



# Royal Navy FA

HMS TEMERAIRE, Portsmouth, PO1 2HB

Charity Number: 1164897



## Record of the Minutes of RNFA Trustees Meeting

Meeting date: 5<sup>th</sup> October 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 5<sup>th</sup> October 2022

Present	Capt. John Lavery MVO RN Cdr John Gordon RN Mr Steve Johnson Lt Cdr Steve Vasey RN Mr Gavin Howe Heather O'Connell Elizabeth Smith Hannah Okell Melanie Gill	Trustee - Chair RNFA Exec Chair CEO Trustee Trustee Via Zoom Trustee Via Zoom Trustee Via Zoom Honorary Secretary Hampshire FA Designated Safeguarding Officer
Apologies	Dave McGarel	Trustee

Prior to the meeting starting Mel Gill (MG) Designated Safeguarding Officer for Hampshire FA joined us via Zoom to present the annual Board Safeguarding brief. The following areas were presented followed by an open Q&A session.

- Outlining of the FA's Safeguarding strategy, including delivery of 13 Sheldon recommendations.
- Highlighted amendments to the Safeguarding 365 standard 2021-24 and reflected on the previous audit of the RNFA.
- Outlined updates to Safeguarding expectations in open age football.
- General update from the FA.

### 10/22 Welcome and Introduction.

The meeting formally commenced at 1530. JL thanked everyone for their attendance and their flexibility to the change in meeting date. JL went onto thank SJ and JG for the hard work they put into securing and completing the process of appointing Pete Gamble as the new Football Development & Services Officer.

### 11/22 Apologies.

As above.

### 12/22 Minutes of the previous meeting

ES referenced minute 07/22 and asked if clarification could be given on the action to move monies from the old RNFA NatWest account over to the Investment portfolio, along with the sponsorship position with ESS. SJ confirmed both items will be updated during the meeting. The minutes from the previous meeting on 27 January 22 were then accepted as true record, as no further objections were raised.

### 13/22 Matters arising not covered in the agenda.

No matters were raised.

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## 14/22 Safeguarding Update.

SJ confirmed that the NSPCC will conduct the FA Safeguarding 365 assessment on Tuesday 11<sup>th</sup> October. He informed the board that all required information had been uploaded to our smartsheet, that is now locked for initial assessment. He informed the board that a significant amount of work had been carried out by the team in preparation for the assessment. He also encouraged everyone to visit the updated Safeguarding page on the website as it would demonstrate the level work and association commitment to achieving the standard.

SV asked if an incident did occur would it be reported through to the FA as well as via service channels. JL responded, yes it would. JG also confirmed that we would report by via both means and utilise the support of MG to ensure we followed the correct procedures as detailed in the standard.

H'OC asked "How do we identify and engage with U18's who may be participating in any of our activities". SJ responded, that he has access to a bi-annual HM Government report that gives him the current statistics for under 18's in the Navy. This allows him, to assess the initial potential risk. SJ then went onto say that each activity the RNFA deliver the team will have identified any U18 participants. To ensure we conform with one of the requirements of the standard that requires us to demonstrate that young people have a voice, we ask all who take part to complete a post activity feedback form.

He also confirmed that the Navy's JSP 385 (Joint Service Publication) for Safeguarding provides direction and requirements for all those serving to follow. We then add an additional layer iaw the Safeguarding 365 Standard on top of that already in place for any activity we deliver. H'OC thanked him for his response.

### **PMN – Safeguarding 365 Assessment Passed**

## 15/22 Executive Update.

- **Staff Update** – SJ informed the board that he had received the bi-annual Staff State of Play Survey report from the FA, that gathers information about diversity, inclusion, health, and wellbeing at County FAs. He has shared this with all members and invited questions.
- **RNFA Operational Plan 2022-23**– SJ informed the board that last season's male, and female participation numbers had been achieved and that we were on course to meet our 2024 targets. Referee recruitment, retention, conversion, and progression KPI's were all reached and in some metrics overachieved. This is obviously good news; however, it raises the bar to meet next seasons numbers.
- **Code of Governance (CoG)** – SJ commented that this will be the next significant piece of work for us to complete. He confirmed that we will need to be code compliant by the end of the 2023-24 season. As new documentation is produced it will be able to be accessed by the Trustees via Google Docs for comments and observations before being upload onto the smartsheet as evidence.

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- **Governance Re-Structure Consultation-** SJ explained that we will be required to set up where we think appropriate additional sub committees.
  - Nominations Committee
  - Audit committee - SJ then suggested that ES could take on the role as the Audit committee chair. ES agreed that would make sense with her 20yr experience in auditing.
  - Diversity & Inclusion Advisory Group (DIAG) - SJ proposed that with a member of the board as the Chair, Executive Vice Chair, Andrew Plenty, Anne McCaffrey, and Kim Stenning head up that group as they have already been working together on the Equality Standard application

SJ went on to say that a member of the board would also now need to become the Board Safeguarding Champion. It was agreed to dedicate more time to this subject at our next meeting Jan 2023.

SJ also put to the board the suggestion of taking on a new member, someone that is a young adult on the ground in the Navy who could add more diversity to the board feeding information back from the front line. JL asked if that was something the board agreed with in which the board agreed that was a good move forward.

**Action- SJ will informally scope the landscape for a candidate to join the board, then report back to the trustees.**

## 16/22 RNFA Financial Update

- **Balance Sheet-** SJ addressed ES earlier question about why he hadn't moved monies from the old RNFA NatWest savings account into the investment portfolio, SJ explained that due to the markets being unstable he didn't want to risk the monies we currently hold. JL asked for the current interest rate we currently receive in the savings account by the next meeting and any alternative accounts within the NatWest the money could be transferred to, it was also suggested by JL that the old NatWest savings account was to be closed with the monies being transferred to the new NatWest savings account for the interim until it is decided what to do with the monies.

**Action- HO to transfer all monies into the new account and close down the old NatWest account**

**PMN Current NatWest savings rate is 0.30% gross**

- **2022-23 Budget Review-** SJ commented there has been little activity in the budget since July 1<sup>st</sup> and invited any questions.
- **Investments-** SJ presented a graph to the board with the current capital and dividend figures explaining that the fund has slightly decreased in value. JL commented long-term investments almost always outperform the short-term investor and riding out temporary market downswings is considered a sign of a good investor.

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## • Sponsorship

- Lockheed Martin, have an annual rolling contract and sponsor the Women's team, they have paid their £10k sponsorship for this year.
- Carbon 60 have continued their sponsorship of the men's team for a further 3 years and have increased their sponsorship to £12k.
- ESS – Partnership no longer to be decoupled as suggested at the last meeting as they have now agreed to stay onboard and have and have paid last years £10k with the intention of paying this year's sponsorship also.
- 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.
- Thales £4k sponsorship confirmed for the Men's 2023 home inter-service game.

SJ went onto discuss the associations submission to the NSSC, for its annual grant. He went onto say that previously the RNFA have been awarded a figure of around £12-£13k leaving the RNFA to absorb the rest of the operational delivery costs for the year. Navy Sport are, this year, asking for sports associations to demonstrate participation numbers and growth before awarding a grant. He presented two documents, one outlining participation figures for all our activities along with basic operational costs for all events delivered. It was agreed that both these documents along with a covering letter from the Executive Chair be submitted alongside the required paperwork and to leave the bid request open.

## 17/22 Inter Services Update

SJ updated the board about this season's Inter-Services (IS) for the men and women. SJ is in talks with Portsmouth FC to host the men's final at Fratton Park. JG commented that this year's Inter Service competition will also include the male masters (O35 serving personnel) category for the first time this year. SJ also informed the board that the men and women have submitted cases for there IS training camps, the men will return to the Algarve and the women to Salou in Spain

## PMN Fratton Park Confirmed 15/3/23

## 18/22 Trustee Succession Planning

H'OC 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.

## 19/22 AOB

- JG wanted to express a vote of thanks to SJ for organising a successful president's dinner at Admiralty house.

Signed:



Name Chairman

Date: 19<sup>th</sup> November 2022