



Record of the Minutes of RNFA Trustees Meeting

Meeting date: 25th January 2024

A meeting of the Royal Navy Football Association (RNFA) Trustees was held at HMS Temeraire and via Microsoft Teams.

Present	John Lavery MVO	Trustee Chair
	Mr Steve Johnson	CEO
	Captain John Gordon RN	Executive Chair
	Mr Gavin Howe	Trustee
	Lt Cdr Heather O'Connell RN	Trustee (via teams)
	Mrs Elizabeth Smith	Trustee (via teams)
	David McGarell	Trustee (via teams)
	Hannah Okell	Honorary Secretary
	Eilish Brogan	Observer - (via teams)
Apologies	Steve Vasey	Trustee

1/24 Welcome and Introduction

The meeting formally began at 1500. JL welcomed everyone and thanked all present for their attendance. He then went onto introduce Eilish Brogan as an observer who is a potential trustee. She is a young person involved in women's football and is keen to learn more about the role as a trustee.

2/24 Apologies

Recorded Above.

3/24 Minutes of the previous meeting

JL asked all Board members to confirm that the minutes of the meeting held on 5th October 23 were a true and correct record of the meeting. ES pointed out that the previous minutes had her in attendance and not virtual.

PMN – HO amended the minutes to reflect ES as virtual attendance.

SJ had two questions from SV, first one asking if progress had been made in finding a young person as per minute 26 from the last meeting to join the board, SJ stated that as EB was observing the meeting today that answers SV question. Second question being an update on the president's dinner which JL will provide in his executive update.

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4/24 Matters arising not covered in the agenda.

Actions from previous meeting that have now been completed:

- **RNFA risk register to include a new risk relating to Discrimination – Actioned by A&R Committee.**
- **Safety Management Plan review complete**
- **SJ has submitted annual grant bid of £23k to the Sport Lottery**
- **SJ to keep the board updated if there is a change to the sponsorship position of ESS.**

5/24 Safeguarding Update

SJ explained to the board that the Trustees are required to complete SG training iaw the agreed training matrix that forms part of the Safeguarding 365 requirements. SJ will discuss with the assessors the current level of training required, as we are slightly different to other traditional County FA's. HO asked for clarification on care leavers in the audit, she mentioned that the Navy have a good network in place that looks after navy personal, could the auditors give us some pragmatic guidance on this. SJ brought to the attention of the trustees that a safeguarding incident was brought to our attention regarding two teams that were due to play a fixture in December at HMS Collingwood. A young 16 yr. old civilian referee called the game due off due to the inclement weather and was subsequently subject to a significant level of inappropriate language from both teams. The incident was reported and dealt with the support of our DSO Shantell Woodward (DSO Hampshire FA) and logged on FA's low-level concern platform. Both teams as part of the subsequent actions have written a letter of apology to the referee.

The second incident brought to the RNFA's attention was from the FA. They informed the association that the National press were reporting that a RN rating had been charged for sexual misconduct in a foreign country, and that this individual was a registered match official. The RNFA were asked to investigate and found that although the individual is registered as a match official, it is with Devon FA and not the RNFA. We also confirmed that he has had no previous involvement in any RNFA activity. The FA have logged the report onto the Low-Level concerns platform to record the investigation.

6/24 Annual Trustee Report

SJ asked ES to provide an update as the Audit & Risk Chair. ES briefed the trustees on the main points that were discussed in the last A&R meeting.

- **Risk Register** - ES commented that prior practice was to present the whole of the risk register in the front half of the report, which is unusual practice for a charity this size. This year we only confirmed that the register had been reviewed and not did not publish the risk register as a whole. Moving forwards we will follow this year's information but will also include principle risks.
- **Fixed assets** - charity commission recommendation is that we show movement on costs and depreciation separately moving forward as they are currently together. This will be discussed with the auditor and addressed in next year's accounts.

7/24 RNFA Financial Update:

- **Balance Sheet**- SJ explained that we are still awaiting a decision on the annual grant bid of £23k from the Naval Service Sports Charity. Thales have asked for a delay in their payment due to the payment being in the same financial period as the last payment. We have agreed to delay this year's payment to January 2024. SJ asked DM for any updates on ESS, DM informed the board that ESS Bob Gray was going to call SJ, that has not happened yet. SJ confirmed that the SLA had expired hence him not submitting an £10k invoice via their system as we don't have an in-date SLA in place.

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- **2023-24 budget** - SJ explained that there has been a couple of additional expenditure's not accounted for in this year's budget.
 - Honours board currently in the RNFA office (£1K),
 - Legal fees for the governance documents that were unexpected and not in the budget (£1K).
- **Investments** - SJ presented the investments as they are as of December 23, and confirmed that there are no significant changes to either our usual dividend return however the core capital had risen to £98k from its October's figure of £91k.
- **Sponsorship** - Discussed above.
- **Ringfenced Monies** - currently ringfenced is circa £16k.
 - £2k for the car
 - £5k for the 125th centenary,
 - £9k of funds that the referees have accumulated from referee registrations and courses over the years totalling.

Action- JL will speak with Bob Gray with regard to position of ESS.

PMN – Grant of £20.5K received from NSSC.

8/24 Executive Update:

- JG provided the following update:
 - **Representative Coaches** New coaches have been appointment to both the men's senior and development teams. Lt Cdr Chris James has moved from the Development side to men's senior team and Lt Stuart Morgan RM has been appointed the new men's Development coach.
 - **RN Sports Awards** Success for RN Football with Lt Cdr Chris James winning the coach of the year and AET Jack Wright winning young sportsman of the year.
 - **Presidents Dinner** Progress has been made with forthcoming president's dinner with a date pencilled in for Tuesday 4th June on HMS Queen Elizabeth.
 - **Australian Tour** JG then went onto explain that Australian Defence Force has invited the association to attend and participate in their annual Carnival Cup competition October 2024. JG will ask Andrew Plenty to assist with the admin and costings to attend. JL advised JG to send proposed costings over to the board when he had them for them to look over and agree.
- Strategic Plan 2020-24- Kim Stenning FDM presented the following update:
 - Players - Male pathway up 11% 3404.
 - Players - Female pathway up 47.1% 247
 - 12 accredited clubs 94.1%
 - Referees recruited 26 - Target 19
 - Referees retained 53 - Target 61
 - Referees conversion 26 - Target 10
 - Over 80 coaches logged on power BI 50% have completed online or face to face CPD events.
 - We have 2 UEFA C courses starting in September and October with a potential UEFA B in Jan 25

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SJ explained that work has commenced towards the producing our 2024-28 business strategy. He confirmed that there will be lots of engagement over the next few months to ensure the board are fully embedded, as ultimately, they will own the new plan. He confirmed that he JG, and KS will present to an FA Board in June, which is the final requirement to secure FA funding over the following 4-year period.

- FA Code of Governance and Equality Standard Update
 - **Peoples Plan**- KS presented the first draft of the association's peoples plan, which is a new SE Governance Code requirement. She asked members for initial thoughts and suggestions. DM asked if this plan also includes the coaching staff, KS confirmed that at this time the plan is focused solely on full time staff only.
 - **Code of Governance** - SJ briefed the board that we still have until June 2025, to complete. SJ presented some of the work he is currently working on and informed all members that there will be a number of draft documents he will be sharing over the next few weeks for their input.
- Staff Updates and Contracts- SJ confirmed that all staff contracts are due to expire on June 30th, 2024. In preparation of renewal, he and each member of staff will be conducting a review of their own TOR's that will be presented to the board to support future contract renewals.

9/24 Trustee Succession Planning & Future Recruitment:

SJ explained that this time next year JL and SV will have completed their maximum 9 years on the Board. It was agreed that the recruitment process should begin in spring this year. SJ proposed that a skills audit should be undertaken due to the last one being carried out in 2021 and will provide useful information in shaping the advert to recruit new Trustees. JL mentioned that GH will be his successor. He then went onto state his intention at the end of the next meeting is to hand over the chair to Gavin and have in place the new trustees by the October meeting.

Action- JG will lead on a succession/recruitment plan.

10/24 Staff Salaries

Prior to this agenda item SJ and HOK were asked to leave the meeting.

JL led the board through the work carried out earlier that day by the remuneration committee. The Board considered all the information provided along with subsequent options. The board agreed unanimously to award all members of staff employed by the RNFA a 6% salary increase effective from 1st April 2024. It was also agreed that salaries within the new staff contracts commencing July 1st, 2024, will be reviewed once the current TOR's have been revised and updated. JL suggested that any future annual pay review should be included in the remuneration committees TOR's.

Decision – 6% Salary increase to all RNFA contracted staff effective from the 1st April 2024

Action- JL/JG to amend the Remuneration Committees TOR'S to include annual staff salary review.

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11/24 AOB

JL offered thanks to all attendees for their contribution. SJ updated the board on the new reward and recognition programmes including the award of the 100 appearances Gold Cap and the first inductees into the Hall of Fame.

SJ presented a document showing the timeline of when all committees meet along with standing agenda items for specific meetings. This document will be available on the team's channel.

JL commented that he had looked at the website and there was a lot of OOD information. He asked if time can be allocated to update the site and remove old information.

Date of next meeting – June 24

Signed:



Name John Lavery

Trustee Chair

Date: 09 Feb 2024