



Record of the Minutes of RNFA Trustees Meeting

Meeting date: 29th June 2023

A meeting of the Royal Navy Football Association (RNFA) Trustees was held at the Dyson School of Design Engineering, London and via Teams Video Conferencing.

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

10/23 Welcome and Introduction

The meeting formally commenced at 15:00. JL welcomed everyone and thanked all present for their attendance.

11/23 Apologies

Recorded Above.

12/23 Minutes of the previous meeting

SJ asked all Board members to confirm that the minutes of the meeting held on 25th January 2023 were a true and accurate record of the meeting. ES requested that point **5/23 Trustee Report** the comment 'in her experience our report was very comprehensive and probably too detailed to that required by the CC', be amended to include 'in terms of including the full risk register was probably more detailed than required by the CC'.

PMN – Amendment made to minute 5/23

13/23 Matters arising not covered in the agenda

Actions from the last meeting:

- Page 2 'ring fenced funds' SJ will cover in today's meeting. SJ will update current position with outstanding invoice payment from ESS at agenda item 7.
- Page 4 'SJ to produce initial TORs for each committee. These will be circulated once committee membership and respective chairs are confirmed later in the meeting.

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14/23 Safeguarding Update

SJ informed the board that Designated Safeguarding Officer (DSO) Mel Gill, has now moved into the Senior Safeguard role at Hampshire FA. Her replacement as DSO is Chantelle Woodward. SJ suggested that GH in his Safeguarding role as Board Champion meet with Chantelle to introduce himself and lay out expectations between the two organisations. SJ explains that all projects that are currently being delivered are conforming to the Safeguarding 365 requirements and are monitored regularly.

SJ asked if the board had any questions, SV asked if there was a requirement for the board to retake any Safeguarding credentials? SJ responded that HOK was now responsible for ensuring that the trustees were all up to date with any mandatory training and will share the training matrix with all Trustees. DM asked, is the RNFA required to have a policy document for our organisation? SJ confirmed that the RNFA have one in place. and it can be accessed via the website.

Action – HOK to produce and communicate any Safeguarding training requirements to all

Trustees

15/23 Executive Update

Staff Update – SJ updated the board that the RNFA have now provided all staff with a 5% salary increase and a £1k cost of living bonus, as agreed at the last trustee meeting. Salary increases for all staff commenced on 1st April 2023. SJ updated the board that Football Development Manager, Kim Stenning also has role at Portsmouth FC ladies as Assistant manager. The team have now received a significant investment from their American owners, resulting in all staff and players being asked to sign part time employment contracts. SJ has asked Kim if he can see a copy of the contract so that he can view the T&C's and assess any impact on her role with the RNFA. SJ will then draft a letter for JG to sign to confirm that the association are content with Kim's secondary employment. This is a requirement within her current RNFA contract.

SJ informed the board that all staff contracts are due to end in June 2024 and will need to be renewed before the beginning of the next strategy period 2024-28. SJ asked if the board had any further questions. JL asked about any additional funding being given to Pete Gamble, (PG) Football Development & Services Officer as he is a civil servant and did not receive an FA funded bonus like the rest of the staff?

SJ explained that he has an agreement in place with Pete. In his role he already launders all training kit and leisure wear that will now also include all teams match kit, with the association renumeraling him for this additional role. This will then boost his salary by around £600 a year. The match kit previously has been sent to a local launderette.

Operational plan 2023-2024 – SJ updated the board that we are in our last year of our current plan, and at the end of season we are required to present to a project Board giving a review of the previous year and outlining our intentions for the year ahead. The date for our presentation is Friday 21st July, when JG, SJ and Kim Stenning will present to a National Gameboard panel. In preparation we were required to complete a smart sheet that we have done, so that FA staff can conduct an initial review that will help shape their questions at the project Board.

FA Code of Governance and Equality Standard Update – SJ informed the board that our Equality Standard (ESd) have returned our submission as there is a need for further information. RNFA lead, Exec Vice Chair Commander Andrew Plenty is working with Kim to address these changes before resubmission. SJ goes on to say that achieving ESd preliminary level has now been removed as a Code of Governance (COG) requirement, however it is now included in our funding contract with the FA. SJ suggested that the board Inclusion and Advisory Group will own this piece of work once established. He also confirmed that the National Game Board have now agreed that all CFA's must

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be code compliant by the beginning of the 2025/26 season, otherwise 50% of our funding will be withdrawn.

SJ went on to say that the RNFA have a constitution as a CIO, which was set up in 2014 primarily to meet the requirements of the Charities Commission (CC). The COG requires us to have a governance document that is also in line with the Football Association articles of governance. SJ confirmed that he has contacted law firm Muckle LLP, an FA provider of legal advice to CFA's. They will do a comparison check with the FA articles against our constitution and come back to us with any recommendations for change, which will require a resubmission to the CC.

SJ explained that he has also re-written the association rules to reflect our new governance structure that includes, how AGMs are conducted, voting rights, and membership. This has also been provided to Muckle as it works alongside our constitution.

16/23 RNFA Financial Update

SJ gave an update on the outstanding £10k sponsorship monies from ESS. He explained that there had been a mix up at the accounts department at ESS as our invoice was wrongly actioned against the Royal Navy Rugby Union's (RNRU) account details. We have now agreed that the best way to proceed, albeit it will cause a further 4–6-week delay, is to set ourselves up as a vendor, which when in place will ensure that any future payments should not take longer than 30 days from submission. SJ also confirmed that he will be speaking with ESS, director Bob Grey at the Presidents dinner that evening to find out the company's intent to remain as a partner, as their 3yr sponsorship deal has now ended.

PMN – Bob Gray verbally confirmed ESS's commitment to extend our partnership.

Balance Sheet- SJ presented the balance sheet to the meeting. He brought to the trustee's attention that £16k of accessible funds are ring-fenced monies that are accountable to other areas. SJ explained that the referees generate their own income which we set aside, the balance is currently around £9k. The remaining money is for the replacement of the association vehicle and the 125th Anniversary celebrations in 2029.

Financial Review 2022-23 – SJ presented last season's final variance report. He pointed out areas of interest and explained where there were significant gaps in budget and actual income and expenses. SJ invited questions, DM asked why the budget this year was £1700 for the beach football yet last year was £850. SJ explained that this year Kim had to purchase additional mementos, whereas last year we used outstanding stock left over from the previous season.

2023-2024 – SJ presented the 2023-2024 budget for the trustee's approval. SJ invited questions, after which the trustees approved the budget.

Decision – 2023-24 Budget Approved

Investments – SJ presented an update on the associations investments and suggested that although the monthly core capital figure was still very unpredictable the dividend income had been consistent giving a total of circa £2k over this financial period. He commented that additionally the decision at the last meeting not to move additional funds from the NatWest Reserve account has generated £600 of bank interest instead of the projected £30.

Sponsorship – SJ went on to discuss current sponsorships. ESS position outlined at item 16/23. C60 are entering year 2 of their current 3-year contract. There is a concern that Thales Director Kieron Gubb. is retiring this year and with him stepping away from the company it may impact our current

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partnership. Further talks are due to take place to see where this leaves their sponsorship with the RNFA. Lockheed Martin have verbally agreed to continue their 1 year rolling partnership for the 2023-24 season. SV commented that the Admiral will present Ivor Dewdney with their leaving gift when he visits the west country later this year.

17/23 Trustee Succession Planning and Future Committees

SJ stated that at the end of next season John Lavery and Steve Vasey's positions on the Board are due to end, we will announce this formally at the 2025 AGM. JL suggested that that this should be included as an agenda item at our next meeting in October for further discussion. SJ moved onto future committees and presented a draft document of proposed committees and their membership. The Board discussed the content and minor amendments made before the Board approved the membership of its various committees for the 2023/2024 season. GH asked if we could set meeting dates at the beginning of each season to assist with diary planning. SJ responded by confirming this will now be an action post each June meeting. SJ asked if Google Docs was working as a platform to access relevant Trustee documentation. A number of the group indicated it had been troublesome accessing documents and suggested that we trial the use of an MS Teams channel. SJ agreed to action the request.

Action - HOK to create a doodle poll and send out to trustees to confirm dates for the next 3 Trustee meetings.

Action – SJ to set up a MS Teams channel.

18/23 AOB

HOc commented that she had seen a report from the RN D&I team providing information on female participation in sport and potential barriers that may prevent involvement. SJ suggested presenting this information at the first meeting of the Diversity Inclusion Advisory Group, as she is a member.

SJ wanted to seek the Boards approval regarding the introduction of Gold Caps for both the men and women. The men will be awarded a Gold Cap with the numbers 100 on the peak for reaching 100 representative games and the women will be awarded a plain gold cap with no numbers after being inducted into a new RNFA Women's Hall of fame. Thirdly and to align with RN Sport we will introduce two more awards, one will be for outstanding achievement and one for special recognition.

Date of next meeting – October 2023 (date and time tbc)

Signed:

Name John Lavery

Trustee Chair

Date: