



**Minutes of the Personal Development Steering Group  
held on 16<sup>th</sup> February 2019  
at The Quality Hotel, Coventry CV5 9BA**

**Present:** George Goodwin (GG) Chair, Marcus Bailey (MB), Ernie Richards (ER), Amy McWhirter (AM), Rachel Goldie (RG), Steph Watkins (SW) Rachael Benney (RB), Caryl Hughes (CH), Esyllt Jones (EJ), Alistair Hughes (AH), Polly Baines (PB), Hayley Mills (HM),

**Observing:** Mike Miller (MM), Alex McMenemy (AM), Rosie Bennett (Rosie B), Becky Blanchard (BB),

**In Attendance:** Cath Sykes (CS) (NFYFC), Josie Murray (JM) (NFYFC), Erica Atwood (EA) (NFYFC), Lynsey Martin (LM) National Chair of Council, Matt Caldicott (MC) NFYFC Deputy Chief Officer, Katie Hall (KH) Vice Chair of Council, Laura Elliot (LE) Vice Chair of Council.

	Actioned By
<b><u>Saturday 16<sup>th</sup> February 2019</u></b>	
<b>1. Opening Remarks</b> GG welcomed the group to the February meeting of the PD steering group. Introduction of members of the steering group. GG explained that EA would be delivering the travel report herself at the beginning of the agenda so she can then return to the E&M steering group meeting	
<b>2. Apologies for Absence</b> Ben Cavill and Ashleigh Overton.	
<b>3. To confirm the minutes from the previous meeting (Saturday 20<sup>th</sup> October)</b> Minutes of the last meeting – approved – MB proposed and RB seconded.	
<b>4. Election of the Steering Group Officers (to be Chaired by an Officer of Council)</b> LM, LE and KH entered to carry out the election of the Steering Group Officers – LE explained the election process, who can be appointed, and the reason for Co-Options and who could be able to do this. LE gave an overview of how nominations work and how they will carry them out for the steering group. <ul style="list-style-type: none"><li>▪ Chairman – Amy McWhirter proposed Rachel Goldie. Rachel explained she has been on the YFC Travel trips and is a YFC trainer. This was seconded by Polly Baines. RG is interested in developing and promoting the organisation and has experience of doing this in Yorkshire. George Goodwin proposed Marcus Bailey. George explained that Marcus has been very helpful to him whilst he has been chair over the previous year. This was seconded by Alistair Hughes. MB is keen to improve the training and travel offer for members, is part of the vision group and is keen to learn more about YFC. After a vote Marcus Bailey was elected as Chair of the PD Steering Group.</li></ul>	



- Vice Chairman – AW proposed Rachel Goldie (for the reasons stated above), seconded by PB. Rachel Goldie was elected as Vice Chair of the PD Steering Group.
- Co-options: Rachael Benney proposed by RG and seconded by CH. Steph Watkins proposed by RG and seconded by CH. One Co-option remains vacant.

## **5. Matters arising from those minutes**

No matters arising from the minutes

## **6. To receive any relevant correspondence**

No relevant correspondence that will not be covered later in the agenda.

## **7. About the Steering Group and Terms of Reference**

- The members of the Steering Group introduced themselves.
- CS talked through the slides Introduction to the Personal Development Steering Group powerpoint slides. Slides attached.

## **8. Budgets – Youthwork, Training and Travel**

EA gave an overview of the YFC Travel budget and discussed relevant points. The Steering Group were happy and no questions were asked.

CS gave a summary of the Youthwork and Training budget and key points included:

- Reduced associate levy income in preparation in case of a decrease in membership to ensure we remain in budget.
- The Source income – there are still some copies for sale. PD steering group member were asked to help promote.
- Youth Forum Residential was cancelled due to the snow and unsafe driving conditions – it will be re-booked for next year.
- Issues based work - External policy consultations and reviews to ensure that our policies and guidance are correct and in line with current legislation / national youth work practices.
- CS explained previous incomes from the cabinet office and department of education funding and why there isn't any current funding to decrease the loss.
- CH and EJ asked why the budget is making a loss and what could be done to at least break even – there was a discussion around the core services e.g. safeguarding that are included in the budget and which is very difficult to receive external funding for.

## **9. 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 EA; the steering group listened with the following inputs and discussions.

### **The report covered agenda items 9.1 to 9.11**

### **Key discussion points**

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

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

tel 024 7685 7200 fax 024 7685 7229 email [post@nfyfc.org.uk](mailto:post@nfyfc.org.uk) web [www.nfyfc.org.uk](http://www.nfyfc.org.uk)





- The multimedia competition was won by Abbie Williams who travelled to South Africa selected by Paul Entwistle of the NFU Mutual.
- EA outlined that the trips was not advertised in Ten26 (due to the print dates not corresponding) and this did have an effect on applications, as the numbers were reduced compared to previous years.
- 5 people dropped out either on the day or shortly beforehand. PD members should feedback to their Counties that this isn't acceptable.
- Selection day venue worked very well. There were good size spaces for interviews and activities. The refreshments and catering were all good quality.
- The PD Steering Group discussed the new agreement that has recently been proposed by Canada 4H in relation to hosting – NFYFC cannot fulfill the terms that Canada 4H have currently proposed and NFYFC have discussed and replied with alternative suggestions. Canada 4H would like screening of families that will be hosting – delegates that are coming in are over the age of 18 so there is no legal obligation to screen. RG outlined how it is often difficult to secure host families and sometimes this is done last minute and a screening process could make this more difficult or put families off from hosting if they feel the commitment is too much.
  - Hosting is becoming increasingly difficult – EA asked the PD Steering group if they think it would be more viable to look at replacing the hosting trips with alternative travel options? Can we provide other options for our YFC members to travel in other ways?
  - RG discussed the screening and asked if Canada is taking this approach do we think other Countries will follow suit? And if we were to proceed with a screening process for host families, who would cover the cost of this?
  - EJ explained that she has travelled too Canada through the Welsh travel programme and that although they do not travel with Canada 4H they do not screen currently.
  - Currently Canada are requesting that our hosting families provide 2 references and a DBS international child protection certificate through the host County or police.
  - CS explained that hosting is a practice that is reducing in the sector and people are now moving towards tours so members still get the learning opportunity whilst reducing the risk. EA explained the current hosting commitments – that there are currently 10 Countries for hosting.
  - The Steering Group discussed other travel opportunities they've heard of or been on – AM said that the all inclusive type travel companies may pose a cost issue as they may not be as affordable to members. RB suggested 'G Adventures' multi-stop travel opportunities that we could look into. EA explained she could research potential that can deliver at an affordable cost.
  - A decision re hosting needs to be made by June Council to ensure the contracts are finished in time to plan the following years trips and then to have time to promote the new travel opportunities to the members before selection day.
  - Canada 4H has been provided with our selection criteria and have been given the opportunity to come back with an adopted agreement.
- Action following the meeting – advised to not book a venue for selection day currently and wait until the outcome re hosting trips at June Council – this then means that the

EA to look into



date can be moved if necessary.

- The Australian traveler is going to Staffordshire, Northumberland and Glamorgan when they travel to the UK.
- Projects Abroad trips for 2020 - 3 options to choose from – selection for which Countries we will travel to will be made at June Council, preferably one or two selections but we could organise trips to all 3 locations if that's what members wanted. Projected flight costs and trip costs will also be available at June Council.
- YFA – the meeting is being held on 17<sup>th</sup> February, so a current report is not available. PD will be updated with anything significant over Facebook and a full report in June.
- Rural Youth Europe Rally 2019 Report. The date and venue are now confirmed and more information will be provided at the June Council meeting. An application for funding has been submitted. AM asked who would be responsible for paying the costs if the funding application is unsuccessful. CS thinks this is underwritten by NFYFC – this is to be confirmed with JE. AH and RG are going to the rally.

JE to confirm who will cover the costs if the funding application is unsuccessful

## 10. Youthwork

**10.1** CS encouraged members to subscribe to the Charity Commission to ensure they receive updates as it is important for clubs to comply to the regulations. CS also explained the importance of reporting breeches in terms of safeguarding and fraud. CS explained NFYFC's current stance on H&S policy and that there is an update currently in progress. CS informed the steering group about the Voluntary Safeguarding Code: Out-of Settings government consultation.

### 10.2 Educare:

CS gave an overview of the Educare offer and what members would be able to access - £250 for 25 learners to access a suite of courses.

- CH said they have issues locating providers for these kind of courses and thinks this would be a really good idea.
- CS explained there is the possibility to have the login branded with YFC logo and info when members log in. This would give us the opportunity to see what members have been trained in, and that clubs could then be confident that they are doing training to meet their charitable objectives.
- RB suggested contacting them and seeking a lower cost – CS fed back on the correspondence with Educare to say that this had already been done.
- Counties discussed how they each do their safeguarding training to see what they access currently.
- PD agreed to share the Educare package with County Federations. CS to follow up,

### 10.3 #iwill campaign:

CS gave a brief update of what the campaign is. The Environmental Year of the Green is a government initiative which the #iwill4nature has signed up to. NFYFC is one of 25 partner organisations of the #iwill4nature campaign. At the last council all Steering Groups were consulted around ideas for the campaign. CS summarised these to the PD Steering Group which included Chinese lantern awareness, recycling, footpath poster campaign, litter picking etc and how farming practices are environmentally friendly.

- Tree planting seemed a popular option and after discussions with the Woodland Trust we are now able to run this as a national campaign – with the aim to see if we can





- plant one tree per member.
- There are restrictions as to where trees can be planted as they have to be for community benefit. There are different trees available depending on the area. There is a process that clubs must follow and this is summarised on the Woodland Trust website. CS showed the Steering Group how they can apply online through the Woodland Trust. NFYFC will provide a letter to club chairman and Counties as well as a how to guide on how people can apply.
- CS explained an initiative available from Kew Botanical Gardens. There are community grants of up to £500 that clubs can apply for which could be used to help them with the tree planting activity.
- Discussion of the Steering Group around name suggestions for the campaign – the suggestions that were discussed on the Facebook group were tabled and other suggestions made; #YFCGreenCanopy, #YFCGrowYourFuture, #YFCGreenFuture, #YFCPlantYourFuture and #YFCProjectGrow.
- Steering Group members voted on 4 options – these were:
  - #YFCFootprint
  - #YFCPlantYourFuture
  - #YFCBranchingOut
  - #ProtectYourFuture – most popular chosen by the steering group
- Name for the campaign – #protectyourfuture
- Ideas for National Young Farmers Week – litter pick – AM and CS to go to Events and Marketing steering group to discuss options and activities and motivate them.
  - AW gave feedback from E&M Steering Group: they have a few reservations from Wales's representatives and that people wouldn't plant them and they would just go to waste. AM summarised how the applications would work, the FAQ's and the different types of trees that they could apply for.
  - New Members week. Discussed the potential of changing the YFC logo background to green for the year of the green and changing the outside to arrows like recycling.....this to be discussed with Cheryl to see if this is viable. Also whether clubs could collect milk bottle lids / stamps / tin lids for a charity to weigh them in and be recycled (guide dogs?).

Action – each member of PD has to have an input into planting of trees

#### 10.4 Club Awards:

CS gave a brief overview of the club award; what it is and how it can be a useful tool for clubs; the key discussion points were:

- AM highlighted the importance of increasing the knowledge of chairs and clubs to be able to go through and put things in place to get to where you need to be.
- CS explained that NatWest are potentially interested in funding some of the project to help get this out to clubs. More information to follow when this is available.
- AM explained that she thought it should be shared with County Chairs to ensure that it is carried out in the clubs and in their Counties. CS asked if PD members think it should be mandatory to know whether clubs are achieving the minimum standard or not. CS suggested a 3 year plan: Year 1: introducing; Year 2: tying in with club efficiency etc. AM highlighted how it is difficult to keep that consistency when the top table is changing constantly so will depend on who is in the role at any time.
- MB asked if it should be club self assessment or county assessed. CS suggested should this be thought about, discussed and decided by June Council.

Steering Group to decide on



- CH highlighted it is important to ensure that your County is complying to this and up to the standard and then implementing that into clubs. This could then be used as a competition and a cup given as an award to the strongest club.
- County chair could use the guidance to go round to the club AGMs and looking at how this can be used when changing over of roles.
- CS to put in on the Facebook page for members to feed into the top tips for the document.
- PD steering group to come up with a snappy name for the club award.

self assessment  
or Count  
assessment

Steering Group  
to provide CS  
with name  
suggestions

### 10.5 The Source:

- CS gave an overview of the source updates – cancellation of events and confidentiality. CS also gave an update on the new website and how this would make The Source interactive and then being able to search for specific pages rather than sections online.
- AM discussed questions her club/county had re supporting members with disabilities or additional needs. CS explained that the additional needs guidance is available for club/counties to access. This was written in collaboration with Annie Clements who is happy to provide information on a case by case basis. CS suggested contacting the local County Council re training around supporting members with additional needs and Counties could also try approaching voluntary youth organisations. PD suggested contacting the local safeguarding board to see if this is something that they would be able to provide/signpost.

### 10.6 Alcohol and Behaviour:

Alcohol and behaviour – CS explained that work to progress the new curve module around events etc is currently on hold and hasn't progressed. This will be looked at in the next work plan to see when this work will be progressed – an update will be given at the June's meeting.

### 10.7 YFC Pledges:

Cs suggested that the YFC Pledge work be passed over to the Vision 2023 group as this fits within their remit and they will be working on progressing this remit of work in line with their vision strategy.

Steering group  
members  
agreed.

### 10.8 Safeguarding and Policy Consultation:

CS explained that this year is the year of the Safeguarding policy review. A workshop was run at the at the staff conference and staff were able to feedback. CS asked the steering group to feed through any ideas for the policy review and explained that the policy would be out for consultation following the review and amendments.

- CS mentioned that there will be soon a Domestic Charities Safeguarding Vision Programme. A summit was held with domestic charities to discuss the safeguarding challenges they face in their work, and how these can be addressed. The summit was hosted jointly with the Office for Civil Society and brought together other regulators and agencies, as well as a number of charities whose core business is safeguarding. Four key areas of action were identified:
  - Leadership, culture, values
  - Law, regulation and the statutory framework



- Capacity and capability in charities around safeguarding
- Responsibilities and reporting, accountability and transparency

NCVO will be leading the work around strengthening the sector's capacity and capability around safeguarding. This will build on all the resources and advice that we are already providing.

- Consultation on voluntary safeguarding practices. CS explained how compliance in line with this is important and what do we as a steering group need to provide clubs and counties with the tools to equip them to be able to deliver on this and how we can support people with this. We have all the resources in place but how do we ensure clubs put this into practice.

### **10.9 E-Safety Policy Consultation:**

CS explained that the E-Safety Policy is also due to be reviewed. CS described a conversation around E-safety policy that was discussed at the national safeguarding meeting. There is a suggestion that we shouldn't have an independent e-safety policy but that it should sit among behaviour and wellbeing. This will be reviewed and discussed and the policy update carried out.

## **11. Training**

### **Key discussion points**

#### **11.2 The Curve:**

Training – JM gave an overview of the training offer and key targets / achievements:

- Curve training has been delivered to 1618 members between the 1<sup>st</sup> September 2018 and 12<sup>th</sup> February 2019 – this is a decrease of 66 members when compared to this time last year. This means that 59% of this year's target has currently been achieved.
- The Curve breakdown per County was discussed, and Devon highlighted for the great work they are doing in their target to deliver Rural+ training to every club as well as the strong links they have developed with FCN. Cornwall and Somerset were also congratulated for being new Counties to deliver The Curve this membership year.
- JM highlighted that Farm Safety is still the most popular module along with Dream Teams; both being delivered 16 times so far and that Rural+ (the module the PD Steering Group have chosen to promote this year has so far been delivered 9 times.

#### **11.2.1 Future Farming and Module Updates:**

- Future Farming – Curve module packs are now complete and we are just awaiting the professionally printed cards that will then be available for Areas (1 pack per area). The module will then be available for trainers to deliver in clubs and schools.  
LEAF Education regional Rec's will also receive a pack each to enable them to deliver the session in schools. The Future Farming resources will also shortly be uploaded to the Countryside Classroom website for teachers to download and deliver the session with their classes.



JM gave an overview of her recent visit to the LEAF Education regional meeting to deliver training on the Future Farming Curve and also the school pilot in Leicestershire.

- The Power of Social Media – This module is currently being updated to ensure that the content is in line with more recent developments in social media and apps. We will also cover how to respond to negativity in the media.
- E-Safety - This module is currently being updated in line with the policy review.

#### **11.4 Top Trainers Award:**

The top trainer for 2018 has been finalised and the winning trainer will be presented with their award during the AGM on the 12<sup>th</sup> May. The judging panel consisted of Ian Burrow (Head of Agriculture and Renewable Energy at NatWest and RBS), Hannah Graham (Policy and Youth Engagement Manager at UK Youth and Hannah Talbot (Previous NFYFC National Chair).

Application forms for the 2019 Top Trainers Award are complete and the closing date for receipt of applications will be the 1<sup>st</sup> August 2019. All volunteer trainers are welcome to apply and the applications will be judged again by a panel. The Top Trainers Award will be promoted via social media and application forms sent directly to County Offices and trainers between May and August 2019.

#### **11.5 Train the Trainer – East Midlands Area Feedback:**

A summary of the feedback from the East Midlands Area Train the Trainer course held on the 9<sup>th</sup> & 10<sup>th</sup> February at Mount Cook Adventure Centre. There were 16 participants from Derbyshire, Leicestershire, Nottinghamshire, Lincolnshire, East Riding, Shropshire, Staffordshire and Northamptonshire. Key points to note: 100% of participants rated the course as 'excellent' in terms of meeting their expectations. 100% of participants rated the course as 'excellent' in terms of the trainer's knowledge and delivery of the training. Please see the separate report for the evaluation and feedback summary if you would like further information.

#### **11.6 Train the Trainer – Eastern Area and Wales:**

JM explained how we are currently in the process of scheduling the Eastern Area and Wales Train the Trainer courses for later this year. The Eastern Area course is likely to be the 23<sup>rd</sup> and 24<sup>th</sup> March if we can secure a venue in the following week. We are working with the Wales office to secure a date for the Wales course.

- The Advanced Train the Trainer course will be held in 2020.

#### **11.7 Trainers Forum Meetings and Additional Training for Trainers:**

On the 16<sup>th</sup> January Rural+ training was held in Staffordshire and 6 people attended (4 x SFYFC and 2 x FCN). This was scheduled to be a WMA Trainers forum however in the weeks preceding other Counties then contacted to say they would not be attending and the training was moved to Staffordshire from the Worcestershire County Office.

Therefore a WMA Trainers Forum Meeting still needs to be scheduled.

The Northern Area are yet to confirm suggested dates for the Trainers Forum meeting which can also include either or both of the additional training for Rural+ and Know Your

RG – NA  
Trainers Forum  
– Action RG to  
send 2 dates  
around June for  
NA trainers  
forum and  
Rural+





Limits (depending on the demand).

**11.8 Apprenticeships** – this will be covered at the June meeting

## **12. Press Enquiries: Rural Issues including Rural+**

NFYFC has been approached by a number of reporters asking to speak to members about Rural+ and rural isolation/mental health. PD were asked if they knew anyone who would be willing to work with us to become a spokesperson. Alice Giles's name was mentioned.

## **13. Vision 2023 Update**

Rachael Goldie, Polly Baines and Marcus Bailey, member of the Vision 2023 group gave a summary of the overall vision, the work they have carried out so far and the ongoing work plan for the next 12 month period:

- Vision: 2023 was created to be the branding for the 5 year window in which NFYFC is carrying out essential strategic changes to the organisation. The 5 years cover 2018 through to 2023 by which time the agreed strategy will be in place with many functions of NFYFC already working to the new strategy. The vision group will be seeking input from the wider YFC membership, staff, county staff, stakeholders and consultants.
- Survey – previously completed, did provide useful data but more responses would have been preferred. PD members encouraged to get members to fill out future surveys. Consultation on the culture of YFC and the essential elements of what the organisation is about.

To the future:

- Stage 1 – looking at a second survey around communication and engagement. By April. There will be consultations hopefully right down to clubs and their members to get their views. In May, Vision 2023 first meeting of the working group. There will be the potential visit county rallies and shows across the summer. At the June Council meeting the group will report back on current findings and plans and if Council members are happy and gather any further input and thoughts. Vision 2023 group members will also be at NFYFC Competitions weekend to engage with more members.
- Stage 2 – August analysing data, a potential 3rd survey and a working group meeting. It is hoped that an interim strategy will be ready to go to the BOM and then report back to NFYFC Council in October. November – chairs weekend, area meetings and road shows. January 2020 – final report and presentations to staff conference and BOM. February - NFYFC Council to present final plan.
- RG explained who the strategy group is made up of. RG described the wide range of people that are part of the group, variety of expertise and experience.
- PD suggested that the process could be seen as death by survey and that grassroot members may not fill this in. The group discussed ways of collecting information - could a county representative that could go around the clubs and collect their feedback on the questions in the survey?
- Discussion about the name 'Vision 2023' and that this doesn't fit with the timeframe?
- AM discussed her Counties views on the NFYFC council and that it's negative –



- they want to know who is on the vision group and what their experience is.
- There was a discussion around the geographical spread and that there is no rep from South West, Wales and South East but this is purely based on the fact that people did not apply from those areas. AM asked about the number of people that applied and how many didn't make it onto the vision panel and why this is – what were the pre-requisites etc. LM explained about the application process and the extension of the deadline to applications but they cannot force people to apply for the position. RG explained how she would be happy to visit anywhere if that is what members wanted. PB explained the importance of the group visiting rallies and shows to have face to face, personal contact with members on the ground.
  - MC joined the meeting – explained it is a 1 year commitment for the members that have joined the working group, taking them through to Feb 2020. At that point they will deliver what will be year 3-5 plans for Vision:2023.
  - Others will have the opportunity to input throughout into the draft strategy through the work that the working party will be doing. MC has acknowledged the gap in the South West and how this could be rectified, that it wouldn't be too late for someone to be added into the working party. Currently all work has been done online. RB said that she would be interested in this role and would speak with MC for more information.
  - AM suggested it is good that MC is the member of staff as he is a newer member of staff to NFYFC and so probably has new ideas and new ways of doing things.

#### **14. Any Other Business / Additions to the Agenda**

GG gave thanks to the staff team for their help, support and hard work during his year as chairman.

RB gave thanks to GG for his years work and inspiring and leading the PD Steering Group.

#### **15. Next Meeting – 23.06.2019**

#### **16. Items for next agenda and close of meeting 6:08pm**

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