



WCPCSC Board Meeting 11th November 2017

At Sue's house, Winchester

Present: Mike Fisher (MF), Sue Falconer (SF), Lionel Jones (LJ), Liz Hatfield (LH), Bob Menlove (BM), Mark Volanthen (MV)

1. Minutes and Matters arising from last meeting

- SF/MF to ensure review given to Sam Chadwick - MF meeting with SC and KH 13/11.
- SF/MF to set up squad rep meetings - outstanding - see below no. 3
- SF to liaise with MF re 100 day plan - outstanding.

Action - SF / MF liaise re 100 day plan

- MF to find assistance to create clear cost centres to segregate profit/loss by community/squad - new sponsorship / grant figures available.
- SF to discuss at management meeting to arrange access for contacts for volunteer coordinator - complete
- Annual Reviews - SF to liaise with MF- KH review outstanding.
- VH review completed. Annual reviews likely to be cascaded down further to include more staff. CEO needs r/v at 3mo.

Action - CEO review at 3 months into post - LJ/ MF

Action - KH review - MF

- Strategy - MF /SF/input from KH - outstanding
- Board Recruitment - ongoing - see AOB below
- BM to do skills audit - outstanding
- All to consider review of Constitution - outstanding - see AOB below

2. CEO Update to Board - received - questions

- Staffing - significant challenges . c2 FTE's administering Charities critical activities. (plus admin hours of KH, SC, TH). BM asked how we work out what we really need and how else to resource it. MF - needs to tie into strategy. MF would like to look more at working with schools and explore opportunities. LJ - could we have short term role to look at this. Discussion around option of providing teachers to other organisations.
- Lessons - current waiting list over 100 swimmers. SF highlighted opportunity to get more swimmers into holiday programmes. More resource in lessons admin could help with this going



PENGUINS

forwards. MV asked if all lessons being run maximally, without compromising quality of lessons. MF - important part of USP is staff ratios. Marketing crucial - BM.

- Squad membership - drop off in numbers since start of term. Significant loss of income. SF - has new squad and timetable structure been reviewed since start of term? MF - has been discussed at Management meeting - coach meeting has just happened - moves and then new members likely. SF requested squad demographics reports. MF - this will be informed by strategy but agree to get data for next meeting.

Action - squad data by age for next meeting - MF

- MF - 3-4 applicants received re current advert. Closing date is end Nov.
- SF - formal report from Head of Performance would be helpful to board meetings. Board agree - need template re info required.

Action - MF to liaise with KH re template for board meeting report, using suggestions from SF.

- Facilities - ongoing progress report from MF. Have fed back that we need to not lose lessons programme within new centre. SF - this area needs more resources - ongoing input to Winchester City Council is crucial.
- **Action - LJ and/or SF to attend meeting and if able to speak, will try to give positive message, but call out concerns re lessons.**

3. Volunteering

- BM highlighted value and import of squad reps, lack of recent meeting. MF feels need lead on this within that group to organize things. -

Action - MF to timetable squad rep meeting - before end of year. Aim to identify squad rep lead.

[A 2 minute silence was observed at 11am](#)

4. Safeguarding

- There have recently been a significant number of safeguarding and behaviour issues being managed by the Club. This has taken up a very considerable amount of the time of MF, and welfare officer.
- Board are very aware of this. A welfare group is now established and works to support PV in her role.



PENGUINS

- MF reports codes of conduct have been updated; processes need formalising to support coaches, swimmers and parents. Updated information can be linked to upcoming membership renewals.
- LH - may need squad meetings to discuss / disseminate codes of conduct.

Action - MF to work with welfare team and coaches to agree and plan dissemination of updated codes of conduct and processes.

5. Fees - Membership Renewals and Lessons

- Discussions re proposals from MF re changes in lesson fees and membership fees.
- Staff payscales are being reviewed and teachers pay for Level 1 increased.
- Board agree: increase in lessons fees as suggested.
- Board agree: increase in membership fees by up to 5%.

6. AOB

- MV - feels important to step back in trustee role, to maybe quarterly meetings.
- MF - board too small , need to aim for 7.
- On review of constitution, confirmed board members can remain for 5 terms.
- All agree some parts of constitution may be hindering to the Charity's running.

Action: Board to review constitution via collaboration on google docs. Identify areas which need looking at in first instance.

Action: Board to consider recruitment to the Board.

- Aim to get all AGM docs out before Christmas.
- MF informed currently doing 4 ½ days per week which is not agreed hours. Board agreed increase employment to 4 days per week for foreseeable future in principle.

Action: MF to confirm impact to budget for extra hours and any additional support he needs.