



# Royal Navy FA

HMS TEMERAIRE, Portsmouth, PO1 2HB

Charity Number: 1164897



## Record of the Minutes of RNFA Trustees Meeting

**Meeting date: 25<sup>th</sup> January 2023**

A meeting of the Royal Navy Football Association (RNFA) Trustees was held in the Conference room HMS TEMERAIRE in person and via Teams Video Conferencing on 25<sup>th</sup> January 2023.

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

### 1/23 Welcome and Introduction

The meeting formally commenced at 13:00. JL welcomed everyone and thanked all present for their attendance.

### 2/23 Apologies

Recorded Above - JG tendered his apologies, due to him being out of country on Operational commitments.

### 3/23 Minutes of the previous meeting

The minutes of the previous meeting 5<sup>th</sup> October 2022 were approved as a true record and electronically signed by the Chair.

### 4/23 Matters arising not covered in the agenda

SJ confirmed that all actions are complete or will be covered and updated during the agenda. There were no questions raised.

### 5/23 Trustee Report

SJ explained to the trustees how the annual report is compiled and asked for comments or observations on how to improve or amend the current format. DM asked if the report format meets the requirements of the Charities Commission (CC). SJ responded and confirmed that the current format is based upon conversations with similar organisations to ourselves including the Royal Navy Royal Marines Charity (RNRMC) and that CC website only provided content guidance. ES commented that in her experience our report was very comprehensive and probably too detailed to that required by the CC. It was agreed that future reports should continue to follow the existing format and should include the same degree of content.

### 6/23 RNFA Financial Update

**Balance Sheet** - SJ presented the balance sheet and highlighted that as required by minute 16/22 HO has now transferred all monies from the old RNFA account into the new account. A discussion followed to consider the movement of monies from the current account into the reserve's portfolio. HO confirmed that the current interest rate for the savings account is now 0.80%. SJ also confirmed that the current investment rate from our previous years returns front the investment portfolio are between

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1.75%-2.00%. JL invited comments on the idea of moving funds from the savings account into the investment portfolio.

GH commented that with such uncertainty in the economy at this time, whilst the savings account is not actually losing money there would be more risk moving funds into the investment portfolio. GH asked SJ if there were any plans within the next 12 months to use the money, SJ responded no, although he pointed out that in 2029 it will be the RNFA's 125<sup>th</sup> Centenary and suggested that we should be considering setting funds aside to support events during that anniversary year. GH asked if funds could be earmarked each year on the run up to the Centenary by allocating a separate savings account. SJ went on to say that the funds could not be earmarked within Xero however a separate spreadsheet showcasing ring fenced funds including the car and the 125 Centenary Funds will be presented alongside any future balance sheets.

JL summarised that the margin between the interest in the bank is not a great deal less than return on the investment and that there is more risk to the overall value to investments than there is leaving monies in the NatWest savings account. If there was a bigger margin between the two, then he would recommend moving the money. He then proposed that at this time we should not be considering moving monies from the savings account into the Investment Portfolio, all trustees agreed.

**Decision – No monies to be moved at this time.**

**Action - Agreement that £10k a year be allocated towards the 125<sup>th</sup> Centenary.**

**Action - SJ to present a “Ring Fenced Funds” spreadsheet that will include earmarked funds for the centenary**

**2022-23 Budget Review** - SJ informed the board that the only significant change in the budget is that ESS are still yet to pay their £10k sponsorship for the year.

**PMN - SJ & JL contacted Bob Gray, ESS to hasten payment.**

**Investments & Sponsorship** - SJ informed the board that he had submitted his Annual Grant bid that included participation numbers and baseline costs for all events delivered. Grants previously received have been in the range of £11 - £14k per year. Confirmation has been received that based on our detailed submission we will receive £30k as outlined in our bid.

SJ delivered a presentation on the proposed FA funding model for the 2024 - 27 National Game Strategy. He commented that at present we receive an annual grant which is a set amount (Circa £84k) and doesn't recognise our work in developing the game and achieving KPI targets set by the FA. He confirmed that he is currently discussing with the FA, aligning future funding to that being received by a traditional County FA. If successful, it could see a potential increase in funding by £15-20K per year.

He then updated the board on Sponsorship, informing them that the priority is to secure a new partner to support the Women's home Inter Service fixture. ESS sponsorship agreement is due to conclude at the end of the current season. Head of Sponsorship, Captain Phil Milburn is planning to discuss with ESS the company's intent to support the association. The MD of defence company Rafael has been invited as guest to the Men's Home Inter Service fixture in March. as the company have declared an interest to becoming a partner.

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## 7/23 Executive Update:

**Staff update** - SJ and HO'K asked to leave the room. The Trustee Board discussed staff salaries and potential pay rises. As a starting point for discussions a paper had been circulated prior to the meeting that provided figures for possible increases of both 4% and 5%.

The committee during discussions had considered that any outcome should be benchmarked against the FA's offer to its permanent staff. It was also noted that the FA's RPI increase of at least 2.75% (Likely to be more) will be received in June 2023

**Decision** –The Board unanimously agreed that the performance and commitment of the team during the past year had been excellent, and worthy of reward and that all staff should receive a 5% salary increase, to be effective from the 1<sup>st</sup> of April 2023.

**Decision** - In addition, it was also agreed that all staff should receive a one-off cost of living bonus of £1000 to be paid immediately

**RNFA Operational Plan 2022-2023** - SJ informed the board that there are no concerns, all measured KPI's are green.

**FA Code of Governance and Equality Standard Update-** SJ explained that the Equality Standard piece of work required for the Code of Governance (COG) had been submitted but still requires further evidence. This will be completed and re-submitted today to achieve foundation level. SJ then went onto to say that he met with FA Regional Manager Paul Dolan to talk about where the RNFA are currently with COG compliance. SJ confirmed that most of the work has been completed and is ready to be uploaded, the deadline for completion is the July 2024.

## 8/23 Governance re-structure consultation

- SJ delivered a presentation proposing a governance review and potential restructure. He highlighted how the old model did not reflect modern governance and how the new model if implemented would support the work in achieving the FA Code of Governance accreditation.

JL asked if any of the trustee's had any questions or observations. ES asked would Audit & Remuneration committees be two separate or one. JL agreed that they should be separate, and that Audit and Risk should be combined and the remuneration committee set up independently.

By using the information from the skills audit SJ proposed the following as potential leads for each of the committees:

- **Remuneration Committee**  
John Lavery - Chair
- **Nominations Committee**  
John Lavery - Chair
- **Audit and Risk Committee**  
Elizabeth Smith  
Dave McGarel
- **Board Safeguarding Champion**  
Gavin Howe

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- **Diversity Inclusion Advisory Group (DIAG)**  
Heather O'Connell

All Trustees gave this their full support and asked SJ to take forwards subject to no objections at the AGM following this meeting

**PMN – No objections received from members attending the AGM**

**Action- SJ to produce initial TOR's for each committee and circulate to respective leads for their input.**

**9/23 AOB-** JL would like to table that a wish list is to be created by the board of what they require from a new trustee taking it to 7 in number. He suggested Ideally, any new appointment needs to be serving, and been involved currently, or involved in representative football within the past 5 years. No objections were raised by the trustees. JL will discuss with JG a plan of action to progress.

**Date of next meeting - June 2023 (day and time to be agreed)**



**Signed:**

**Name John Lavery**

**Trustee Chair**

**Date:**