget update

9.1 Mark discussed the PD budget with the group, the amount spent in 2015 and the budget available for 2016.

9.2 YFC travel was a budget focus and saving money in this area has been achieved.

Action

Members to note.

10. YFC Travel

10.1 Multimedia Competition Results 2015 – Mark shared the results of the multimedia competition with the group. The group were informed about the £30 deposit for 2016 travellers to be paid back to them once their entry is received. Amy gave feedback on judging the competition and expressed her disappointment that the rules were not followed and many were disqualified although they had submitted a really good project. AM suggested that counties should talk to their

selected travellers about what they need to do before and after travelling and read the rules.

10.2 Selection Day, 5th December 2015 – Skype - Mark went through the budgets with the group and compared the cost of selection day – the costs were extremely reduced by doing on online interviews. The group discussed the format of both a face to face interview and a Skype day. JG gave feedback that applications were increased this year and that YFC travel staff were happy with the format of the day and that the issues raised from this year could easily be addressed. Amy asked the group to send a selection day report to the YFA so they can see how it worked and what the groups thoughts are on a future selection days. Toby to attend the YFA meeting on behalf of PD. The group would like to do a Skype selection day in 2016 with the previous issues ironed out then review that in Feb 2017.

Do the group want to do an online chat for YFC Travel? The group said they would ask counties any questions they needed to know. There may not be much value in an online Q and A in the future. It was suggested a hash tag #yfctravel for people promoting travel and tweet whilst on travel trips and for incoming exchangees as well as using Facebook as that seems the more popular member's choice. It would be beneficial to publicise the hash tags before travellers leave. Hannah suggested a Facebook page to grow the travel social media presence- Hannah to speak to Sam.

10.3 Christina came to speak to the group about the YFC travel booklet and the TAMA sponsorship, deadline of booklet for March – final draft to be with them by the end of February. CE asked the group to gather quotes from previous travellers, pictures, ideas for activity suggestions and send to Cath and Jodie by the end of February. RM asked if this would be print and digital, CE explained that it will be digital only due to costs.

10.4 2016 Hosting - Toby fed back on last June's exchangees stay with Warwickshire and that this time they would not be holding a large social event on the same weekend.

10.5 Travel Programme 2017 – MH shared the list of trips with the groups and the changes that the group can make to the volunteering trip. Amy M gave feedback that it may be difficult to fill both trips if they offered a second option. Could we do Africa's Gift in February and the projects abroad option as usual? Laura asked if the money could be fundraised to go on the trips? Amy suggested that this was encouraged. We need to promote the fact that you can fundraise for the trip – Toby asked if this could be sent with the applications so members know. The group liked continuation idea that YFC members could do a project and return to it year. Amy M suggested that you could do trips with projects abroad Argentina 2017, India 2018, Jamaica 2019 as a rotation every three years similar to Ski. Amy asked to bring India and Jamaica feedback from previous trips before the next trip takes place. The group would also like to put on the Africa's gift trip as an additional option.

Toby and Jodie spoke to the group about the USA trip and the youth forum pilot, Amy M spoke about the issues with previous travellers being homesick and where taken to social events which they didn't enjoy – important to make them culturally aware before travelling and hosting.

Momentum World – China trip – following meeting with YFC in January 2016 – Momentum World are going to apply for funding to coordinate a travel trip – we await the results.

Korea 4H – To be looked at as an option for a potential trip in the future. The group expressed concerns about travellers safety at this time in the country.

Action

YFC travel staff/PD to send a report to the YFA on selection day via Skype

Toby to attend the YFA meeting on Sunday 28th February on behalf of PD

Hannah Irons to contact Sam Conway (NFYFC Comms Officer) to discuss the uses of social media to promote YFC travel

PD members to contribute to the YFC travel booklet with quotes and pictures by the end of Feb!

Toby to contact MB regarding hosting the exchangees in Warwickshire at June council weekend

YFC Travel staff to promote that fundraising to take part in trips is encouraged

YFC Travel, Jodie, Hannah T and the Youth Forum to work together on the USA pilot trip

11. Training

11.1 The Curve – How to increase the amount of counties delivering? The group discussed that the module delivery was very concentrated in certain areas. Some counties have trainers that have not delivered for a while or have done

TTT but haven't yet delivered. Some counties are including Curve modules in their club officer training weekends. Mark suggested that we could deliver a module at chairs weekend and Rachel would like the Curve booklet to go to county chairs directly. The group discussed a potential buddy system to support trainers that have not delivered any sessions. Any new ideas for Curve modules? – Members to think about it.

- 11.2 NatWest Partnership and future training – Natwest training has excellent feedback on courses delivered.
 - 11.2.1 Cath presented the idea of the reminder calendar for clubs – group liked the idea and wanted to add in travel and training reminders. The group discussed the idea of webinars for small training snippets – Constitutions, event planning, safeguarding, YFC travel applications, running a meeting and setting up new clubs/reforming. Run it in line with the YFC calendar and share on social media at the appropriate time. Could it be Live webinars or non-live? – this will be explored
- 11.3 2016 Training plan
 - Mark shared the training rotation of the national courses, targeted training and trainers forum
- 11.4 Club Support: Officer Training Plans – Jodie mentioned that club officer training plans are available for various durations to support counties in planning their training.
 - 11.4.1 Club Efficiency – Cath shared the idea of a national club awards system to allow counties to support clubs more effectively. She asked the group to read through and mark up the document with their thoughts and how they think it works. Members to feedback if clubs want this or are happy working on their own individually.
 - 11.4.2 Club Health Check - last done in 2011 Cath asked the group if they would like to do this again in order to discover the support that clubs and counties need. Club Census 2016!

Action

The Curve brochure to go out to county chairs directly

Look into the idea of a Curve delivery at chairs weekend

Look into a buddy system idea within counties for new trainers or those less confident

Cath to progress the reminders calendar idea with Natwest

Cath to progress webinars with Natwest

PD members to mark up the club efficiency document, speak to clubs and counties about the idea of a national system to replace local ones and bring feedback to June meeting

PD members supported the idea of a club census – Cath and Jodie to develop questions and circulate to the group for comments.

12. Youthwork

- 1.1. Reports: Chairman's Weekend – JG gave a report on the event and shared the participants evaluations with the group. The group felt that the weekend would benefit from being residential once again if sponsorship can be secured to cover the costs. The date for the next chairs weekend is the 12th/13th November 2016 at Ilam Hall, Derbyshire.
- 1.2. Youth Social Action Fund 2016 – 2017 – Following the receipt of the Cabinet Office funding we now need to allocate this money to projects and encourage members to apply. Cath gave the group an overview of the 'Countryside Challenge' project and how to apply. Mark suggested that groups could look at the Clean up for the Queen idea as the Queen is a patron of NFYFC and is celebrating her 90th birthday this year. Cath spoke to the group about the creation of a support resource for members applying for projects and ran through the content of the 'toolkit' to support members run a project within club. Mark encouraged the group to look at their own clubs and counties and identify projects. Projects are needed ASAP!
- 1.3. The Source – Club Programme Ideas hub – The group discussed the idea of a central point for club programme ideas and would like to see an online portal.
- 1.4. Annual Convention – Jodie spoke to the group about support available for members over convention weekend. The area in registration is currently a Wellbeing area but she would like the group to come up with a better name! The group also suggested that we could look into breathalysing on the Sunday? Bottled water on arrival or throughout the event?
Jodie shared the current convention fold out leaflet with the group which they were happy with. The group suggested that it would be good to have a number to call to get through to NFYFC registration and a space for the group leader contact.
- 1.5. Behaviour guidelines – Jodie shared a summary of the incidents brought to the national office in 2015 for the

group to understand some of the common issues that are arising within the membership in terms of behaviour and safeguarding. Jodie informed the group that a draft behaviour policy is in consultation with counties and that members should feed into this – we are hoping to create a standard set of behaviour guidance and sanctions for the organisation. The group were given a copy of the behaviour policy draft to read.

- 1.6. Safeguarding policy and update – Jodie informed the group that the safeguarding policy will be being reviewed and updated this year and members should bring any feedback from their area back to the June meeting for consideration.

Action

PD members to make a note and communicate the date for the chairs weekend November 12-13th 2016.

PD members to feedback to areas about the countryside challenge and to help with identification of projects for the March deadline.

Cath to work with Sam (NFYFC Comms) on the online portal for the club programme ideas hub.

Jodie to post a thread on the PD Facebook group regarding suggestions for a new name for the wellbeing area

Jodie to look into new ideas given by the group for services to members at convention and also changes to the fold out leaflet.

PD members to communicate with members that the behaviour standard is dropping within the organisation and look at ways to address this both locally and nationally.

PD members to read and feedback on the behaviour policy draft.

PD members to speak to area about the safeguarding policy review and bring back any feedback to the June meeting.

13. Any other business/additions to the agenda

13.1 The Queens 90th Birthday celebrations – June 12th 2016 The members meet with the Events steering group to discuss what we could do to celebrate the queen's birthday. Ideas included: encouraging clubs to hold a community street, party, clubs to participate in the Clean Up for the Queen event and to work with RABI to promote lighting a beacon all of which could potentially be linked to Countryside Challenge. PD and events steering group with the assistance of staff will produce some information for clubs.

13.2 AGM stewards – Cath gave out forms to members to complete if they are able to steward at the annual convention event.

13.3 Youth sector briefing – Cath circulated a youth centre briefing document to members, the document may be useful for counties and areas to consider when applying for funding as it includes new ideas and buzzwords within the youth sector.

Action

Cath and Jodie to draft resources to support clubs in celebrating the Queens 90th birthday

PD members to return convention stewarding forms if they are able to support the event

Members to share youth sector briefing document with areas and Cath to email a copy to county offices

14. Next Meeting – 25th June 2016

15. Items for next meeting and close of meeting

Hannah – Transferrable skills document for the Source

14. Action Points

Action

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

Travel

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AOB

Russ Carrington (Rural Youth Europe representative) came and spoke to the group about how RYE could work more closely with NFYFC and disseminate information to members. In addition, Russ would like to apply to be Chairman of the RYE Committee but in doing so needs the support from NFYFC council. PD members thought that Russ would make a great Chairman and support his application. The group wished Russ the best of luck.
Cath and Jodie to draft resources to support clubs in celebrating the Queens 90th birthday.
The Facebook agreement forms were circulated for members to complete to join the steering group Facebook page.
PD members to return convention stewarding forms if they are able to support the event.
Members to share youth sector briefing document with areas and Cath to email a copy to county offices.

Meeting closed at 18:13

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