



PD STEERING GROUP – 24th June 2017 @ 1.30pm

Chairman: Laura Sumner (Lancashire – Northern Area)

Vice-chairman: George Goodwin (Staffordshire – WMA)

Present: Laura Sumner (NA), George Goodwin (WM), Isobel Mogford (SE), Hannah Irons (E).

Part Meeting: Rachel Goldie (Yorkshire), Edward Ford (Chair of Council); Lynsey Martin (Vice- Chair of Council), Freddie Wootton (Youth Forum), Jodie Green (Youth Development Officer); Erica Attwood (YFC Travel); Margaret Bennett (YFC Travel); James Eckley (CO)

In attendance: Cath Sykes (CS) Development and Training Manager, Matt Caldicott (MC) Youth Development Officer

Attachments:

1. Opening remarks

Laura welcomed everyone to the steering group meeting at the Quality Hotel and the members introduced themselves.

2. Apologies for Absence

Mark Hurst (Ex-officio), Katie Sanderson (Northern), Alice Giles (South West Area), Cat Ede (South West Area), Michael Ives (South East), Aimee Mahony (East Midlands/YFA), William Hill (East Midlands), Tom Sellers (West Midlands Areas) and Craig Pugh (Wales). Co-options: Sarah Thomas (Cornwall); Fred Allen (Shropshire) and Edward Allen (Nottinghamshire).

3. Confirm the minutes of previous meeting – 18th February 2017

Approval of minutes of last meeting – LS approved the minutes as a true and accurate record.

Action

None

4. Matters arising from the previous minutes- 18th February 2017

4.1 None

5. To receive any relevant correspondence

5.1 None

6. Budgets

6.1 Please see the attached budget for YFC travel. MB went through the Travel budget with the members.

6.2 CS went through the Youth work and training budget. There is an under spend on the Youth Social Action Projects (Training and Evaluation elements) otherwise it is mostly on target. CS is talking to the Pears Foundation regarding re-allocation of funding.

Action

To note.

7. YFC Travel

Please refer to the travel report (attached)

7.1 The members discussed the points raised in the report and below is the summary:

2017 Hosting -there will be 8 incoming exchanges staying with us over June and July. Five are here over council

weekend so please make them feel welcome.

2018 Trips - PD steering group members discussed the trips and agreed to go with Projects Abroad to South Africa and Nepal in 2018.

Number of trips that members can travel on - PD steering group members discussed this and agreed that YFC members can travel on a maximum of 3 home-stay trips which will come into effect for the 2018 trips that will be launched in September. (This does not include C Alma Baker, RYE or team travel).

USA trips – the members agreed that the travel trips to the USA will be split into 2 trips one 6 week trip to Montana and the other one 6-week trips to Colorado.

Selection Day 2017 - this will take place on the 2nd December and will be face-to-face interviews with the option of Skype if possible. The exact format of the day will be confirmed nearer time due to the NFYFC office refurbishment.

C Alma Baker trip – members were informed that the age range may change to 20-26 from 18-26. This is not a YFC decision.

Multi Media competition – after a discussion the PD steering group agreed to amend the multimedia rules so that the YFC Travel presentations must be created in one of the following formats: Powerpoint (.ppt, .pptx, .odp), keynote for Apple (.ppt, .pptx or .key), Windows Movie-Maker (.wmv) so that it is compatible with the NFYFC website.

Trips for U18 year olds – Following feedback from areas the PD steering group agreed that with the Youth Forum they will support areas to run area trips.

Young Farmers Ambassadors (YFA) - The YFA reunion is taking place on the 27th – 30th October in Taunton, Somerset. All YFA members are welcome to attend. YFA presented a cheque for £3200 to support the travel programme at the AGM.

Rural Youth Europe

Lynsey Martin reported that a quote from Hartpury College to be the host venue for the event has not yet been received and that the RAU are very keen to host. The Board of Management has approved that NFYFC will put in an application to host the Rally in 2019. Once they have applied, the application will need the approval from the Rural Youth Europe's General Assembly which is being held on the 8th September. If successful the working group would like a couple of PD members to join working group and they would then begin to write the programme. Lynsey explained that she found the European Rally a really positive experience. She learnt so much about where she was visiting and met lots of other people from a mixture of backgrounds. The PD members are happy with this and will wait to hear if the application has been successful.

Action

- Contact Projects Abroad regarding South Africa and Nepal in 2018.
- Make the changes in September 2017 the PD steering group have agreed that YFC members can apply to travel on a maximum of 3 home-stay trips. (This does not include C Alma Baker, RYE or team travel).
- Launch the 2018 travel trips this September.
- Amend the multimedia rules so that the YFC Travel presentations must be created in one of the following formats: Powerpoint (.ppt, .pptx, .odp), keynote for Apple (.ppt, .pptx or .key), Windows Movie-Maker (.wmv) so that it is compatible with the NFYFC website.
- Organise Selection Day 2017 to take place on the 2nd December. Face-to-face interviews with the option of Skype if possible. The exact format of the day will be confirmed nearer time due to the NFYFC office refurbishment.
- PD steering group to work with the Youth Forum to support areas to run area trips.
- Publicise the YFA reunion, 27th – 30th October to be held in Taunton, Somerset.

8. Training Update

8.1 The Curve

CS went through the Curve report and the targets. That currently 1573 Curve certificates have been awarded which surpassed the 2016 total but it is unlikely that we will meet the 2000 target set last year. Norfolk and Suffolk are not included – CS will include. Members would like to see the Curve promoted more social media using pictures and positive feedback/quotes etc. The members also felt that a pack for trainers to be handed out at Train the Trainer to explain the process and what the Curve is would be really helpful. This could be shared with current trainers at the start of September to remind them as well.

8.2 New modules

The Back to Basics module (Fundamental) should include a FAQ section and extra notes to help the trainer. The last part of the module should include time to allow the club members to develop an action plan. It was recommended that advisory and club leaders should be invited to this training too. The AGRI Curve module could tie in well with Lynsey Martin's year in office and should be developed alongside AGRI and with Lynsey's input. The Behaviour module should be ready for September. The CV skills and career module will be written with the support De Lacy and should be ready by Christmas.

8.3 Rural+:

Matt Caldicott explained that he still keen to support those areas who would like to deliver the Rural+ module.

8.4 Farm Safety:

The Farm Safety curve module is now being delivered. Isobel is due to deliver the module during Farm Safety Week.

8.5 Top Trainers Award

The Members had a very good discussion about the award how it is currently given out and how it could be improved. Laura read out the feedback that has been provided from the South West and East Midlands area which helped inform the discussion. The consultation process had proved to be a very useful way to gather feedback – there were lots of different ideas from counties including having an application form, questions to gauge the impact, numbers of modules, participants, having a scoring system and nominate a volunteer trainer. Members felt that we could give more recognition to trainers for what they are doing and provide an incentive for them to do more.

There are now 18 Curve modules available and it is getting to the point where we can now begin to categories the modules e.g Core modules such as Back to Basics, Safeguarding, Staying Alive and Team building, and topical modules such as Road Safety, Farm Safety and Rural+. We also discussed the old 'Skill-ups' which is a bank of training plans for Competitions such Funky Flowers, Stockjudging etc. Members said it would be a good idea to bring this back and include into the Curve bank record training and present certificates.

The members agreed that there will be a Top Trainers Award for the most outstanding volunteer trainer, a new County Training Award to recognise gold, silver or bronze standard training and all trainers will receive recognition awards.

Top Trainers Award

Volunteer trainers should be able to enter this themselves by completing an entry form which will include questions to find out how many session have been delivered, reflective questions and questions on impact. The criteria will be developed over the summer months ready for September. The PD steering group

members were asked to submit their questions. An external panel will judge the competition which could include NatWest.

County Training

Members were asked to feed in their thoughts for what they would like to see as part of the criteria for the County award by the 30th June. It was suggested that the Gold standard should include trainers delivering the Back to basics module and other modules in a core group. LS will put something on the group Facebook page to encourage those not at the meeting to share their ideas too. CS will then also email to those not on the Facebook group.

Recognition Awards

Members felt that the PD steering group could better recognise the work at trainers do. There could be digital and printed recognition awards e.g for your first module delivered, for the first 5, 10 and 15 delivered etc. This would be sent to the individual and county and would be for all trainers i.e volunteers and staff.

8.6 Train the Trainer

That the Train the Trainer is taking place on the 28-29th October at Grinton Hall, Yorkshire (Northern Area) and on the 30th Sept – 1st October in Devon (South West Area). Applications have been received from Lancashire and Cumbria already.

8.7 Training Booklet

The old 2010 training booklet was given out to members. NatWest have kindly agreed to re-produce the document. The members went through the document and felt that it needs a re-design and a change in order so that how to become a trainer should be at the front (with a flow chart). It was also felt that we should mention other training that is available such as those available from AGRI and competitions. Members also felt that the re-design should match the new website and that enough copies be made available for each trainer and county. The resource should then become web pages so that it can be updated more easily and cheaply.

Action

- PD steering group will work with Cath to re-do the training document that NatWest have said that they will produce. This includes working with ARGI and Competitions to ensure that those training programmes are included.
- That the new Curve modules: Back to Basics module and Behaviour module will be ready for September.
- That the PD steering group members will feed into the new Top Trainers Award criteria. As a result there will be a Top Trainers Award for the most outstanding volunteer trainer, a new County Training Award to recognise gold, silver or bronze standard training and all trainers will receive recognition awards. The criteria will be developed over the summer months ready for September.
- The members will promote the Train the Trainer courses that are taking place on the 28-29th October at Grinton Hall, Yorkshire (Northern Area) and on the 30th Sept – 1st October in Devon (South West Area).

9. Youthwork

9.1 Club efficiency

The members of the group agreed that as this is a substantial piece of work, that a separate meeting be organised between now and the next PD meeting to solely focus on the award. The members felt it was important that there should be county staff representation on the working group as well. GG said that Staffordshire have been through the criteria and have amended it slightly and it is now being run in the

county. He will feed in what Staffordshire are doing. CS will circulate dates.

9.2 Chairman's Weekend 2017

The weekend is being held on the 10-12th November. Members would like include behaviour to help county chair's deal with inappropriate behaviour. Members also would like: training opportunities (they thought running the curve module last year worked really well), media training, Silo training (to ensure the office is efficient), staff management and budgeting (cost saving). Members like the fact that they are able to make new contacts and time should be available for networking.

9.3 Youth Social Action Fund 2016 – 2017

The Youth Social Action project Countryside Challenge is now coming to an end. 38 YFC projects have been funded through the scheme and we are now in the process of evaluating them. The next meeting with the funder is on the 4th July. The 3rd and 4th training days have not gone ahead. We are looking at running the 3rd training day on Saturday 1st July at Competitions Day. Members discussed ideas which included making bird feeders and having a sensory challenge. LS will ask which PD members are available to come and help out on the stand.

The members agreed that if further funding opportunities become available they would like to apply. CS shared the Co-op Foundation fund focusing on loneliness and explained that we have a very slim chance but might be worth applying. The members agreed.

9.4 Who Cares' leaflet.

CS circulated the new Safeguarding in YFC leaflet. Members liked it and agreed that it should now be passed to the designers.

9.5 School Club's leaflet – this has not been progressed.

9.6 Annual Convention Positive Behaviour campaign

Matt shared the feedback that hoteliers had sent in and asked the question did the campaign for AGM2017 change behaviour? Matt gave out a summary (attached) and asked how can we build on this for 2018? LS raised the fact that some counties had actively made the effort to provide all their members who were attending the convention the presentation whilst others hadn't. She felt this incredibly frustrating as she had given up lots of time to ensure the presentation was delivered. In Oxfordshire they ran a session on 'YFC AGM: Everything you need to know' and ask the veterans to lead the FAQ session. Members also went to pick up club tops. Questions raised included: How can we reach those people who were unable to access the Positive Behaviour campaign training? How can we encourage those counties that didn't deliver the training to do so? This could form part of County Chairman's weekend.

Action

- Dates will be circulated for a day to focus on the Club Efficiency Award.
- Members will help run the Countryside Challenge Training at Competitions Day.
- That the Youth Social Action project Countryside Challenge is now coming to an end. 38 YFC projects have been funded through the scheme and we are now in the process of evaluating them.
- That a new Safeguarding in YFC leaflet has been developed for Clubs and Counties that will replace the Who Cares leaflet. This will now be sent off to be designed.

10. Any other business

10.1 Lynsey Martin explained what she hoped to achieve if voted as National Chairman next year. LM's plan is to develop the resources so that every YFC is equipped to go into a school and deliver a presentation to either primary

children focusing on 'where does your food come from' or secondary children 'focusing on career choices'. The PD members thought this was a good idea. In return the members would like in developing the Curve module on Agriculture that will focus on the Farming Year.

10.2 Sexual Health Leaflet. CS shared the 10 ways to start sexual health work with the members and asked if this is something that members thought should be re-produced. The members thought that it would be worthwhile including it as part of the Source rather than re-produce the booklet.

10.3 Radicalisation. CS asked the members if they think that we should be doing more to raise awareness of the issues surrounding radicalisation and whether we have a duty of care to educate members of the issues involved. Members felt that we sign post members to organisations that have the expertise to educate member on these issues.

Action

- LM – to keep the PD steering group up to date with progress
- CS – to look at putting the Sexual Health information into the Source
- CS – to find out what other youth organisations are doing regarding radicalisation.

13. Next Meeting – 21st October 2017

14. Items for next meeting and close of meeting

For consultation

1. How can we reach those people who were unable to access the Positive Behaviour campaign training? How can we encourage those counties that didn't deliver the training to do so?
2. The 2017 County Chairman's weekend is Saturday 11th – Sunday 12th November in Shropshire. What training/discussions topics will your County Chairman need at the weekend?

16. Action Points

Action

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- That the PD steering group members will feed into the new Top Trainers Award criteria. As a result there will be a Top Trainers Award for the most outstanding volunteer trainer, a new County Training Award to recognise gold, silver or bronze standard training and all trainers will receive recognition awards. The criteria will be developed over the summer months ready for September.
- The members will promote the Train the Trainer courses that are taking place on the 28-29th October at Grinton Hall, Yorkshire (Northern Area) and on the 30th Sept – 1st October in Devon (South West Area).
- Dates will be circulated for a day to focus on the Club Efficiency Award.

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- That the Youth Social Action project Countryside Challenge is now coming to an end. 38 YFC projects have been funded through the scheme and we are now in the process of evaluating them.
- That a new Safeguarding in YFC leaflet has been developed for Clubs and Counties that will replace the Who Cares leaflet. This will now be sent off to be designed.
- LM – to keep the PD steering group up to date with progress
- CS – to look at putting the Sexual Health information into the Source
- CS – to speak to other youth organisations regarding educating young people on the issues of radicalisation.

The meeting was formally closed

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