



## Record of the Minutes of RNFA Trustees Extraordinary Meeting

**Meeting date: 17<sup>th</sup> March 2021**

An extraordinary meeting of the Royal Navy Football Association (RNFA) Trustees was held via Zoom Conferencing on 17<sup>th</sup> March 2021.

Present	Capt. John Lavery MVO RN Cdr John Gordon RN Mr Steve Johnson Lt Cdr Steve Vasey RN Mr David McGarel Lwtr Luke Pierce	Trustee RNFA Exec Chairman CEO Trustee Trustee Trustee	JL JG SJ SV DM LP
Apologies	N/A		

### 09/21 Welcome and Introduction

The meeting commenced at 1300. JL thanked everyone for their attendance, at such short notice, and stressed that the meeting was important to agree the way ahead for the recruitment of new Trustees and discuss the financial impact of the 3 Yr. funding letter received from the FA.

### 10/21 Apologies

No apologies were received.

Trustee, Lwtr Luke Pearce was unable to join the meeting until the last ten minutes due to technical issues.

### 11/21 Agenda

- Safeguarding Assessment - Final Report
- Funding letter received from the FA
- Assistant secretaries' position.

### 12/21 General Discussion and Key Outcomes

SJ briefed the Trustees that the RNFA have received the final report from the independent assessors Girling Hughes, confirming that we had passed our Safeguarding Operating Standard assessment. He also confirmed that we had subsequently received several e mails from senior Executives from the FA congratulating the association on our achievement.

He then briefed the committee on the impact that the funding letter received from the FA would have on the Association, should we still wish to maintain the current staffing model for delivery of our next 3-year business plan. He stated that the reduction of 14% FA funding, due to the impact of Covid would result in a £45k shortfall to maintain the current staff salary payments for the 3-year period of the plan. Several considerations were discussed including:

- Terminating the contract with the FA
- A new staffing model with redundancy support being made available from the FA
- Underwrite the £45k utilising association cash reserves

**Decision: Trustees unanimously agreed that the association cash reserves should be used to underwrite the shortfall of FA funding for staff salaries, to support the delivery the RNFA 3yr strategic plan July 2021 - Jun2024.**

# Royal Navy FA

HMS TEMERAIRE, Portsmouth, PO1 2HB

Charity Number: 1164897

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He then briefed the Trustees on the impact that the gapped assistant secretaries' position is having on the association and the delivery of Football. SJ stated the it is likely that no one in the short to medium term will be provided by the RN due to the current PT Specialisation review and Navy Transformation. It was also highlighted to the Trustees that any future funding agreement with the FA will be dependent on the RN committing to funding the assistant secretary's position. Several considerations were discussed by all present that included the following options:

- Short term employment of a young officer in hold over.
- Inform Navy Sport that the RNFA cannot deliver competitions, support representative fixtures and would also be reneging on requirements of the FA funding agreement. Pain and Grief letter already with SO1 NS<sup>1</sup>
- Employ, on a short term 1-year contract, a temporary assistant secretary. This would allow continuity of football delivery with no initial contractual issues with the FA, whilst allowing time for the RN and RN Sport to confirm future intentions.

**Decision: JL, JG, SJ to arrange meeting with Rowan Taylor SO1 NS, and Steve Shaw SO2 NS to discuss options above by no later than April 2021. Preferred option from the Trustees would be the employment of an assistant secretary on a temporary 1-year contract funded by either the NS or Navy Sport**

SJ discussed with the Trustees his increase in workload since he commenced his role as CEO 2014. Year on year increased FA governance requirements and Trustee secretariat support have added to his normal day to day responsibilities and are now detracting from his primary role of leading the organisation and managing the delivery of the strategic plan. Open discussions between all present resulted in the following:

**Decision: JL, JG, to discuss with Rowan Taylor SO1 NS, and Steve Shaw SO2 NS how support may be obtained to provide secretariat duties to the Trustees and remove that workload from the CEO.**

JL briefed everyone on the requirement to appoint 2 new Trustees, due to the current vacancies, and to conform with the FA Code of Governance requirements. SJ has produced a draft advert that will now be amended to reflect the results of the skills audit. JL suggested that the next meeting due to take place June 24<sup>th</sup> should be a target date to complete.

**Decision: JL, and SJ to meet out of committee to finalise advert and send out to agreed platforms. Regular updates on the recruitment progress are to be provided to all Trustees by SJ**

**13/21** The next meeting will take place on Thursday 24<sup>th</sup> June 2021

**Signed:**

**Name Chairman – Capt John Lavery MVO RN**

**Date:**

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<sup>1</sup> 20201014-RNFA ASEC P&G