



**Fun, Learning and
Achievement**

**Minutes of the Personal Development Steering Group
held on 21st October 2017
at The Quality Hotel, Coventry CV5 9BA**

Present: Isobel Mogford, Hannah Irons, James Carey, Fred Allen, Sarah Carbis (nee Thomas), Will Hill, Edward Allen, Rachel Goldie, Laura Sumner, Bryony Berry, Aimee Mahony

In Attendance: James Eckley NFYFC Chief Officer, Edward Ford (Chair of Council), Lynsey Martin (LM)(Vice Chair of Council), Tom Oatey (Youth Forum Chairman), Rachel Black (Youth Forum Vice Chairwoman), Heather Black (Chairwoman of the BOM), David Clark (BOM Rep), Jodie Green (NFYFC), Cath Sykes (NFYFC), Josie Murray (NFYFC)

Saturday 21st October 2017

1. Opening Remarks

LS welcomed the group to the October meeting of the PD steering group, she welcome Josie Murray to the team and welcomed Jodie back to the NFYFC office following her maternity leave.

2. Apologies for Absence

George Goodwin, Katie Sanderson, Michael Ives, Catherine Ede, Mark Hurst

3. To confirm the minutes from the previous meeting (Saturday 24th June, PD-04-17)

Minutes signed by LS as a true and accurate record

4. Matters arising from those minutes

4.1 Trainers pack to be given out at Train the Trainer to give more information about the Curve.

5. To receive any relevant correspondence

LS informed the group that they had received a letter from a participant (Emma Littlewood) in the Africa's gift trip. LS explained the feedback from Africa's gift to the group and how she intended respond to Emma. The steering group were in agreement.

6. Budgets – Youthwork, Training and Travel

LS presented the budgets to the group and explained the document, CS talked through the document for the benefit of the group.

7. YFC Travel

Report submitted to the group by Erica and Margaret (NFYFC) *Document to be attached to minutes for information*

The travel report was presented by Laura; the group listened with the following inputs and discussions.

7.1 Feedback from 2017 Outgoing trips

The issue was raised regarding travelers not being aware of where they are staying when they leave for their trip, the group felt that this was ok as long as they have an emergency contact number for their arrival.

7.2 Hosting Feedback – Incoming Exchangees

It was raised that incoming people need to give info on dietary info to the hosts as they struggle without the right info – allergies ect...

**Actioned
By**

Laura to draft

Attach Travel
report

National Federation of Young Farmers' Clubs (England and Wales)

YFC Centre, 10th Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG

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Edinburgh trip, issue raised with adult members not being met at the airport/station – the group felt it was nice to be greeted but if that was not possible it was acceptable that they would be able to walk to the hostel in the city rather than being met at the airport/station.

Members wanted potential travelers to be very aware that a flight cost is just an estimate and could be subject to change on booking dependent on travel prices at the time.

LS gave feedback from the previous travelers survey –

The group discussed the dial a flight service and felt that if travelers read their information they would have not experienced any issues as the staff they spoke with would have full knowledge of the YFC pay in part arrangement.

Bryony (Devon) suggested that having an informal leader for the group when travelling to keep up the communication and to address any issues that the members might have. This leader could be selected by the group after the meeting/social. The group likes the idea of a social after the meeting at steering groups. It was suggested that the team could stagger the introduction meetings so that travelers could have a social around their formal introduction meetings, like a meal or get together activity.

AM/LS said that the group should bear in mind the issues raised regarding Africa's gift when deciding about using them for future trips. In some cases it can be easier to use a larger company like projects abroad as they shoulder some of the responsibility/risk.

Group leaders
for trips

7.3 MM Presentation

AM felt that there should be some pressure on members to get them back as they are such a good asset to sell/promote the trip but not to the point that resources are wasted in the office.

Discussions on the date of the C Alma baker presentation return date – deadline reminder would be helpful around the time. The group felt that it was good to see the reminders on NFYFC Facebook and Twitter. FA said it would be useful to remind outgoing travelers to collect evidence/pictures as they are going out for their presentation

In terms of 2017/18 travel deadlines AM/LS asked if there is a social media plan in place to remind counties to apply and how to ask any questions?

Social media
promotion of
travel date

7.4 Budgets

LS ran through the budget for the travel programme

7.5 2018 Outgoing Trips

7.6 Selection Day content – 2nd December 2017

LS ran through the programme and the group discussed what they might like to do -

The group need to do 2x 45minute sessions for the group – short dip in and out ice breakers

What to pack session – multi use items – pashmina

Race to pack a case? What to pack and what not to pack, rolling instead of folding to fit more in - packing tips and tips for packing for different countries.

Laura, Hannah, Fred, Isobel, George - *volunteer group for activities*

Team to contact Cath/Josie/Jodie for any resources

Volunteers team
to plan activities

7.7 YFA Report

YFA – AM gave an overview and report to the group

AM gave the YFA report, an update on the reunion and encouraged the group to share YFA info with travelers to encourage younger members into the YFA for the future.

7.8 European Rally 2019

LM came into the group to introduce the rally – Claire Worden, Chris Lloyd, Hannah Talbot and Lynsey are organising the rural youth seminar and have asked if any members would like to get involved, to take place in the midlands Harper, Hartpury or RAU. 1 or 2nd week in August 2019.

Date for diary!



8. Training

8.1 Curve update

Report given by JM on the curve delivery numbers and members discussed popular modules and which may need a review. The group set new targets of 2500 curve certificates to be given out in the 2017/18 year across 25 counties.

Feedback was given on the Rural mental health module as a little daunting to deliver, wifi access patchy, sending out pre forms is hard. JM to look for a date before winter for rural plus training and post on the trainers Facebook page

Josie shared the trainer booklet with the group, AM asked that this be shared with the county staff for information.

The group discussed how to make the evaluation/feedback to NFYFC process easier.

The group discussed the 2500 certificates target – how do we do this? BB suggested that all trainers lists are shared from different counties, Josie is happy to link up trainers and counties that don't yet have them.

Group think trainers should select maybe three curve modules of the menu and promote them locally – the three selected were the Fundamentals, rural plus and farm safety.

Area full house award suggested as a reward badge? IM

Rural plus training date

Share training booklet with county staff

Training booklet

Cath gave feedback on the booklet and that Natwest are sponsoring the booklet that will be sent out to each club. Useful tool for trainers to sell the modules, this book will be printed and going forward the information will be updated on the website for members to download.

New Curve Modules

Cath showed the group the new modules Inc – fundamentals. AM gave feedback on the pilot delivery at club officer training. The module is quite trainer heavy but extremely informative.

Feedback given to Matt in order to make any changes.

Anti Bullying module – Josie gave feedback on the development of the module and the partnership with Bullying UK

Agricultural module - 1 hour session to be delivered to year 9 age group. FACE and red tractor working in partnership with us on this module. Also there will be an extension of the Agri module which will be a higher level and longer duration for clubs. AM suggested speaking to the NFU to see what they are producing in terms of careers/getting into Agri – in order to prevent replication.

AM to pass contact on to Cath

AM to pass NFU contact to Cath

8.2 E badges for trainers –Cath showed the group an example of the achievement badges that will be used for trainers – the group were positive about the designs. AM and FA suggested a link to the website curve information on the trainer badges to allow for further promotion.

8.3 Top Trainers Award - JM shared the entry form for the volunteer trainer's prize – group discussed changes to the form

8.4 Group activity – deciding on the training recognition award using a training criteria section for club/county and what should be achieved at each level.

8.5 Train the Trainer - LS and JM gave feedback on the TTT course, the northern area has 11 booked on and LS will be co delivering with Jo. Trying to set the SE and WM dates, should the price be increased from £80? The group discussed that the course is excellent value

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for money and should be raised to £95 going forwards.

- 8.6** Trainers Forum - Joint Eastern and East Mids – Rural Plus AM and meeting PM – potentially Northampton. Next year to SW and Northern area for forums, maybe SE 2018

9. Youthwork

9.1 Club Efficiency Award – not progressed. A working group will be established.

9.2 Chairs Weekend 2017 – programme given and brief run down, group to encourage members to get county chairs and vices to book on.

9.3 YSA – Caths gave a report to the group on the project.

9.4 Safeguarding update – JG spoke to the group about the current policy and its adoption and implementation within counties. CS shared the safeguarding leaflet with the group. AM felt that the colour and new branding was too dark, branding not very young person friendly.

9.5 Behaviour – JG spoke to the group about the policy and how it was being used, the group have found it useful for issues within county. The steering group members liked the new flow chart that will be included.

9.6 School Clubs leaflet – on hold until the Rules and Bylaws have been finalized.

10. Any Other business/additions to the agenda

10.1 That the Equality and Diversity Policy, the Drug and Alcohol Policy and volunteer policy
10.2 be circulated for consultation ready for adoption in February.

10.3 Staff Conference – CS went through the draft agenda and stressed how important it is

10.4 for staff members to attend.

10.5 Annual Convention rota – this was handed out to members for them to complete.

10.6 Competitions Day 2018 – members were asked for ideas for the stands. They will feedback ideas to the next meeting.

11. Next Meeting – 17.02.2018

12. Items for next agenda and close of meeting 18:00

Signed

Laura Sumner (Chair of PD Steering Group)

Dated:.....

October 2017