

FUTURE FIT - JUNIOR FIELD GUN

Patrons: Admiral Sir Mark Stanhope GCB OBE ADC, Cdre Peter Coulson ADC RN
Cdre Jamie Miller, CBE - Lt.Cdr Stephen Carbery, CEng, RN (Retd) - David Fitzgerald, BBC Presenter



Foundation Charitable Incorporated Organisation Reg.No. 1177870

Minutes of the Trustees' Meeting held at MOORLAND GARDEN HOTEL, YELVERTON on 29th January 2020, at 1900hrs

Present:	Charles Crichton	Chairman
	David B Worrall	Operations Manager & Coach
	Robert Hunter	H&S and Risk Assessment
	Brian O'Hara	Treasurer/Secretary (*)
	Margaret Worrall	Temp Minutes Secretary
	Samantha Morecombe	Schools Liaison Officer & Coach (*)
	Alex Howard	Portsmouth Lead (*)
	Adam	Coach
	Jed Stone	Volunteer
	Nick Pryne	Coach
	(*) By phone	

Apologies;	Norman Fookes	Trustee & Sponsor
	Gordy	Volunteer

CHAIRMAN'S WELCOME

1.1 CC welcomed everyone to the meeting, which was held at Moorlands Hotel, Yelverton.

MINUTES OF THE LAST MEETING

1.1 Minutes were agreed.

MATTERS ARISING

1.1 No Matters Arising.

CHAIRMAN'S REPORT/OPERATION MANAGER REPORT (Combined)

1.1 CC said that he had delayed writing the letter to the Queen regarding updating the progress of Future Fit, but thought that the time was now right for this letter to be sent. **Action CC**

1.2 The Board discussed the list of Patrons and proposed increasing the number. DBW has written to Johnny Mercer MP and awaits a response. CC to contact both Commodore Graeme Little and Admiral Burns, both have shown support for Future Fit and the benefit of this sport to young children. **Action CC**

1.3 The Board discussed proposed new Trustees, Jed Stone and Major Alex Howard. Both parties were present and were pleased to accept. Sam Morcumb remains a Trustee as agreed with the Board, although she is now paid for her work, which she undertakes on behalf of Future Fit.

Main Objectives:

- 1.1 Continue with the manufacture of junior field guns at the Salvation Army Workshop. The Probation Service continue to provide workers to help with the manufacture of the units.
- 1.2 Increase the number of Plymouth Primary Schools. DBW informed the Board that there are now an additional three new schools, with two other schools waiting.
- 1.3 Increase Portsmouth Primary Schools. Two schools have received field guns and started training, one with an ex-field gunner as Coach. One of the schools will start after half term. DBW visits schools twice a month. AH is the Project Lead for Portsmouth Schools and is involved with Coaching.
- 1.4 Portsmouth Schools have been asked to take part in Armed Forces Day in Portsmouth this year.
- 1.5 David Evans Portsmouth City Council Sports & Education Department (ex-Brickwoods) is very keen to see Junior Field Gun in Schools in the Portsmouth area. Jason Steel would like to see Future Fit taking Junior Field Gun further into Portsmouth too. DBW to liaise. **Action DBW.**
- 1.6 League – introduction of a league for schools has been put in abeyance at present due to the already large workload but will be visited again because it is considered to be an essential part of the development of the sport within schools. Competition should take place more than once a year as it does now with the only official competition being that held on Armed Forces Day. DBW asked if JS would like to take this project on. **DBW & JS to discuss.**

Key Events:

- 1.1 Mayflower 400. Friday 3rd April 2020, Plymouth Life Centre. FF have been asked to provide a replica Mayflower, which the children can put together whilst the story (in poem format) will be read out. TH and City College Plymouth are designing and building this replica. TH said that there were some logistical concerns, i.e. the arena is only 19 metres wide! SM & TH are running with this project. DBW to arrange a meeting between SM and Stowford School (representing FF at this event) next Monday.
- 1.2 Plymouth Piazza – Saturday 18th April 2020. This gives the schools opportunities to compete against each other in a public environment. DBW waiting to hear from schools as to which will be able to attend, so far two out of three schools to respond have said that they cannot make it. DBW to discuss with the schools. **Action DBW**
- 1.3 Brickfields – Sunday 19th April; Sunday 26th April; Sunday 17th May.
- 1.4 VE Day Future Fit Junior Field Gun Tournament on the Plymouth Hoe on Friday 8th May 2020.
- 1.5 HMS Collingwood – Saturday 6th June 202. Open Day and RN/RM field gun competition.
- 1.6 TH asked if schools could provide demonstration/competitive runs at Plymouth City College Open Day on 25th April 2020. DBW thought this would be possible. **Action DBW**

Support programme:

- 1.1 MKC Heroes Ambassadors - DBW suggested that FF become involved with MKC. DBW has already spoken with ex-Junior Field Gunners and their parents who would like to be involved.

It is thought that they could select specific teams for awards, perhaps five in total. These prizes could then be presented at the ceremony in HMS Drake Church. NP is working with DBW on this project. The group making up the Ambassadors at the moment are mainly from Widewell, but it is hoped that once the team has set itself up, others will join in. There is a meeting of the Ambassadors on 13th February 2020. It has been suggested that the Ambassadors have a uniform, i.e. T/shirt & hoodie. DBW asked if the Board would support payment of the hoodies as it is hoped these will be passed down as the children outgrow the team. The Board agreed to this.

1.1.1 BO'H submitted a hard copy of FF's Military Governance, but it was rejected, owing to bids only being accepted on-line. Still waiting for the bid to open. DBW says that Heather Ogden is very supportive and has been instrumental in ensuring that the report was appropriate.

1.1.1 Seeking Sponsors – DBW is still seeking sponsors for the prizes at competitions/events. Plymouth Argyle Community Trust has offered to pay for trophies. A discussion took place regarding splitting the awards on AFD, i.e. awards for the morning session and another for the afternoon session.

Operational Management (additional)

1.1 The newly formed Operational group meet regularly and DBW will report to the board on the outcome of activities. The Operational Group consists of DBW, RH, SM and NP. In the Portsmouth arena we now have AH providing Operational guidance for the new schools in that area. DBW and AH are in constant communication and working together to encourage growth in this area. Gordy continues to work and oversee the production of the units taking place in the Salvation Army Workshop, Plymouth. The Board are encouraged by the high calibre of people now working together on this project.

1.2 Drill Manual – up to date.

1.3 Risk Assessment – up to date but will need review for Mayflower 400. Schools still have some accountability and are therefore involved with the Risk Assessment.

1.4 Benefits of affiliation and MOU with schools. SM is working on this project. It is vital that we encompass all aspects of safety into the MOU; this will include issues around insurance for teachers/school representatives who accompany the children into the Tournament arena. **Action SM**

1.5 There is a requirement for a TOR for Coaches and Trainers. SM to produce a plan to cover this. **Action SM**

1.6 Event Management Format – to be divided between members of the Board. There is a requirement for a schedule of events and timetable – **SM & DBW to action**. A template would also be required – **Action CC**

1.7 Master Information Data Base – laptop. FF requires a central laptop where all work can be stored and evaluated. **SM & RH Action**.

1.8 WEB site – SM has been looking into provision and support for a WEB site for FF. SM & DBW to discuss what is needed. The cost of a WEB site would be approximately £680 to set up and £78 per annum for support. The Board thought that this was very reasonable. **SM to investigate further**. Once agreed then SM, RH and NP could give a demonstration to the Board. **Action SM, RH, NP**

1.9 DBW and AH are to set up a meeting with Jason Steel from Portsmouth who is very eager to set up Junior Field Gun in the Portsmouth area. **Action DBW, AH**

SECRETARY & TREASURE'S REPORT

1.1 BO'H sent copies of the Cash Flow Statement to all members of the Board.

1.2 See attached Management Report and Cash Flow Statements.

1.3 The finances are looking healthy. John McAndrew's next contribution is due later this year, as he has given two years of Trust Fund Allotment already.

1.4 CC thanked BO'H for his in-depth reports, which are a credit to FF.

AOB

1.1 The Board discussed acknowledging the financial support that John McAndrew has given and continues to give, to FF. The Board thought it appropriate to ensure that John's name appear on Trophies which will be used every year. It was thought that the newly formed Ambassadors should give out the awards, as they will be highlighting the best of FF teams each year. The Ambassadors will be given the option of deciding on the design of the award. **Action NP; DBW**

1.1 The Board discussed issues surrounding one of the trainers at Carbiele School. In 2017 he was found to show signs of unacceptable behaviour in the arena, in 2018 he was banned from the arena. In 2019 he was allowed back into the arena with his team, but unfortunately he, again, presented unacceptable behaviour in the arena. The Board agree that this person should no longer be allowed into the arena at any event. There is already a very capable teacher from that school who can accompany the school team into the arena at all events; and, as with other schools, there is only one teacher supporting their teams within the arena at any one time. CC to write to the school and explain the situation. **Action CC**

1.2 The Board discussed the matter of insurance for any person working with children. It was suggested that FF have a sub-group to discuss MOU and information regarding insurance for staff working with children, as it is essential that FF ensures full safeguarding rules are established and adhered to. The sub-group to review the existing safeguarding paperwork. **Action SM/RH/NP**

DATE OF NEXT MEETING

1.1 April 23rd 2020 at City College Plymouth, at 7pm