



**Fun, Learning and  
Achievement**

**Minutes of the Personal Development Steering Group  
held on 22<sup>nd</sup> June 2019  
at The Quality Hotel, Coventry CV5 9BA**

**Present:** Marcus Bailey (MB) Chair, Rachel Goldie (RG ) Vice Chair, Ben Cavill (BC), George Goodwin, Polly Baines (PB), Aled Thomas (AT), Laura Flower (LF) YFA,

**Observing:** David Fellows, Betrice Dyer, Sophie Willingale (Part meeting)

**In Attendance:** NFYFC staff: Cath Sykes (CS), Josie Murray (JM), Matt Caldicott (MC), Margaret Bennett, Lauren Hancox (LH) (part meeting), Jodie Green (JG) Katie Hall (KH) Chair of Council (part meeting)

	Action
<b>Saturday 22nd June 2019</b>	
1. Opening Remarks Marcus welcomed the group to the meeting of the PD steering group and informed the group that we would move straight to point 7 of the agenda – Travel whilst Margaret Bennett and Lauren Hancox were available to attend.	
2. Apologies for Absence Ashleigh Overton, Steph Watkins, Alistair Hughes, Hayley Mills, Catrina Wootton, Stephen Jarmus, Fred Allen, Rachel Benney, Caryl Hughes.	
3. To confirm the minutes from the previous meeting (Saturday 16th February) Minutes of the last meeting – approved – Ben Cavill proposed and Polly Baines seconded.	
4. Matters arising from those minutes Co-options to PD – MB discussed that we still need co-options for the PD steering group. RG explained that at the next Northern Area someone will be elected to sit on the PD steering group. MB proposed RG, BC seconded.	
5. To receive any relevant correspondence Correspondence received from Leicestershire FYFC – steering group discussion around whether certificates could be emailed to Counties rather than printed and posted. CS explained that Counties could do a direct mail merge from Silo onto the template. RG suggested that there will be members that never receive their certificates if collected by members as they would not get back to the County offices. The steering group agreed that from September 2019 County Federations will be also produce their own certificates.	JM to notify counties of the change from September.
6. Budgets – Youthwork, Training and Travel CS gave a summary of the budgets for youthwork and training. Money allocated for the YFC on Track booklet and the Trainers Forums are within budget currently. MB suggested that Barclays may be a good sponsor for training etc under their life skills	

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remit.

## 7. YFC Travel

The report was presented by Margaret Bennett and Lauren Hancox (NFYFC). The steering group listened with the following inputs and discussions. Document to be attached to minutes for information.

The report covered agenda items 7.1 to 7.9

### Key discussion points

#### o Budget

Margaret Bennett went through the budget with the group explaining the expenditure needs to be reduced by 20%. Savings could be saved on the choosing the selection day venue and reviewing the membership arrangements with other organisations.

#### o 7.6 Young Farmers Ambassadors (YFA) Report

Representative, Laura Flower, reported on the key points from the last YFA meeting held in February. This included that the YFA reunion is taking place in Wales 25-28th October and the theme will be Thank you for the Music. YFA have reviewed the scholarship selection criteria which will be included in the YFC Travel application packs. The International Foreign Youth Exchange Conference is planned to take place in Lancashire on the 8-15th August 2020. YFA donated £3600 to YFC Travel and will be looking to donate again next year. Finally in 2021 the YFA conference will take place in Leicestershire.

#### o 7.7 RYE Rally

There have been a few changes to the prep team. The tem met in May and preparations are underway for the participants arrival in August including paperwork, session plans, travel plans, participant packs and clothing. A timetable of events has been put together. (attached) The budget is now on target with a projected deficit of (£4,756) which is within budget.

#### o 7.8 2020 Opportunities

The group reviewed the different options available to them which included trips from Project Abroad and Field Farm Tours. After a discussion the group agreed on running three trips in 2020 through Project Abroad to Vietnam, Ghana and Peru.

#### o 7.8.4 Future of Homestays

The group looked through the hosting survey results and held a discussion on the future of hosting. Members questioned whether they felt that members get value for money from the programme? and if there is an option to trim down the trips to those which are most popular and more difficult to travel to independently. CS asked if they have enough information to make a decision or what else the group need.

The group decided to remove Germany, Norway and Austria from the programme but keep Australia, Montana, Colorado and Canada. Katie Hall reported that Northern Ireland struggle to fill their places to exchange to the 5 nations.



- Selection Day, 30th November 2019  
The group approved the selection day to be Saturday 30th November. Margaret Bennett and Lauren Hancox will now source a venue and will update the group.

## 8. Youthwork

8.1: CS updated the steering group on the current involvement of clubs and counties in the Tree Planting project. CS explained that over 4000 trees have been ordered by clubs and Counties from the Woodland Trust. BC explained that a number of clubs are interested in doing the tree planting and said it would be easier if the County could coordinate. Ben is going to discuss this with Cornwall FYFC and see if they can arrange a County event. MB explained Essex is currently looking at venues for tree planting which includes a golf course and local council. RG explained Yorkshire isn't doing anything as a County but there are clubs making applications individually. CS made suggestion for the types of places that the trees could be planted: churches, youth areas, parks, Canal and Rivers Trust – but to contact the local Councils with a request for space to plant trees. CS also outlined the different types of packs that clubs can source. MB told the group about the iwill meeting in London next week.

8.2 YFC On Track: CS gave an update on the YFC On Track. James Eckley asked if one of the Top Tips could be on succession. Members divided into groups and came up with the Top Tips that could be included in the booklet. This will now be sent to the designer.

### 8.3 Governance and Trustee Training:

CS gave a brief update around The Source and what the different sections include – CS summarised how this will link to the YFC On Track booklet and helping clubs develop. The group read through the learning objectives and would take approx ½day. CS described how the training session could be ran and asked the steering group if they would be interested in attending a pilot. RG suggested prior to the next Council meeting (potentially on the Saturday morning) which could include county staff, PD members etc. It was decided that this topic I would be best covering separately. MB suggested choosing an area and piloting it there and asked if this could this done in an evening. He group decided to run the pilot centrally in the WMA and close to WCAVA - the organisation that will delivering the training. CS to action.

CS to action

### 8.4 The Source:

MB explained how The Source is available online – the PR and the Social Media pages have been updated – the online version is the most up to date version. BC asked if updated pages can be sent out. CS explained that they can be downloaded and printed for County offices to add in if they have hard copies.

### 8.5 Alcohol:

CS discussed the Collingwood proposal and wanted to bring it back to the table for discussion. Currently there is no funding for this. The remit they would be looking at is exploring positive and negative relationships with alcohol, lack of things to do etc and



how this could link to farming accidents etc.

SW gave a summary of how she would look at the proposal from a funders prospective and the importance of breaking down the costs etc for potential funders and the long term sustainability of the programme. CS suggested that Collingwood could attend the October PD meeting to discuss. CS to contact Collingwood.

CS to contact  
Collingwood

#### 8.6 Safeguarding Policy Consultation,

The Safeguarding policy has been reviewed by Gill Camina and changes are being made. The policy will be ready for consultation in the next couple of weeks.

Jodie Green to  
send out.

#### 8.7 E-Safety Policy Consultation:

The E-safety policy is currently being reviewed and Jodie Green is attending a national E-safety conference to ensure that the new policy contain the most up to date information.

#### 8.8 Anti-Bullying Policy Consultation:

Josie Murray is reviewing the Anti-bullying policy and hoping to work with the Anti-bullying alliance.

### 9. Training

Please refer to the Training report.

Key discussion points

#### 11.2 The Curve:

Training – JM gave an overview of the training offer and key targets / achievements: 2772 curve participants since September exceeding the target. Aled said that he had not heard of the curve until a couple of weeks ago. Funding been awarded to Wales FYFC deliver the training on incident management and PR training.

- Future Farming – Feedback has been very positive from the schools and the Leaf Education reps. They promoted the module during their Farming Fortnight. The module is also available on Countryside Classroom which many teachers use to access up-to-date resources. JM attended the Countryside Classroom rep meeting to deliver the training.
- Train the Trainer will be taking place in the Eastern Area and Wales in September. Everyone was encouraged to promote the course.
- Training Dates for 2020.
  - Next year Train the Trainer is due to take place in the South West and Northern Areas. A date has been suggested by the South West Area and Josie Murray is liaising with the trainer. Rachel Goldie will enquire about dates for the Northern Area. Advance Train the Trainer is also planned for 2020.
  - Trainers Forum planning for South East and Eastern Area.
- Top Trainers Judges. The group suggested that last year's Winner of the award be invited to judge. JM to follow up.
- The Team need to review the curve modules Managing Change and Managing Events as they have not been delivered this year yet. The Running Safer Events curve module is being developed and the Power of Social Media module is nearly

Josie Murray to  
contact last  
year's winner



complete. Members had a look at the training.

- The steering group discussed the costs of Train the Trainer. They agreed to increase the price from 2020 to £125 and for County Chair's training - Equipped. ITOL will still be offer as an addition for individuals attending the Train the Train course.
- Northern Area Trainers Forum feedback Josie handed round the feedback (attached)
- Following the request for feedback in gaps training, the youth forum members suggested that relationship and consent issues could be a new area to focus on. Leicestershire members also suggested a workshop on YFC Travel. Staffordshire have one they might be willing to share.
- 13. Rural issues, gambling and mental health. CS mentioned that we have been offered free training on gambling support for young people. Members were not aware whether or not this is an issue within YFC. Whilst the training is free it might be worth attending and obtaining resources to be shared via the website. Rural+ is due a re-vamp with case studies. CS to follow up.

#### 14. Any other business

Leicestershire Youth Forum would like to know if there are any plans for an under 18s travel trip. Having explored this before and run trips before, the group felt it was better to encourage areas to run residential. This will be shared with the youth forum.

#### 10. Next Meeting – 23.06.2019

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

Signed ..... Dated:.....  
Marcus Bailey (Chair of PD Steering Group)