



PD STEERING GROUP – 18th February 2017 @ 1.30pm

Chairman: Mark Hurst (Cumbria –Northern)

Vice-chairman: Laura Sumner (Lancashire – Northern)

Present: Mark Hurst (Northern), Laura Sumner (Northern), Katie Sanderson (Northern), Alice Giles (South West Area), Isobel Mogford (South East), George Goodwin (West Midlands), Aimee Mahony (Leicestershire – East Mids/YFA), Craig Pugh (Wales), Sarah Thomas (Cornwall); Fred Allen (Shropshire) and Edward Allen (Notts).

Part Meeting: Edward Ford (Vice Chair of Council), Heather Black (Chair of the B of M); Lynsey Martin (Vice- Chair of Council), Amy McWhirter (Youth Forum, Ex-Chair), Thomas Oatey (Youth Forum Chair); Margaret Bennett (YFC Travel)

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

Attachments:

1. Opening remarks

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

2. Apologies for Absence

Michael Ives (South East), Hannah Irons (Eastern Area), William Hill (East Mids), Cat Ede (South West Area), Rebecca Green

3. Confirm the minutes of previous meeting – 22nd October 2016

Approval of minutes of last meeting - MH 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 HB and EF joined the meeting to hold the elections for new steering group chairman, vice chairman and co-options. HB asked for members wishing to be considered for the role of chairman.

4.2 Laura Sumner was proposed by Isobel Mogford seconded by George Goodwin.

4.3 Mark read out a statement on behalf of Hannah Irons who would like to stand as Vice Chair. This was proposed by Craig Pugh and seconded by Aimee Mahony. George Goodwin put himself forward and was proposed by Katie Sanderson and seconded by Fred Allen. After a vote George Goodwin was voted in at Vice Chair.

4.4 EF asked the group for suggestions for co-options for the group. Edward Allen, Fred Allen and Sarah Thomas proposed Mark Hurst and seconded Alice Giles.

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

Congratulations to Laura and George.

Action

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

5. Matters arising from the previous minutes- 22nd October 2016

5.1 None

Action

6. To receive any relevant correspondence

6.1 A letter had been received from Rob Wilson MP thanking Kent YFC for their hospitality when he visited them in the

autumn and congratulating YFC on their Youth Social Action projects.

Action

NONE

7. About the Personal Development (PD) Steering Group

Mark gave a presentation about the work of the PD steering group.

Action

8. Budgets

8.1 Please see the attached budget for YFC travel. MH went through the Travel budget with the members.

There is a deficit budget for this year and Mark explained that the 2014 and 2015 accounts included the income and expenditure for the European Rally which is why it is so different to the 2016 and 2017 figures. The main income received in 2016 was from YFA sponsorship of £3,200 and the administration fee of £1,500. Expenditure included £1,835.05 travel between host families which was higher than 2015 because of the flight costs between Scotland and Ireland. £854.68 host of exchanges was higher than 2015 because in 2015 Warwickshire members hosted.

8.2 The Youth work and Training was not yet ready.

Action

To note.

9 YFC Travel

9.2 Please refer to the travel report

9.3 Other key points included:

9.3.1 MH congratulated everyone who got their trips.

Multi-media

Mark announced the multi-media results.

Correspondence received from Will Howie and Becca Horner from Norfolk and Harriet Wilson.

A discussion took place regarding the competition. Members liked the new media methods and thought that it could be further broadened. They would like to include text along the lines of 'media files that can be shown on a PC examples include...'. The members discussed the £30 deposit for the competition. AM explained the background to the deposit scheme and CS explained that all but one traveller had received their deposit back. The members discussed and agreed that the deposit system should stay and that participants should pay it at the same time as the administration fee.

Team trips: Individuals will still be required to pay the deposit. Once the trip is completed the group can choose to enter a team presentation and if all contribute and agree then all individuals will receive their deposit back. Some individuals may wish to do an individual presentation as well.

Members recognised that delivering the presentation afterwards to clubs is where the biggest impact is found and which encourages members to apply. They wondered if this could be incorporated into the competition. It was discussed and decided that this would be hard to monitor and judge and for those counties that do not travel they could not compete.

Finally the members asked to check the NFYFC website – make sure the new rules are on there and the new presentations have been uploaded.

Feedback from 2016 hosting: Feedback was circulated.

Selection Day Feedback:

ST commented that the feedback was predominately from those who had won trips therefore could bias the results. AM said that the survey was sent to all applicants. Members discussed some of the pros and cons of

Skype interviews. Feedback from judges was that some of the settings were not appropriate and some members were not dressed appropriately for an interview. AG said that she had had problems with internet connections and had to wait a long time for her interview which was later than the planned time. Some members recognised that Skype can be a difficult way to interview but does allow members to apply if they are unable to travel to a selection day. At the end of previous selection days where face-to-face interviews were held there was normally a presentation afterwards. This has been lost with Skype interviews. If members decided to go back to face to face interviews then they would need to be present on the day and provide something for interviewees to do whilst they wait. A curve module was suggested. CS said that NFYFC is moving offices and therefore Skype could be difficult to set up. AM asked if NFYFC could find a sponsor to contribute to the interview day.

After a discussion, members agreed that they would like to continue with the Skype interviews but would prefer to have face to face interviews. Members thought that if a sponsor was found then face-to-face interviews would be more beneficial. The cost would be the similar if doing face to face interviews as well as Skype interviews.

Members opted for the 2017 Selection Day to be face to face interviews with the option of Skype. Clear guidelines will be produced and this may increase applications.

FA and AM will speak to Margaret about possible venues. It was suggested that members complete the feedback survey whilst they waited for the results.

Members reviewed the correspondence from the SWA and a Devon YFC member, who had been unsuccessful in his interview for a Canada trip. The feedback from the judges to Dan gave the impression that he had been unsuccessful because he was not involved in YFC at a national level. MH said that members in the Northern area had been successful and they were not involved at a national level. Members said there must have been miscommunication because all YFC members are entitled to apply for a trip. They agreed to inform the judges remind them of this.

Shortlisting

MB asked for permission to shortlist applicants. All members agreed and if not shortlisted members applications will be passed to their 2nd or 3rd trip choice. Members also agreed that the closing date be brought a week forward to allow for the shortlisting process.

European Rally

Rules to be clarified that the European Rally be for England only as Wales have their own trip.

Hosting Chart: These were shared with the group.

Travel programme 2018:

Trips: The members reviewed the information for both Sri Lanka and Nepal trip. The members chose: Nepal. Members reviewed the other trips and decided that they would review Africa's Gift after the trip had been completed. If it works well this year then it could be run as well as the Nepal trip, if it doesn't work then a trip to Africa would be put back into the rotation of trips.

Contact has been made with New Zealand to see if there are opportunities there. More information should be available at June's meeting.

Young Farmers Ambassadors (YFA)

AM gave a brief overview of what YFA is (refer to leaflet). £10 membership fee includes 4 newsletters and members can attend a YFA reunion. The AGM had been held and Kate Carless is the new Chair. This year's

reunion is taking place in Taunton 27th – 30th October. The next YFA meeting is Sunday 26th February. LS is unable to attend and send her apologies. AM will be attending and will feedback from this meeting.

Youth Forum feedback

The Youth Forum would like PD to look at another travel option for under 18 year olds such as a sailing trip e.g Tall Ships or something similar. They also suggested the Northern Ireland Centre where they had recently visited. MB will look into this for the next meeting.

Action

- That the PD steering group members have amended the rules for the YFC Travel Multi-media competition to broaden the range of media platforms that can be used. New rules will be circulated shortly.
- That the PD steering group members opted for the 2017 Selection Day to be face to face interviews with the option of Skype.
- That the PD steering group members agreed that a short-listing process be included if required for YFC Travel Trips and also bringing the closing date for applications 1 week earlier.
- That the YFA reunion is taking place in Taunton 27th – 30th October.
- That the PD steering group agreed that Nepal be included in the travel programme for 2018 and will consider Africa's Gift once the participants return this year.

10 Training Update

10.1 The Curve

MH and CS went through the Curve Report and the targets. MH noticed that his training sessions were not included. IM said she would be delivering her first module soon. The members were asked how to encourage more counties to take part. They suggested email each county chairman and county office the list of who their trainers are. Include the fact that teachers can also sign up to deliver the Curve. To increase awareness they suggested trainers promote the training as well. Lancashire has developed an A4 form for their clubs to complete.

10.2 Rural+

Matt gave an overview of the Rural+ training. Explained that the training took place in East Midlands and 30 people attended. The module has been refined and is ready for delivery. ST said that Claire Worden had delivered a module in Cornwall and said that some clubs do not want to do it and opt for the 'safer' curve modules.

10.3 New modules

LS suggested that a behaviour module for club level on how to deal running safer events would be very useful. It could include a 'What you do if?' Section. e.g non-members attend and dealing with unacceptable behaviour. The Constitution part of the new Back to Basics curve module has been done and shared at Chairman's weekend and at the Staff conference.

10.4 Top Trainers Award

Members discussed the need for a new criteria. This could include the size of county, reach of modules, effectiveness of training and number of modules. Member will consult with their areas ready for the next meeting.

10.5 Train the Trainer

SWA – would like to have the training either 1st April or in the Autumn. TO suggested the Bath and West Showground as a venue. Northern Area is likely to take place in Ambleside either in October or November.

10.6 Training Rota

The new rota was given out – this will be shared after this weekend.

10.7 Staff Conference

Feedback was very positive. MH, LS, EA said that their county staff had really enjoyed it and found it really useful.

MH said it was a fantastic experience and a good opportunity to meet national staff.

Action

- That PD steering group members would like to encourage Counties to make use of the Curve modules and help the committee meet their target of 2000 certificates. We are currently quarter of the way to reaching the target.
- That PD steering group members would feel that a module on running safer events/behaviour for clubs would be really useful.
- The Training rota will be shared after the meeting.

11. Youthwork

11.1 Club efficiency

This piece of work is currently on going.

11.2 Chairman's weekend report.

The members really enjoyed the Chairman's weekend. There is a need to find a new venue as we have outgrown Ilam Hall. The members watched a short video on Conover Hall, Shropshire a potential new venue. The members liked the look of the venue. There is one other venue in Northamptonshire that we will be looking into. A decision will be made soon.

11.3 Youth Social Action Fund.

CS explained to the new members about the Countryside Challenge programme and went through the YSA report. CS explained that we are 15 projects short of where we should be and that we still need to run 3 training days. One of the training days is due to take place on the 4th March in Stoke on Trent and the other on the 12th March near Towcester in Northamptonshire. PD members were asked to support these events and promote within their Counties.

11.4 The Source:

11.4.1 Smoking and E-cigarette guidance. MC went through the guidance documents. The members said that they were happy with them and that it was good guidance and easy to understand. This will be incorporated into the Source.

11.4.2 MC went though the Data Protection support guide and explained the changes. The guidance document will be shared with County Federations. MC also said that in May 2018 there are likely to be more changes when the General Data Protection Regulation (GDPR) comes in to effect.

11.5 Who Cares Leaflet

No update since the last meeting.

11.6 School Club Leaflet

No update since the last meeting.

11.7 Annual Convention

MC gave a presentation to members on behaviour at the Convention. The members thought that it was very impactful and agreed that it should be shown at Council on Sunday and then the presentation rolled out at Council/Club level.

Action

- That the PD steering group agreed the following guidance: smoking, e-cigarettes and the Data Protection Support Guide.
- That two Countryside Challenge days are taking place one on the 4th March – Stoke on Trent and the other on the 12th March Nr. Towcester. Please contact Cath Sykes or your county office to book a place.
- That the PD steering group continue to promote Countryside Challenges in Clubs.
- That the PD steering group support the promotion of positive behaviour ahead of the annual convention.

12. Any other business

12.1 Rural Youth Europe Rally

Claire Worden spoke to the group and explained that a working group are proposing to host the Rally in 2019. Claire would like the members to think if there is anyone who would like to join the planning team. Tenders are currently out with venues to host the event and Reading Uni might be a possible option. It will cost approximately £58,000 to run the event for 100 people from all over Europe. Claire said that at the next meeting the planning group will be presenting the group with the budget, proposal document and a session plan. The PD steering group and the Board of Management need to agree whether or not support this event. If the steering group and Board are in agreement then an 'Intention to Host' application needs to be submitted in August. Paperwork is likely to be ready at the beginning of June for the steering group to review. AM and ST could be interested in joining the working group. CS to follow up.

12.2 The Facebook consent form was shared for members to sign to join the forum

12.3 LS thanked MH for being Chair of PD over the last year and thanked him for his support and leadership. MH wished LS and GG every success in taking the steering group forward.

Action

CS to share documentation when it is ready

CS to add new members on to the group.

13. Next Meeting – 25th June 2016

14. Items for next meeting and close of meeting

For consultation

- The PD steering group members will begin to look for ideas for under 18 travel opportunities.
- That the PD members are reviewing the Top Trainers Award. Any suggestion to how this should be awarded is welcome.

16. Action Points

Action

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- That the PD steering group members opted for the 2017 Selection Day to be face to face interviews with the option of Skype.
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- That the PD steering group support the promotion of positive behaviour ahead of the annual convention.

- CS to share Rural Youth Europe Rally documentation when it is ready
- CS to add new members on to the PD Facebook group.

The meeting was formally closed

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