



**Record of the Minutes of RNFA Trustees Meeting**

**Meeting date: 7<sup>th</sup> October 2021**

A meeting of the Royal Navy Football Association (RNFA) Trustees was held in the Conference room HMS TEMERAIRE and via Zoom Conferencing on 7<sup>th</sup> October 2021.

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 Trustee Trustee Trustee Honorary Secretary
Apologies	N/A	

Prior to the meeting starting Mel Gill (MG) Designated Safeguarding Officer for Hampshire FA joined us via Zoom to present to the Board its annual Safeguarding update.

MG talked about the outcomes from the recently published 'Sheldon Report', that she encouraged all to read, and the new 365 Safeguarding Standard for CFA's, just announced by the FA. She also confirmed that the new assessors will be the NSPCC, who have replaced Girling Hughes.

GH asked MG what the ramifications would be if we were not accountable? Mel responded by saying if you fail your audit you will be assessed and given the opportunity to re-submit evidence. The cost of a re-assessment would fall to the County FA to pay.

SV asked MG who is responsible for the risk assessment for U18's and vulnerable people? MG responded that the understanding of the term "Vulnerable" is still very much a grey area and herself and her discipline manager were in the process of looking at who would be classed as vulnerable.

HO asked how the Navy policy for U18's maps across to the FA policy?

SJ responded explaining that the Navy has its own policy on safeguarding however the RNFA must demonstrate that we have our own policies and protocols in place at any future assessment.

ES asked if there was a method in place for the SG champion to report to the board? SJ responded by confirming that Gemma Stollery is the associations Board Champion, and she reports, as a standard agenda item, into the Executive Committee.

**Action: SJ to communicate the process and timescales for SG re-assessment.**

**PMN: Action completed 23<sup>rd</sup> November 2021**

**24/21 Welcome and Introduction**

The meeting formally commenced at 1530.

**25/21 Apologies**

No apologies were received.

**26/21 Minutes of the previous meeting**

The minutes from the previous meeting on 24<sup>th</sup> June 21 were accepted as true record, no objections were raised.

# Royal Navy FA

HMS TEMERAIRE, Portsmouth, PO1 2HB

Charity Number: 1164897

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## 27/21 Matters arising not covered in the agenda

ES referred to minute 23/21 and confirmed that she had sent some draft feedback on the risk assessment to Steve Johnson but will now share this with David McGarel who was leading on this.

## 28/21 Safeguarding Update

Covered above

## 29/21 Executive Update

**Staff Update-** JG provided the Trustees with an update on the gapped assistant secretaries' position. JG confirmed that completed documentation had been sent to Commodore Jude Terry and Hd of Navy Sport Dr Rowan Taylor, to request future public funding for the position. Commodore Terry has now verbally confirmed her support for the position to be civilianised. JG is currently unable to give a formal response or timeline on when the position will become civilianised. JL suggested looking at a short-term solution funding the position in the interim. JG suggests that a 12-month contract would be financially prudent for the RNFA as it will also provide continuity whilst also giving the Royal Navy adequate time to civilianise the role. General discussion was had with several questions asked for clarity on the process. SJ suggested that we use the offer of funds from the Sports Lottery (SL) for the assistant secretary position stating that if the role were to be civilianised 6 months into a 12 month contract the remaining funds would be paid back to the SL. JL acknowledged SJ comments but suggested that the RNFA fund the role initially, as seeking funds from the Lottery may delay the process.

**Decision - JL proposed that the assistant secretary role should be advertised on a short-term contract for no more than 1 year, accepting the risk for funding it throughout, whilst still pursuing through non - service funding means. All trustees agreed.**

**SJ presented an update on the following:**

- **RNFA Business Plan 2021-24-** As activity progresses a more detailed update will be provided at the January meeting regarding the KPI's.
- **FA Code of Governance and Equality Standard Update** – Ongoing, however Ann McCaffrey has now been appointed onto the Executive as the new Inclusion Officer. More information will be provided at the next meeting.
- **Football Restart Update-** Football has restarted in several areas. The first ever women's Inter Regional Competition was held in September and was a huge success. The intention is to grow the competition next year with additional teams. It is hoped to host our Men's Inter Services home fixture in March 2022 at Huish Park Yeovil.

## 30/21 RNFA Financial updates

- **Balance sheet-** SJ informed the Trustees that there had been very little financial activity since the last meeting and therefore had no concerns at this time.
- **Investments-** SJ mentioned that he was awaiting an update from the RNRMC regarding our investment funds. He informed everyone that the RNRMC investment portfolio was currently in transition to a new investment manager and once we have an update, he will communicate this out to all.
- **Sponsorship-** SJ confirmed that although no formal engagement had been established with ESS he will be sending an invoice for £10k to the company this week for their attention.

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**31/21     Trustee Succession Planning**

To be carried over, for discussion, to the next meeting.

**32/21     AOB-** HO mentioned the importance of the My Navy app, as an outreach to all Navy Personnel for any future football announcements. GH asked for confirmation of the start time for the next meeting, SJ confirmed 15:00.

**33/21**The next meeting will take place on January 27<sup>th</sup>, 2022 at 15:00

**Signed:**

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

**Date:**