



28 Jan 21

RNFA Executive Committee Members

Record of decisions and actions from the RNFA Executive Committee Meeting held via Zoom conferencing on Thu 28 Jan 21.

Present	Cdr J Gordon Lt Cdr A Plenty Capt P Milburn OBE RN Capt T Davey Maj Glanville Maj Grounsell Lt F Quirke WO1 P Willetts CPO G Stollery Mr S Johnson Miss K Stenning POPT D Kerr	Chairman Vice Chairman Head of Business Head of Sponsorship Representing Referees Committee Clubs, Leagues and Competitions Head of Representative Football Head of Development Teams Board SG Champion and PRO CEO Football Development Manager Assistant Secretary	SA AP PM TD AG WG FQ PW GS SJ KS DK
Apologies	Cdr M Ingham Mr T Gibson	Head of Women's Football Supporters Club	MI TG

<p><b>1/21 – Welcome</b></p> <ul style="list-style-type: none"> <li>The meeting commenced at 1130 with the Chairman thanking everyone for their time. He explained that given the current COVID-19 situation he is content with using Zoom conferencing to host future RNFA meetings. JG urged all members to remain in contact with each other during these unprecedented times. He then acknowledged DK service to the association and wished him well, on behalf of the committee, for his upcoming course.</li> </ul> <p><b>2/21 – Apologies</b></p> <ul style="list-style-type: none"> <li>Recorded above.</li> </ul> <p><b>3/21 – Confirm minutes of the last ECM – Thu 8 Oct 20.</b></p> <ul style="list-style-type: none"> <li>The minutes of the previous meeting were read and approved as a true record and electronically signed by the Chairman and CEO.</li> </ul> <p><b>4/21 – Matters arising and Action List</b></p> <p>DK to engage (By Dec 2020) with the Regions and Commands to discuss a potential new format for the 20/21 competition. <b>Deferred to next meeting - DK</b></p> <p>PE to present a business case confirming what the referees want in terms of sponsorship by EOY 2020 – <b>Deferred to next meeting - PE</b></p> <ul style="list-style-type: none"> <li>SJ briefed the committee that the RNFA's bid to the NSCC for an annual grant of £14k was not approved, however confirmation had been received that the association will be given a grant of £12k. The committee agreed that this was a positive outcome. <b>Closed</b></li> </ul>	
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- KS briefed the committee on KPI numbers for female referees. She informed the committee that she will present the new RN Referees strategic plan, that includes ideas on increasing the female workforce, at the next 6 monthly review meeting with the FA on 9<sup>th</sup> Feb. **Deferred to next meeting**

#### **5/21 – Safeguarding including SOS assessment**

SJ welcomed GS back to the committee after a lengthy period deployed. He then briefed the committee that the FA Safeguarding Assessment has been confirmed for Wed 27 Feb 21. SJ briefed there is a significant amount of work still to be done however a lot of work has already been completed in preparation, and that the RNFA is in a good position to meet all criteria set, with no significant risks at this time. Members questions were answered regarding our current position - No concerns were raised at this time.

- **Action: SJ to provide an update to all committee members once the assessment outcome is received**

**SJ**

#### **6/21 – RNFA financial update**

- SJ presented an overview of current finances, whilst sharing via his screen the following documents:
  - Current Balance Sheet
  - Investments - Overview
  - Reserve Funds – Overview

There was a thorough discussion on the current finances that involved several questions from members regarding the budget and current funds available. The committee unanimously agreed that the RNFA is in a healthy place financially and therefore can operate as normal during the forthcoming season.

#### **7/21 – Executive football update – Restart and Inter Services**

- JG briefed the committee on the Inter Services competition, summarising the 19/20 competition and that there has not yet been a final decision regarding the 20/21 Inter Service Competition yet, however it is likely a decision will be made following a meeting with the three single service chairman and UKAF Chair w/c 1 Feb.

- **Action JG to produce a media statement post meeting and SJ to release via associations social media channels**

**JG SJ**

- SJ shared his screen to brief the committee on the Risk Register (RR). The committee discussed each identified risk, and its associated level of impact on the association. During discussion it was decided that additional information should be included within the register, such as who owns it and what are the mitigation measures in place to respond to it. JG asked AP if he would lead on this piece of work and present back at the June meeting.

- **Action: AP to thoroughly review the risk register and report any changes at the next meeting in June.**

**AP**

- SJ briefed the committee on how RNFA permanent staff working remotely is working. Although working well he stressed the need to support those staff members by assessing individual working conditions. He proposed that a grant



of up to £150 be agreed, that can be requested via the CEO. Any permanent equipment/ furniture purchased will then be added to the association's assets register to meet audit requirements.

- **Action: SJ to request and assess bids from each member of staff that will support and improve their ability to continue working remotely.**

- SJ briefed the committee that the FA's return to football survey had been sent to all clubs from step 1 – 6. He also informed the committee that FA's recruitment for a new Chairman has commenced with April being a likely target date for the new appointment to be confirmed.
- SJ provided an overview of the changes to the new online level 1 coaching course, which launches 1 Apr 21. He also briefed that the RNFA is in discussion with the FA to ensure that the RNFA are not disadvantaged financially when RN personnel enrol on a course.
- SJ provided a summary of the changes happening to all coaching and referee's courses and the work being undertaken by the RNFA staff to ensure RN learners are not disadvantaged.

**SJ**

#### **8/21– FA NGS 2018-21 and Football Development Update**

- KS provided an update, via Power BI, on how the RNFA are performing on our KPI targets outlined within our 2018-21 strategy. There was a thorough conversation undertaken involving questions from the committee which all were answered to satisfaction of members.
- KS briefed the committee on a new RNFA initiative provisionally named the COVID Cup. The committee agreed on the initiative, however there were some concerns around data protection and the use of the App (Run keeper) It was agreed that before this project is progressed guidance is obtained from the RN Data Protection Officer (DSO).
  - **Action KS: Engage with RN DSO and gain approval to use the app.**

#### **9/21 – NGS 2021-24 Planning and Milestones**

- SJ provided a thorough brief on the requirements for consultation, writing and submission of our next 3-year strategy, that once approved will provide FA funding for the next three years. SJ included strict dates and timelines that need to be adhered to and stressed the importance of the referee's contribution to the plan.

**KS**

#### **10/21 - Referees Update**

- AG stated that there are currently 43 active Referee's within the RN. He briefed that the next referee's course due take place in Jan 21 was cancelled due to COVID-19. He confirmed that there are 4 RN referees currently being assessed to become FA referee tutors.
- He additionally confirmed that the referee's new 3-year strategy has now been produced and will shape future input into the association's 2021-24 strategy.



### 11/21 – Sponsorship/Marketing update

- PM stressed to all the importance of remaining in contact with our sponsors during this time of lessened footballing activity.
- SJ provided a summary of the current situation for each sponsor. After discussing the current lack of football and absence of support back to our current sponsors it was felt by the committee that each sponsor be offered a 'gap year' due to the lack of activity over the past year due to COVID-19.
  - **Action: PM to update sponsorship grid and presented at the next meeting in June.**
  - **Action: SJ to contact sponsors and offer a 'gap year' extension and make necessary amendment's current to SLA's.**

PM SJ

### 12/21 – Governance review and Committee structure presentation

- SJ presented his proposal for a structural change to the current Executive Committee (EC). SJ proposed that the EC should in future include a member from the Royal Marines, Fleet Air Arm and a member that would represent each/all of the Regions (North, South and West). He stated that by including a representative from those communities it would negate the requirement to conduct an AGM and increase numbers to support our future work. The committee agreed this was a good idea and that a small working group (SWG) led by the CEO & AP should be set up to progress
- SJ updated the committee on the Code of Governance requirements set out by The FA. He informed the committee that he Trustees had completed a skills audit and that the results will help shape the advert for the recruitment of new Trustee's.
  - **Action SJ and AP to set up a SWG to engage with all stakeholders and report back progress at the next meeting June 20.**

SJ AP

### 13/21 - Future Dates

The next meeting will take place on Thursday 24<sup>th</sup> June.

### 14/21 – AOB

- AG requested the use of the RNFA's Zoom account to hold referee meetings. SJ stated that PE already has login and password details.
- JG thanked all for their time, and encouraged all committee members, wherever possible, to offer support when asked, as we develop and grow, whilst meeting the ever-increasing demands from the NGB.

*(Signed on original)*

*(Signed on original)*

Mr S H Johnson  
CEO RNFA

Commander J Gordon RN  
Chairman RNFA