



**Minutes of the Personal Development Steering Group  
held on 20<sup>th</sup> October 2018  
at The Quality Hotel, Coventry CV5 9BA**

**Present:** George Goodwin (GG) Chair, Fred Allen (FA) Vice Chair, Laura Rimmer (LR), Bryony Berry (BB), Adam Churchman (AC), Marcus Bailey (MB), Ernie Richards (ER), AJ Powell (AP), Chris Potter (CP), Amy McWhirter (AM), Rachel Goldie (RG), James Carey (JC), Steph Watkins (SW) and Rachel Benney (RB).

**In Attendance:** Cath Sykes (CS) (NFYFC), Josie Murray (JM) (NFYFC), Jodie Green (JG) (NFYFC), Lynsey Martin (LM), Matt Caldicott (MC) NFYFC Deputy Chief Officer.

	Actioned By
<u>Saturday 20<sup>th</sup> October 2018</u>	
<p><b>1. Opening Remarks</b> GG welcomed the group to the October meeting of the PD steering group. Introduction of members of the steering group.</p>	
<p><b>2. Apologies for Absence</b> Alice Giles, Delyth Robinson, Leyshon Griffiths and Aimee Mahony.</p>	
<p><b>3. To confirm the minutes from the previous meeting (Saturday 21<sup>st</sup> June)</b> Minutes of the last meeting – approved – MB proposed and LR seconded.</p>	
<p><b>4. Matters arising from those minutes</b> No matters arising from the minutes</p>	
<p><b>5. To receive any relevant correspondence</b> No relevant correspondence that will not be covered later in the agenda.</p>	
<p><b>6. Budgets – Youthwork, Training and Travel</b> CS explained that the actual Youthwork and Training budget is currently on target. Drugs and alcohol policy has been reviewed by an external organisation to ensure it is fit for purpose. This is the same process for the sexual health policy. The Curve is within budget for this year. GG reviewed the travel budget and explained savings / changes – Erica Attwood has made savings on postage costs by using electronic communications.</p> <p>Matt Caldicott entered to discuss press release re the vote of no confidence and offered support for Council members.</p> <p>Chairman's Weekend – currently no movement in projected costs - £2500 left in budget for the club awards. The first draft of the Club Awards will be shared with the steering group for review and feedback later in the meeting.</p>	



## 7. YFC Travel

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

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

### The report covered agenda items 7.1 to 7.9

#### Key discussion points

- RG - recently travelled to C Alma Baker. RG didn't feel that April was the right time to send participants. RG felt that the experience was not up to her expectation because there had been a change in management also a smaller selection of jobs for YFC members to do – e.g washing parlour walls etc rather than milking or lambing for example. Due to the staff change and RG felt that the new manager isn't as engaged with supporting YFC members as the previous person because they are new in post. RG to complete a report to share with Erica Attwood and the trustees – Erica to action and get feedback from C Alma Baker. Please can NFYFC clarify with the Trust the role and expectations of the YFC participant (as RG felt that the farm manager saw the travellers as students rather than volunteers)
- RG had spoken to another member who had traveled to Montana as part of the Homestay trips. RG reported that the traveler was disappointed with the trip and wouldn't recommend it. The person felt they were there to work and not to travel. They did not leave the first farm until 2 ½ weeks in. The trip cost nearly £2000 and it didn't meet her expectations. PLEASE NOTE: Neither Erica Attwood or Margaret Bennett were present to discuss these points raised. This information will be shared with EA and MB after the meeting.
- BB explained the difficulty that each trip will differ as it will depend on the host families that you are allocated to. She explained the importance for members to speak up and tell someone if there is a problem so that help can be given to rectify it.
- GG covered hosting home and abroad
- GG directed people to the travel opportunities for 2019. BB asked if this has been sent to County Offices. AM said Lancashire have received this.
- Switzerland – no longer travelling based on previous feedback and review.
- Australia can no longer host someone from each home nation every year. We are going to a rota system to send a delegate every 3 years. England will next have a delegate in 2020
- Selection Day will be held at Woodland Grange Hotel and EA is securing final judges. GG highlighted that volunteers are needed for the day, please contact CS if you can help. Sessions to be ran on the day as time fillers. BB discussed room size dictating what activities to do. LR discussed what they have done in previous years which included team building, a quiz, suitcase packing game - highlighted the importance of having fun as the rest of the day is quite serious. AC suggested using Chairman's Weekend games and CS suggested about preparing travelers with information of NFYFC to take with them to explain the organisation/activities /structure etc. BB suggested taking a gift from home for the host families and



sharing a favorite recipe etc. FA suggested some members may want a Skype interview. CS explained it is due to the selection day not being held at NFYFC and this could potentially be an option again in the future.

## **8. Training**

**The training report covers points 8.1 – 8.6 on the agenda.**

### **Key discussion points**

- Training – JM to list the key points from the training reports
- Overview of the Beat Bullying pilot – LR gave feedback on the pilot she had delivered. It was received well and delivered to a club with previous bullying issues – some small changes have been suggested. LR explained how well the Kahoot quiz was received and encouraged trainers to spend time to prepare and use new technologies for training
- JG explained that we can use the activities in the Equaliteas pack to form the module. It needs putting into the Curve training suite before becoming available.
- JM summarised the Future Farming module. JM gave an overview of the pilot in Kent and discussed Ag Careers Live in November. AM discussed how good this will be for clubs as we don't have anything aimed at agriculture for members currently – she suggested it would be good in the local community too.
- County Training Recognition Award – discussion on the validity of the award and what we could do to improve this – spot checks for this year's awards and then moving forwards to next year develop the form to show evidence for each point. Also to highlight the dates for which the award dates to and from. LR suggested some guidance to explain what each point might cover to give Counties direction for improvement and. Sharing best practice with neighboring Counties to help others to develop - discuss at area meetings to get Counties working together. PD members to ensure the award is discussed at their County meetings / staff conference / chairman's weekend etc
- CS summarised the Top Trainer Award. 4 applications have been received and a judging panel identified. Applications are currently being judged and mark sheets completed
- JM explained the details for the EMA TTT to be held on the 9<sup>th</sup>&10<sup>th</sup> February hopefully at Mount Cook Adventure Centre in Derbyshire – quote permitting. EA still to provide a viable date for their course
- ATTT – LR discussed the difference between the two courses and what is covered, how it has helped her with writing courses and more confidence with delivering. She outlined how the course covers learning theories. Members to discuss if they have trainers interested within their Counties / Areas
- WMA- with staff to suggest dates for Rural+ and trainers forum
- NA Trainers Forum – can we suggest some dates for them
- CS discussed the Drugs training in November – encouraged counties to send staff to the course taking place at NFYFC. CS gave an overview of the content, signs, symptoms, rural areas targeted and strategies for working with young people. Looking at the NFYFC policy and how counties can manage drugs moving forward. Discussion around drugs in the organisation and how it is becoming more



prevalent. RG said that it has grown as an issue in previous months and how Counties can manage this. Highlighted the importance of having people skilled to manage these events when they occur. The cost of the course is £145 for 2 day – this does not include accommodation

### **8.7 Chairman's Weekend 2018**

JG summarised – 23<sup>rd</sup>-25<sup>th</sup> November – option of a Friday night stay open to chairs and vice chairs. JG explained the proposed agenda – specific sessions for chairs and vices and the evening activities. Bookings through Eventbrite and that process. Registrations are low at the moment so PD steering group tasked with encouraging people to book on. LR suggested if officers have not been elected at the time then to send all of them to develop the Counties skill base

### **8.8 Apprenticeships**

JG gave feedback from the Youth Forum – CS suggested gaining case studies as a starting point. Discussed about the difficulty in finding agricultural apprenticeships and the signposting isn't as strong for agricultural focused opportunities – How do large providers of machinery reach out to attract potential apprentices? Maybe put something in ten26 or Hops? Could NFYFC promote apprenticeship opportunities to its members – companies could pay to promote the opportunities. CS to discuss with Sophie Willingale and the development team.

## **9. Youthwork**

### **9.1 Club Award**

CS reviewed the new club award – introduced the different front covers and suggested that we need to choose a name rather than 'club award'. CS explained the purpose and the importance of having a minimum standard for clubs. PD felt their members would buy into that. Important for clubs to function at this standard to give all of our members the same governance across England and Wales. Good tool for officers to understand what clubs should be working towards and achieving – and they can then seek clarifications on points that they don't understand.

- PD would like pictures of actual YFC members doing a mix of things – comps / training / travel selection day etc. PD would also like a YFC photo for the cover photo
- RB liked the layout – that its clear and the different coloured sections in its own blocks – but needs more images
- RG – if we can encourage clubs to buy into this it would help support Counties to highlight clubs that need additional support from the County office to develop – encouraging hard to reach clubs to engage and build links with their county chairman. AC said it's important to have a balance as you don't want to put off clubs that are struggling and may feel that this would make them look in a negative light
- Marcus explained their club efficiency award and how they monitor that – reviewing a club night and giving feedback on how they can improve. AM suggested using the basis as a way to judge their club of the year competition and give a fair consensus for judges across the regions



- Name for the Club award – A discussion tookplace. PD members to suggest a names. Does your club do it best?
- Could an App be developed? Tinder style swiping – points and matches for clubs that are at similar point levels

## 9.2 YFC Pledges

The group then divided into smaller groups to discuss YFC pledges. When a member joins YFC what can they pledge to do. Ideas included:

Group 1 –competitions, meeting attendance, contribute, give them responsibilities

Group 2 – charity/ community projects, go to a new members night, new comp or learn a new skill, get younger members to speak up, sign up to behaviour policy

Group 3 - 3 meeting rule – attend 3 times and then sign up,

The members also discussed a loyalty scheme for previous members, can be difficult to get membership monies in – counties trying different things to get them to pay fees CS to type up for the next meeting.

## 9.3 Trustee Training

New training available for charity trustees from Napier University - CS in discussions regarding training but looks to be very high level and maybe more suitable for BOM level trustees. New option through sport England 'club matters', CS to email out the link to members and for them to send in their feedback regarding its suitability for club trustees.

The Charity commission is tightening up on regulation and purpose of charities – this may be scrutinised in future. We need to look into options to prepare clubs for this and ways they can make informed choices about being a trustee and what their roles and responsibilities are.

Can we identify who the trustees are at all levels? Give examples for club, county, area etc. Should be highlighted in constitutions – but are these up to date? How often and what time of year do you update them? It is unfair for trustees to be liable if they have stepped down. County staff to have a session on this at staff conference on time lines and updating charity commission details.

Potential resource – maybe a video – to let people know what being a trustee is about, roles, liability and responsibility.

## 9.4 Alcohol and Behaviour

CS discussed the changes to the policy and the potential future work that could be done including re-vamping Know Your Limits and introducing Bar Training. CS explain that this is currently with the Board of Management to see if there is funding available for this.

## 9.5 Running Successful Events

JG and LS spoke to the group about the suggested content for the Running Safer social event Curve module. A main focus was the role of the event manager and their responsibilities surrounding the event before, during and after. The group discussed the commonly used terms for event organisers with YFC. There will be an event planning checklist included in the module and some scenarios for the participants to



work through. Discussions were held surrounding sharing information – inc names /pictures on banned members and how best to do this.

### 9.6 LGBTQ Work

JG spoke to the group about LGBTQ+ work and the guidance being developed on this. The group discussed questions that they felt would be raised if a member was transitioning within YFC and how this would impact competitions –were sports have defined gender specific categories. Guidance will be brought to the group in draft for their contributions.

### 9.7 Policy Update and Resource Discussion

JG – Drugs and Alcohol and the Sexual Health Policy will be adopted at tomorrow's Council meeting. The E-safety policy is under review

BB – please could we have blank policy covers or picture without people faces – without pictures of members. JG to action this for all policies.

## 12. Any Other business/additions to the agenda

- Club exchange – Facebook group – spin off from NFYFC main – JG to admin the page
- Confidentiality for county officers – CS ran through the documents main points for the group. PD steering group to read the document and feedback comments.
- #iwill campaign – idea's for the campaign – Cath gave ideas for the group to support:
  - Tree planting – could each club plant a tree? Would need to get funding for the trees or work in partnership with an organisation that could provide them. Planting trees- could be good to bring up YFC image in the current climate – promotion of YFC members supporting the environment - good for the local community
  - Maybe planting something for bees – that will support pollination
  - Environment – maybe develop a Curve module to inform members about environmental farming practices and how they can reduce impact and make the most of their practices – being efficient and protecting soil etc –maybe work with the soil association
  - Scanning canals? Surveys for canals? Scouts may already be doing this
  - Bird box/bug hotel – could it be a national competition too?
  - Poster competition – making the public aware of environmental farming methods or countryside rules – litter picking, country side code, popular animals in the area and how looking after the environment can help them survive, reasons for looking after the countryside. What farmers are doing to look after the environment – farming methods, planting trees, restoring woodlands etc. Highlight public goods and link them to farming. Could we make the public aware of how farmers care for the environment?
  - Do farmers recycle? What could they do to look after the environment? Bailing twine etc.
- Council member training – communications, decision making, Chinese whispers – what else can we do to prepare council members for their roles? AM – getting to know the people that you are representing and making sure that you will be confident

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in making a decision for them and explaining that to them afterwards.  
Communications session – remember that you are representing county and it's not your personal opinion – how to make it clear to members – how you represent them?

**13. Next Meeting – 16.02.2019**

**14. Items for next agenda and close of meeting 17:53pm**

Signed ..... Dated:.....  
George Goodwin (Chair of PD Steering Group)

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