



Royal Navy FA

HMS TEMERAIRE, Portsmouth, PO1 2HB

Charity Number: 1164897



Record of the Minutes of RNFA Trustees Meeting

Meeting date: 27th January 22

A meeting of the Royal Navy Football Association (RNFA) Trustees was held in the Conference room HMS TEMERAIRE in person and via Zoom Conferencing on 27th January 2022

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| Present | Capt. John Lavery MVO RN Cdr John Gordon RN Mr Steve Johnson Lt Cdr Steve Vasey RN Mr David McGarel Mr Gavin Howe Heather O'Connell Elizabeth Smith Hannah Okell | Trustee - Chair RNFA Exec Chairman CEO Trustee Trustee Via Zoom Trustee Via Zoom Trustee Via Zoom Trustee Honorary Secretary |
| Apologies | N/A | |

The chairman opened the meeting by congratulating Vice Admiral Martin Connell CBE, Royal Navy Football President on becoming the new Second Sea Lord.

01/22 Welcome and Introduction.

The meeting formally commenced at 1500.

02/22 Apologies.

No apologies.

03/22 Minutes of the previous meeting.

The minutes from the previous meeting on 7 October 21 were accepted as true record, no objections were raised.

04/22 Matters arising not covered in the agenda.

DM in regard to minute 27/21, suggested that cyber security should be included within the risk register. ES agreed, to support DM with this work and present back at the next meeting in June.

05/22 Safeguarding Update.

SJ explained that Girling Hughes have been replaced by the NSPCC as the independent assessors for compliance with the Safeguarding Operating Standard (SOS). SJ commented that he'd had a preliminary meeting with the NSPCC to share with them what tri service safeguards are already in place and how our work towards compliance with the SOS provides an additional layer of safety to that which already exists. It is likely our assessment will be June/July and at this point we have no areas of concern in meeting the standard. SJ confirmed that Gemma Stollery, Executive Committee Safeguarding Champion is back from sea and will be taking an active lead on our work towards our summer assessment.

Action- JL to have a DBS check.

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06/22 Executive Update.

- **Staff Update** - JL thanked SJ and JG for the work carried out to secure the 'Football Development and Services Officer' (FDSO) role as a civil service position. SJ confirmed that the job is currently being advertised on the civil service portal with a closing date of the 2/2/22. SJ and Steve Shaw Navy Sport SO1 at HMS Temeraire will be overseeing the process, including interview along with an independent civil servant. SJ suggested that dependant on the availability of the successful candidate the aim is to have someone in post by end of March.

JG will update the trustees once the relevant line management and reporting hierarchy for the role is confirmed.

Action- JG to update Trustees in regard to line management of FDSO.

- **Staff Contracts and Remuneration – SJ and HO left the room.** After a thorough discussion, the Trustees unanimously agreed to award a 3% pay rise to the RNFA Office team – Kim, Hannah, and Steve – effective from 1st April 2022. In addition, and in recognition of the constantly positive performance and attitude of all over the last year despite the many challenges presented, it was also agreed to award each member of staff a special bonus of £500. It was also agreed to include Pete Gamble (Temporarily employed as the Assistant Secretary) in this last gesture but recognising that he has only been with the association since September the trustees wished to convey their appreciation through an award to the value of £250. At the same meeting it was also confirmed that 3-year fixed term contracts should be offered to all staff, subject to a TOR's review, that will commence 1 July 22.

Action- SJ and JG to review TOR's for all members of staff and prepare draft contracts for approval of the Trustees.

- **RNFA Business Plan 2021-2024** - SJ presented an update that included how the association was performing against our set target KPI's. Men's and women's participation numbers were as expected at this time, however our target for recruitment of Match Officials has more than exceeded our anticipated numbers. This is mainly due to the work of our Volunteer Referee Development Officer Major Andy Glanville RM, who by linking into the local community has conducted more courses than we had originally planned. SJ commented that he and Football Development Manager, Kim Stenning are due to present this update, to our FA Regional Manager, at next week's quarterly review.
- **Code of Governance (CoG)** - SJ commented that work on the CoG was progressing well and that the Trustees can expect to receive some draft documents that he has produced to submit as compliance evidence for certain requirements of the code. He also invited all Trustees to complete an Equality and Diversity questionnaire that Hannah will be sending out in the near future.
- **Football Restart – Snapshot**
 - Kim Stenning FDM along with Pete Gamble and Hannah Okell recently hosted a grassroots event for HMS Duncan involving Zumba and UV football at HMS Temeraire.
 - Inter-Regional Masters competition is due to take place next Wednesday at Yeovil, with 4 teams. From this competition a squad will be selected to represent the Royal Navy in the Inter Services matches in March.
 - Inter-Services will take place in March, the women will play their home against the Army at HMS Temeraire on the 29 March and the men will play the following evening at Yeovil FC.

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- JG confirmed that President, Vice Admiral Connell has been invited to both fixtures, and First Sea Lord Admiral Sir Ben Key to Huish Park.
- Over 30's competition will take place once again at St Georges Park in June, then in July Beach Football will take place at Weymouth Beach on the 27th July.
- RNFA will hopefully complete 32 representative fixtures by the end of this season.

07/22 RNFA Financial Update

- **Balance Sheet-** SJ confirmed that our annual grant bid made to the Navel Service Sports Charity has been successful and that we have received the full £14k requested. SJ presented the current year's budget (variance report) and highlighted a couple of areas for the trustee's attention. One significant budget variance was the outstanding payment of £10k from ESS. SJ explained that Captain Phil Milburn had been in correspondence with Bob Gray from ESS and has given him and the company 10-day payment window, Bob Gray has assured him that this payment will be made within that timescale.

PMN – No payment has been received and therefore a decision has been made to thank ESS for their previous support and step away from our current partnership.

- **Investments-** SJ commented that we had received an update that morning from the RNRMC on how our investment is performing (Investment graphic shared with the Trustees). JL brought to the trustee's attention the balance sheet and highlighted the volume of cash currently sat in the bank account. JL proposed that the trustees consider transferring a further £50k into the investment portfolio to give more of a return. ES expressed she was happy with this suggestion but to consider interest rates may rise to counteract inflation, meaning the funds in the bank account will begin to earn interest again. GH asked would there be a penalty to withdraw funds. JL responded by stating the only stipulation is to give one month's notice. No objections were raised.

Action- SJ to transfer £50k from the current account into the investment portfolio

- **Sponsorship**
 - Lockheed Martin, have an annual rolling contract and sponsor the Women's team. There is no indication at this time that the company don't wish to continue.
 - Carbon 60 have confirmed this morning that they wish to continue their sponsorship of the men's team for a further 3 years and would like to increase their sponsorship to £11k.
 - ESS – Partnership to be decoupled
 - SV has agreed to speak with Ivor Dewdney and request their intent moving forwards as their current arrangement is due to expire at the end of this season.

SJ confirmed that at the end of the season a complete review all sponsorship arrangements is due to take place

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08/22 Trustee Succession Planning

JL using the succession plan matrix document highlighted the need to stagger the retirement of one of the new Trustees, as potentially all three could depart at the same time.

PMN – Heather O’Connell has offered to reduce her first term to 2 years to assist with future succession planning. This offer was gratefully received by the chair and the overall plan will be adjusted accordingly.

09/22 AOB

SJ explained that he had a virtual meeting with Penny Mordaunt, Portsmouth North MP, who was previously a full-time reservist and now an Honorary Captain in the Royal Navy reserves. Penny has agreed to become an Ambassador for RN Women’s Football. SJ also informed the Trustees that Debbie Hewitt is the new first female chair of the FA,. She commenced her role on the 1st Jan is keen to attend an RNFA event asap.

Date of next meeting – June date and time tbc

Signed:



Name Chairman – Capt John Lavery MVO RN

Date: 24th February 2022