



## COMBINED CADET FORCE ASSOCIATION

### Minutes of the Open Board Meeting Held on Tuesday 7<sup>th</sup> March 2017 at Holderness House London EC2A 4DW

		<u>Representing</u>
<b>Trustees Present:</b>	AVM NDA Maddox Lt Col M Hampshire Lt Col JAS Driver Lt Col M Godfrey Wg Cdr MH Green VRT Lt Col MZ Hamid Wg Cdr D Montgomery VRT Cdr MP Ripley RNR Lt Cdr G Poulet-Bowden RNR Maj SW Emmerson Capt J Bleakley	Chairman Vice Chairman East Midlands Schools East Anglia Schools South East England Schools Lowland Schools Highland Schools North West and IoM Schools West of England Schools Yorkshire and Humberside Schools CEP Schools
<b>Co-opted members:</b>	Mrs J Taylor Mr M Mortimer Sqn Ldr T Morris	ASCL and NAHT HMC Radley College
<b>Secretariat:</b>	Mr R Walton Mrs F Meakin Col (Retd) MNS Urquhart	Finance Director (FD) CBF Manager CE CCFA and Secretary
<b>In attendance:</b>	Cdre J Fry RN Brig MJ Wharmby Lt Col RI Armstrong RM Sqn Ldr R Glendinning Cdr (Retd) GR Bushell Lt Col (Retd) RD Bruce	MOD RF&C Div Army Regional Command RN FOST RN CCF? RAF HQ Air Command CRFCA CCRS
<b>Apologies</b>	Miss J Hodgson Cdr RK Gordon RNR Lt Col S Law Maj A Reynolds Maj C Thompson	Honorary Treasurer Northern Ireland Schools West Midlands Schools Tunbridge Wells Girls Grammar School Thomas Deacon Academy

Item No	Subject	Action
1.	<b>Conflict of Interest declarations.</b> The Chairman reminded those trustees present eligible to vote were required to declare any interests. There were no declarations.	

2.	<p><b>Simon Fraser RIP.</b> The Chairman remembered Simon Fraser, until recently General Secretary CCRS, who died on 27<sup>th</sup> January 2017 after a short illness. He had represented CCRS at the previous meeting in October, therefore his death was an unexpected shock. He had proved to be a stalwart to the CCF as a whole and to CCFA during the 24 years he spent at CCRS.</p>	
3.	<p><b>Minutes of the previous meeting.</b> The minutes of the Open Board meeting of 4 Oct 2016 were distributed prior to the meeting. No comments had been received and there were no matters arising. The Chairman signed the minutes as a true record.</p>	
4.	<p><b>CCFA report to MOD and single services.</b> The CE gave an update on what CCFA had been doing to support the MOD and single services. Following the dissolution of the 'old' CCFA and formation of the 'new' CCFA in December 2016, the necessary statutory procedures had been completed with Companies House and the Charity Commission. Internally CCFA had reviewed its governance structures and arrangements; a programme of modernisation was ongoing to bring greater effectiveness and transparency to a standard expected of modern charities. Additionally CCFA had continued to manage the Cadet Bursary Fund on behalf of the MOD and DfE. This included the issue concerning Footwork First's inability to raise the target sums of money, a challenge which had been resolved with the intervention of Cdre Fry and his colleagues in the MOD.</p>	
5.	<p><b>MOD report.</b> (The MOD Cadet Report was tabled prior to the meeting.)</p>	
a.	<p><u>Chairman's opening remarks.</u> The Chairman stated how much he and CCFA valued the input of the MOD and single services, in particular Cdre Fry's personal commitment, through what had been some quite 'stormy seas' over the past couple of years. He thanked them for their support. In return the CCFA trustees would do their best to give accurate pulse readings from the shires.</p>	
b.	<p><u>Top level Government interest.</u> Cdre Fry reported that Ministerial interest in Cadets as a whole and the Cadet Expansion Programme (CEP) continued. Over the next 18 months he expected Ministers from the MOD, DfE and devolved administrations to announce updates on the CEP, linked to the Social Mobility agenda.</p>	
c.	<p><u>Cadet Force 2020 Strategy.</u> The Cadet Force 2020 strategy was making progress. From it he gave an update on the Cadet Force Commission; final confirmation from the Palace was awaited in respect of the constitutional instrument which will trigger the implementation.</p>	
d.	<p><u>CEP.</u> The CEP target of 500 parading contingents was on track. Over 370 contingents were parading. Approvals made would take the number of contingents above 400 with over 100 schools in the pipeline. Schools from Scotland and Northern Ireland had come through the approvals board and the first application from Wales was anticipated for the next approvals round in May 2017.</p>	

	<p>e. <u>Non-military resources for CEP.</u> Some CEP failures had been seen for a number of reasons: loss of focus of Senior Leadership Teams, especially when the focus switched elsewhere as a result of a bad OFSTED report; a lack of succession planning for CFAVs; or the squeeze on non-MOD funding causing schools to focus on core activities and not on the extra-curricular CCF. Cdre Fry therefore reminded trustees of the responsibilities required of the DfE and devolved administrations for the CEP to be successful, financial and other, and that some of these were not being made, increasing the risk of failure. What had become clear from the recent Headteachers' Conference run by Regional Command on 3<sup>rd</sup> March was that the MOD is having to put that message up the DfE chain because it is not something that schools can do, there being no education chain of command. He described the action that had been and would be taken by the MOD to push this message home at a high level in the DfE. He was nevertheless optimistic, anticipating that the programme would be over-subscribed by the end.</p>	
	<p>f. <u>Northampton University Study.</u> Professor Simon Denny had presented interim findings to the Headteachers' Conference on 3<sup>rd</sup> March. (As a reminder, the Study has three elements: the social impact of the MOD's spend on cadet forces across society and government departments; the social and educational impact of the CEP; the impact of spending on CVQO qualifications. The early findings showed good and interesting results regarding attendance and behaviour. It was looking positive and it was hoped that later more concrete results would provide evidence to support both Headteachers in taking decisions to support CCFS and more broadly in terms of cross-government funding for the cadet forces as part of the Social Mobility agenda.</p>	
	<p>g. <u>The concerns of CEP schools.</u></p> <ol style="list-style-type: none"> <li>1) Following Cdre Fry's brief, Jonathan Bleakley reinforced the great concern about non-military resources for CEP schools. Schools generally were forecasting deficits in the next five years, therefore the employment of SSIs could become impossible. It would also limit forward financial planning for requirements such as stores space and armouries, the latter becoming a real challenge because of the difficulties with borrowing and moving weapons. Even with buy in from Governors and Headteachers, the risk of failure was high because of the funding deficit.</li> <li>2) Cdre Fry responded that of the six failures so far, only one had quoted money as the cause. None of the 65 state schools that existed before the CEP programme were forecasting a problem. He repeated his consistently blunt and tough message, which was that if schools (and DfE) wanted a CCF then they should fund it. If schools cannot fund a CCF then he predicted that other schools would take up the opportunity, reiterating his view that the programme would be over-subscribed. This was a DfE matter because the MOD was fulfilling its part of the MOU. He asked how the message was being passed up to the DfE because if no message was passed then it could not be heard,</li> </ol>	

	<p>for example have schools written to DfE ministers? He recognised that a red flag was being waved, but he could do nothing about it. He could only push that message so hard and recommended that it needs a concerted effort by the affected schools. He emphasised that the MOD will not step in to fill this funding void.</p> <p>3) The Chairman responded that if this was the collective view of this part of CCFA’s constituency, then perhaps it was time for CCFA to formally raise if with DfE to put into their risk register, it being the risk of failure due to funding restrictions, copying it to the Cabinet Office and MOD. In doing so CCFA could reiterate its support for the CEP, which was a Government manifesto commitment. Cdre Fry that it would help if all could do their bit. CCFA would not want to shout “wolf” therefore it would look for concrete evidence before taking action.</p> <p>4) The Chairman directed that this should become a standing agenda item.</p>	<p><b>CCFA</b></p> <p><b>CE</b></p>
<b>6.</b>	<b>Army report.</b> (Brig Wharmby tabled a Regional Command report prior to the meeting.)	
	<b>a. CCF Branch staff.</b> Brig Wharmby pointed out the list and contact details of the staff officers working for him. He asked that in the first instance contingents contact their regional CTT or Cadet staff officers to ask questions and discuss matters of concern.	
	<b>b. CCF Headteachers’ Conference 2018.</b> The date was confirmed as 1 <sup>st</sup> March 2018. He asked that trustees helped to spread the word to all other contingents.	
	<b>c. MOUs.</b> Although the majority of schools had signed the MOU, 132 were still outstanding.	
	<b>d. CCF Central Camps.</b> His report had included the details of CCF Central Camps.	
	<b>e. No 8 rifle replacement programme.</b> <p>1) Tim Morris asked if the No 8 rifle would go out of service on 31<sup>st</sup> March 2017. Brig Wharmby responded that this was not the case. That date was indeed when it should go out of service, however steps were in hand to approve its extension in service.</p> <p>2) Tim Morris asked how many rifles contingents would expect to receive. Brig Wharmby could not confirm the scaling for issue because formal financial approval for the last buy had not yet been given, although he was confident it would be gained.</p> <p>3) Geraldine Poulet-Bowden questioned a point of detail in Brig Wharmby’s report. It stated that the first tranche of new rifles had been delivered to the South West, however she was not sure that this</p>	

	<p>was correct. She had spoken to the South West regional HQ who were unable to confirm if the new rifles had been received. Brig Wharmby agreed to look into this.</p> <p>4) Brig Wharmby highlighted a chokepoint and asked contingents to bear with it. It was that the CTTs, being small, had limited capacity to receive and issue the new rifles to all contingents, and train contingent instructors, whilst also receiving and issuing the new cadet radio, planning and running CCF central camps, and meeting routine commitments.</p>	
	<p><b>f. Westminster management reporting system.</b> Marland Green reported that both he and Tim Morris at Radley had just completed the contingent's part of the trial management reporting system. Although he knew the purpose of the new system was to make the conduct of the inspections easier, the time taken to input the information into Westminster for the trial was demanding. Looking to the future he was concerned that CEP schools, who might not have a full-time SSI, would struggle to input the data, or they might need additional assistance. Brig Wharmby took the point however he hoped that in fact the process would become much more measured with contingents adding information progressively throughout a year as activities happened, whereas those conducting the trial were required to load a year's worth of data in one go. It was a learning process</p>	
	<p><b>g. Westminster v Bader.</b> Marland Green also raised the old and well recognised issue of CCFs with RAF sections having to populate two management information systems, Westminster and Bader. It placed an unacceptable burden on busy and hard-pressed adult volunteers by asking them to input the same information twice. He asked that a solution was found with some urgency. Cdre Fry agreed with his point and reminded him that it was one of the elements of the Cadet Force 2020 strategy. He could not predict how a solution will be found or when because it will require the SCC and the Army's cadet forces on the one hand and the Air cadets on the other to agree to move to a single system.</p>	
	<p><b>h. CCF NCO adult volunteers.</b> John Driver asked when the implementation of CCF NCO adult volunteers could begin. He noted that Brig Wharmby's report stated that the trial would end in January 2018, however he had someone ready now and discussions with HQ 7 Bde staff had suggested that it was possible to achieve immediately. Brig Wharmby wanted to create an easy scheme which would make the new positions legitimate. Whilst he was not an expert on Westminster, he believed there was a way to bring an adult volunteer on to it so that they could train CCF cadets and receive volunteer allowance when eligible. In the short term it was important that such individuals meet the minimum necessary criteria (have DBS clearance and are in some form of training programme or are not given responsibility for training which they are not qualified to conduct) until such time as a proper regime is in place.</p>	
<b>7.</b>	<b>Royal Navy report.</b> (Lt Col Armstrong tabled a RN CCF report prior to the	

	<p>meeting.)</p> <p>Lt Col Armstrong stated that his report stood on its own and that he did not need to say much as he and his team had just finished travelling all over the UK conducting regional conferences for all RN and RM sections. He highlighted two points.</p> <p>Opening and closing RN and RM sections was routine business and there are plenty of schools seeking to open RN or RM sections. Bedford Common RM section was closing because the school was regrouping, having over-reached itself. Allotting the section vacancy to another school would not be a problem.</p> <p>Wells Cathedral School, a big music school, would be part of a new trial with the RM Band Service opening a RM Band Section.</p> <p>Commenting on the Army Regional Command report he observed that as of 2016 about 12.5% of RN CCF staff came from outside the Common Room.</p>	
<b>8.</b>	<p><b>RAF report.</b> The Chairman welcomed Sqn Ldr Ross Glendinning CCF SO2 Support HQ Air Cadets to his first CCFA board meeting.</p> <p>Sqn Ldr Glendinning informed the board that he was very new in post and learning fast. The Board were aware that the CCF part of HQ Air Cadets had been struggling since the retirement of Wg Cdr Bob Chalklin and he was part of the long term solution.</p> <p>Wg Cdr Martin Larwood-Hughes, currently working in MOD R&amp;C Div on the Cadet Force 2020 programme was switching to fill the post vacated by Wg Cdr Chalklin. This was good news given his current and relevant experience.</p>	
<b>9.</b>	<p><b>CRFCA report.</b> Cdr Bushell mentioned two matters.</p> <ol style="list-style-type: none"> <li>1) The Cadet Health Check report. The Team Leader was due to call on the Chief of Defence Personnel on 9<sup>th</sup> March to go through the first report submitted in December 2016. Priorities for the second check in 2017 would be the CEP process, to visit central camps and to visit some of the new CEP contingents.</li> <li>2) His report for the previous meeting had mentioned the future laydown of School Cadet Expansion Officers (SCEOs). That meeting had taken place and the recommendations had been submitted to the Cadet Expansion Steering Group for consideration and approval.</li> </ol>	
<b>10.</b>	<p><b>CCRS report.</b> Lt Col Bruce tabled a short report. He made four points.</p> <ol style="list-style-type: none"> <li>1) He reminded trustees of the role of CCRS, which is to promote and organise competition shooting, and provide matches both in the UK and abroad for all of the cadet forces.</li> </ol>	

	<p>2) The Cadet Imperial has the capacity to have 72 firers. There were only 44 firers in 2016 but he was confident that there would be 72 in 2017.</p> <p>3) The three international teams were being prepared and the first was due to deploy the following week.</p> <p>4) CCRS's future intent was to encourage shooting and would welcome any assistance to enthuse contingents and individuals to take up shooting.</p> <p>Myles Ripley raised one issue for public awareness which had already been the subject of email traffic with CCRS, Regional Command and CCFA. It was that the Home Office was proposing to increase the licence fee for approved rifle clubs from £84 (renewed every 7 years) £1050. He had asked if CCFA would join the lobbying against the proposal. Prior to the board meeting the CE had discussed this with Regional Command and CCRS and regretfully concluded that CCFA could not lobby because all cadet shooting, whether involving MoD issued service rifles or private/locally purchased rifles was MoD business and outwith the Home Office licence. Lt Col Bruce confirmed the line articulated by the CE. A school rifle club shooting outwith the CCF and cadet shooting organisations was not MOD business. The National Rifle Association and the National Smallbore Rifle Association were leading and had organised a widespread lobbying exercise.</p>	
<p><b>11.</b></p>	<p><b>AOB.</b></p> <p>John Driver who was standing down as a trustee as he was approaching retirement. The Chairman thanked him for his commitment to CCFA.</p> <p>The dates of next meetings were confirmed as:</p> <ul style="list-style-type: none"> <li>• Tuesday 3<sup>rd</sup> October 2017. Lunch at 1300 hours. Trustees' Reserved Business will start at 1330 hours. The Open Board meeting will start at 1430 hours.</li> <li>• Monday 11<sup>th</sup> December 2017. AGM, location to be confirmed.</li> <li>• Tuesday 6<sup>th</sup> March 2018.</li> </ul> <p>There being no other business the meeting closed at 16.15 hrs.</p>	