



**Record of the Minutes of RNFA Trustees**

**Meeting date: 28<sup>th</sup> January 2021**

A meeting of the Royal Navy Football Association (RNFA) Trustees was held via Zoom Conferencing on 28 January 2021.

Present	Capt. John Lavery MVO RN Cdr John Gordon RN Mr Steve Johnson Lt Cdr Steve Vasey RN Mr David McGarel CSgt Ian Mulholland RM POPT Danny Kerr	Trustee RNFA Exec Chairman CEO Trustee Trustee Trustee RNFA Assistant Sec	JL JG SJ SV DM IM DK
Apologies	N/A		

**01/21 Welcome and Introduction**

The meeting commenced at 1400. JL offered a warm welcome and thanked everyone for attending the meeting. He also bid farewell to IM and thanked him for his work during his tenure as a Trustee. JL stated that the RNFA are in a great position to support the re-emergence of football when allowed to do so. JL then thanked the RNFA permanent staff for their continued hard work.

**02/21 Apologies**

No apologies were received.

Trustee, Lwtr Luke Pierce informed the meeting, via text, that he would be unable to attend due to technical issues.

**03/21 Minutes of the previous meeting**

The minutes of the last meeting held 8 October 2020 were approved as a true record. These will now be digitally signed by JL.

**04/21 Matters arising not covered in the agenda**

SJ briefed the Trustees that the RNFA will be awarded an annual grant of £12k from the NSSC, and not £14k, as originally requested. Further information will be provided during the financial update.

**05/21 Executive Update**

- **Staff** - JG updated the board that the RNFA full time staff continue to work hard, working mainly remotely, and that the RNFA has an obligation to support staff working from home. He informed the Trustees that a grant of up to £150 had been agreed earlier by the Executive 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. SV asked, will the support cover stationary and utilities expenses. SJ confirmed that staff could apply via HMRC for home working support, although all incurred expenses attributed to RNFA work will be reimbursed.
- **Inter Services** – JG provided a summary of the 19/20 Inter Services competition and an update on the 20/21 Inter Service competition, informing all that a decision to cancel the 20/21 competition is likely and will be publicised following a meeting with the three single service chairman and UKAF Chair w/c 1 Feb.

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- **Safeguarding Update** – SJ briefed the Trustees that the association will undertake an FA Safeguarding Assessment on Wed 27 Feb 21. SJ stated that 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, with no significant risks at this time.

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

- **Risk Register** - SJ shared his screen and gave a thorough brief on the RNFA's Risk Register (RR). The committee were updated on each risk, and its associated level of impact on the association. During discussion it was suggested by DM that documented mitigation should be discussed alongside each risk. SJ stated that Executive Committee, Vice Chairman Andrew Plenty (AP) is leading a small working group to review the RR. DM offered his services to support this review. JL also confirmed that when the RR is updated it should become a mandatory item for all future meetings.

**Action: DM to support the RR review and provide an update at the next meeting June 2021  
SJ to include RR as a standing agenda item for all future meetings.**

## 06/21 RNFA Financial Update

SJ presented an overview of current finances, whilst sharing via his screen the following documents.

- Current Balance Sheet
- 2020-21 Budget Review
- Investments – Overview
- Sponsorship

SJ presented the current balance sheet, whilst also highlighting significant areas of interest. Although the figures presented showed a healthy level of funds it was noted that received sponsors money for the 2020/21 season totalling £20k had not been spent.

SJ presented the Investments slide highlighting current performance. JL indicated to the committee that he had recently attended an investment briefing and there was general optimism that the value of investments should now start to see growth, due to the improving economic climate. He additionally informed the board that the current management of the RNRMC investment portfolio was undergoing review and will update if any changes are introduced as a result.

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 Executive Committee at their meeting earlier that day that each sponsor should be offered a 'gap year' due to the lack of activity over the past year due to COVID-19. The Trustees discussed the proposal and fully supported the recommendation from the Executive.

## 07/21 Trustee Recruitment and Retirement

- SJ presented his plan for 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 the rationale for this change and by including a representative from those communities would negate the requirement to conduct an AGM and increase numbers to support our future work. He informed the meeting that subject to Trustees support a small working group from the EC will be set up, to progress. The Trustees were all in agreement and gave it their full support.

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SJ updated the committee on our work towards the FA's Code of Governance and presented the findings from the recent skills audit carried out by all Trustees. The recommendations from the FA were acknowledged and fully discussed by all. JL presented his views and stated that any future recruitment should be based upon the results of the skills audit and the Code of Governance requirements set out by the FA. He also indicated that although policy and governance had been delegated to the Executive, ultimately that responsibility sits with the Trustees Board. The Executive are still empowered to execute policy and strategy however, the Trustees must own it.

SJ confirmed that the full report from the skills audit will be sent out to everyone week commencing 1<sup>st</sup> Feb, along with the previously produced draft Trustee advert. It was then agreed that once this information had been processed by members that an informal meeting be convened to plan the way ahead.

**Action: SJ to send out respective documents and confirm with JL a date for an informal meeting to plan the way ahead.**

**08/21**      The next meeting will take place on Thursday 24<sup>th</sup> June 2021

**Signed:**



**Name** Chairman – Capt John Lavery MVO

**RN**

**Date:** 8 Feb 2021