



Record of the Minutes of RNFA Trustees Meeting

Meeting date: 5th October 2023

A meeting of the Royal Navy Football Association (RNFA) Trustees was held HMS Temeraire and via Microsoft Teams.

Present	Capt. John Lavery MVO RN (Retd) Mr Steve Johnson Captain John Gordon RN Lt Cdr Steve Vasey RN (Retd) Mr Gavin Howe Lt Cdr Heather O'Connell RN Mr Dave McGarel Hannah Okell	Trustee – Chair CEO Executive Chair Trustee Trustee Trustee Trustee Honorary Secretary
Apologies	Mrs Elizabeth Smith	Trustee

Prior to the meeting starting Shantell Woodward (SW) Designated Safeguarding Officer for Hampshire FA joined us via Teams and presented the annual Board Safeguarding brief. The following key areas were included during the presentation. An open Q&A session followed.

- Reflections on the CFA's 365 assessment 22/23
- Play safe campaign.
- Player welfare course, 45 min free course recommended to all staff and board members.
- Open age football update.
- Who needs a DBS?
- Parent/carer course feedback.
- Independent assessment process.
- Sport England/UK sport response to the Whyte review.
- Personal responsibility-Board members.
- Board member training requirements.

GH asked if there was a register within every local authority that can show the children in the care system or left the care system that are going into respective sports, SW responded no. The information would come from the LADO which because they are children they would not share. Children Services would also only come to the County FA if there was a SG incident.

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The meeting formally began at 16:30. JL welcomed everyone and thanked all present for their attendance. JL Congratulated SJ and the team for achieving the Foundation Equality Standard Sport award from the FA. He then went on to thank all involved in the organisation, and successful delivery of both the Presidents dinner at Chelsea FC and the annual sponsors Golf Day at Skylark Golf & Country Club.

20/23 Apologies

Recorded Above.

21/23 Minutes of the previous meeting

JL asked all Board members to confirm that the minutes of the meeting held on 29th June 23 were a true and correct record of the meeting, no objections were raised, and the minutes approved.

22/23 Matters arising not covered in the agenda.

SJ remarked that meeting minute 14/23 there was an action for HOK to produce and communicate any Safeguarding training requirements for all board members and staff. This is now complete, and an up-to-date training matrix document can be accessed in the files folder in the Trustee Board Teams channel.

23/23 Safeguarding Update

Included during the annual SG brief.

24/23 Audit and Rick Committee update

DM presented an update on behalf of ES, chair of the A&R committee in her absence. He began with explaining that the committee's priority was to discuss and agree the final TOR's document. **Action Complete.**

He informed the group that committee had discussed the following:

- Risk Register
- RN Safety Management Plan
- Balance Sheet
- 2023-24 Budget review
- 2024 RN Annual Grant Return
- Sponsorship
- Future meeting dates.

JL commented that as this was the first meeting, consideration should be given to the timing of future meetings to prevent duplication of work. He also suggested that although the A&R committee, as part of their remit, are examining the financial documents they still should still be presented at board meetings and any matters of importance should be presented during the A&R committee update.

Actions from the subsequent discussions:

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- **RNFA risk register to include a new risk relating to Discrimination – Action A&R Committee.**
 - **Safety Management Plan review complete – SJ to submit to RN Sport Assurance Team.**
 - **SJ to submit annual grant bid of £23k.**
 - **SJ to keep the board updated if there is a change to the sponsorship position of ESS.**

25/23 Executive Update

- **Football** - JG provided a brief overview on the start of the season that included association competitions, Rep Football and UKAF representation and fixture congestion.
- **Staff Update (State of Play Review)** -. Noting that the State of play report had been sent out to all members prior to the meeting SJ invited questions or comments from the board. GH, DM, and JL all remarked that although the results of the survey look positive on a national level, there are some areas that require some further dialogue with the staff. JG suggested that he would reach out to the RNFA staff as an independent giving them the opportunity to give him feedback confidentially on their responses in the survey. SJ also confirmed that he and the rest of the staff had undertaken a team building day in London, that was very productive and well received by all.
- **IAG Committee** - SJ confirmed that the IAG is now formed. The chair is Anne McCaffrey ex women's navy footballer. SJ asked HOc as the board representative to give her feedback on the first meeting. HOc commented that she found the meeting very constructive, moving the Code of Governance to the next level was her key takeaway from the meeting. SJ confirmed that the TOR's where being looked over and will be ratified at the next meeting later in the year. Priority in Year 1 is to produce a diversity and inclusion action plan and achieve the Equality Standard for sport Preliminary level.
- **RNFA Operational Plan 2022-23** - SJ gave an update on operational KPI's and presented the following statistics.
 - Male Pathway +0.4%
 - Female Pathway +10.7%
 - Referees 56

SJ then went on to say that the RNFA have now been confirmed as a delivery partner for future FA coaching courses. This unlike other CFA's will allow us to load on our own coaches.

Review of Governance Documents - SJ asked the Chair and members of both the Nominations and Remuneration Committee's for confirmation that the pre circulated draft TOR's can now be ratified for both committees noting neither had formally met yet.

Decision – Both committees TOR's approved

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SJ confirmed that Muckle LLP had now completed a review of our current constitution and have proposed some significant changes to ensure we follow Sport England's Governance code requirements. Board members were asked for their comments and observations.

- GH asked under section 4 -Termination of Membership, should we not include when a trustee's 9-year tenure expires? SJ responded in section 13.1C that outlines trustee succession planning. GH suggested that a clause be added stating that your membership be terminated on retirement. **Decision - All agreed to the change.**
- GH then went on to say that Termination 4B possibly has a line saying 'in writing' informing the member in writing why the board propose to remove them. **Decision - All agreed to the change.**
- GH also brought to the attention section 2 Eligibility of Charity Trusteeship, sub section B should say, he/she/they to be inclusive. **Decision - All agreed to the change.**
- HOc suggested that within the constitution/rules there is a section that captures the ability to attend board meetings virtually. **Decision - All agreed to the change.**
- GH suggested that there needs to be some inclusion on chairing a meeting if the chair is unavailable. Currently it says the board can select a chair if the chair is unwilling to attend but nothing for unable to attend. **Decision - All agreed to the change.**
- JL mentioned the title 'Senior independent Trustee's' SJ suggested that the board discuss this title in a later meeting to decide who from the board would step in if the chair was unavailable.
- SV asked on 16.2D 'Lead on the process of replacing the performance of the chair,' SJ confirmed that is another requirement.

JL suggested that if any board member had any further suggested amendments post meeting, they be sent through to SJ who will share with the group for comments and approval.

26/23 Trustee Succession Planning and Future Committees

SJ confirmed that if new trustees are appointed mid-term that does not count as part of their 9yr tenure, their term will begin from the date of the next AGM. There is a clause that will allow a trustee to stay in post for a further 1yr under exceptional circumstances. SJ confirmed that JL & SV tenure will end at the 2025 AGM, (Jan 2025). JL suggested that the recruitment process should commence in the spring of 2024, he then confirmed that subject to Board ratification GH will be replacing him as the new Chair.

JL then went on to say that the code requires the association to have a Youth council. As this is not going to be achievable, as an alternative outcome the association need to recruit a young person onto the Board. **Action - SJ and JG were asked to look at viable options, and present back at the next meeting in January.**

27/23 AOB

JL would like to identify how we want to move forward with the President's dinner. Do we change the format? JG suggested running a larger dinner every 3rd year and running a smaller dinner in-between. **Action - Members to consider and share their thoughts at the next meeting in January.**

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SJ mentioned that he has received an invite for several RNFA guests to attend the Royal Navy Sports awards on Thursday 30th November 23 at Lords Cricket Ground, there is also an opportunity for one trustee to attend England women v Holland at Wembley the following evening. SJ has left that with the trustees to contact him if interested.

SV asked if the President had provided dates he will be in Plymouth as we are still to present the framed print to Nick and Phil from Ivor Dewdney Pasties. **Action - SJ to engage with the Presidents outer office to identify a possible date for the presentation.**

Date of next meeting – January 25th 15:00-17:00

Signed:

A handwritten signature in blue ink, appearing to read 'J Lavery', with a horizontal line above it and a flourish below.

Name John Lavery

Trustee Chair

Date: 06/11/23