

WCPSC FEBRUARY MEETING: 13TH FEBRUARY and 19th FEBRUARY
Sue's House,

Present : Mike Fisher, Lionel Jones, Sue Falconer, Liz Hatfield
Apologies: Mark Volanthen*

*MV received papers for the meeting and contributed observations and points for discussion ahead of the meeting.

1.

ACTIONS FROM LAST BOARD MEETING 11.11.2017

Action - SF / MF liaise re 100 day plan

- Not formalised - but agree aim to establish priorities from one board meeting to next, rather than more formal plan at present
- Current priorities are Constitution, board recruitment, strategy, IT, volunteers, facilities, safeguarding.

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

- Overdue. To be arranged - LJ and MF will aim to complete early March

Action - KH review - MF

- Outstanding

Action - squad data by age for next meeting - MF

- This has been done and shared

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

- Outstanding - MF action to take forwards

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

- Meeting held in December, next in March (1.3.18)

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

- Done

Action - LJ and/or SF to attend (facilities) meeting and if able to speak, will try to give positive message, but call out concerns re Lessons.

- Done

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

- Ongoing - see further below

Action: Board to consider recruitment to the Board.

- Ongoing - see below

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

- MF now employed on 4 days per week - until end of March
- Action: MF and LJ to discuss need to take this into further months, in discussion with Vicky - aim to take through till September.

2.

PROGRESS UPDATE REPORT FROM CEO

2a. Finances -

Profit year to date £15277.

Squad fees currently showing shortfall against budget.

Open meets costs over budget - meet budget needs to be further informed by strategy.

Need closer understanding of costs per individual meet.

Lessons income on target

Squad moves / gaps / pool usage being reviewed.

ACTION - MF to further clarify open meets spending / budget

2b. Membership

Being closely tracked. Some timing issues - eg around when feasible for lessons swimmers to move into squads.

2c. Staffing

Connie Standen recruited into Lessons Programme.

No part - time coach recruited yet.

Swim England have clarified position on L1 coaches / L 2 coaches. This also confirms our insurance position. LJ raised issue of bursary use to build up our L2 coaches.

2d. Lessons

Current waiting list of 86.

Connie Standen will produce full report for next board meeting

2e. Performance

Excellent county results. WCPSC topped medals table.

Squad structure being reviewed. Possible Slot system being looked at for some squads. Guildford SC have done this and MF has been liaising with them about this. LH questioned how this might be introduced - MF planning to further discuss with Guildford.

2f. IT

Good progress with Swim Club Manager. Valuable support still being provided by Darren Whitt.

Text messaging service being progressed- looking at prices.

This service is a priority for members.

2g. Facilities

Discussions re technical spec progressing.

Agreeing affordable pool hire will be a key focus over the coming few months due the pressures the new operator will be under financially.. We will also seek to ensure we can continue to provide early swimming experiences for 4 years and older in the new facility..

2h. Volunteering.

Ongoing need, post AGM, to galvanise volunteers to some key roles.

Volunteers coordinator post currently vacant.

2i.Strategy.

Aim is to progress to 4 - 5 page draft strategy, engaging staff from across the charity.

Realistic to need short term strategy until the new facility opens, then longer term planning as new facility nears completion.

3. SAFEGUARDING

Verbal update of current live issues.

Safeguarding group - PV, CL,SH - are meeting regularly.

MF has shared anonymised safeguarding log with Board - last updated 12/2/18.

MF due to meet with safeguarding team on 15th February.

4. Data Protection Reform

SF would like us to join National Council for Voluntary Organisations who can, amongst other things, guide on this.

<https://knowhownonprofit.org/how-to/how-to-prepare-for-gdpr-and-data-protection-reform>

MF will schedule management team time to review current position against GDPR requirements.. NCVO run some courses which may help.

Need to ensure our understanding and processing is all fully correct. Deadline is May.

ACTION - MF to proceed

5. TRUSTEE INDEMNITY INSURANCE

VH checking re current insurance to see if we are covered already.

Agree get quote if needed and proceed unless financially prohibitive.

ACTION - MF / liaise with VH

6 .BOARD RECRUITMENT

BM has resigned.

Need to be transparent re board requirements - and share this with members .

Need to identify areas of expertise we need and co-opt - from within and without membership.

Would be formally elected to board at an EGM. (although rules in constitution need reviewing).

Need to hold EGM by end of season.

ACTION - set date for EGM in late May / early June.

ACTION - need to complete this discussion at a second meeting - 19th Feb

ACTION - LJ to produce notification of BM resignation for notices

7. AGM REVIEW

MF identified need to continue to be proactive in sharing of club progress / work etc t

Need to use squad reps more plus have an open forum - regularly.

(Meeting concluded at 2350 hours due to lateness)

Second part of board meeting - 19th February

8. CONSTITUTION

Group commenced work through whole of constitution.

MF / LJ have produced draft document which group are referencing against current constitution and Swim England suggested constitution.

This will need to be acceptable to Charities Commission, SE and agreed by members at EGM

ACTION - ran out of time to complete the whole document. MF will continue to progress and board will meet once more before proposed updated constitution shared.

9. BOARD RECRUITMENT

Discussion of skills needed on Board.

Members were surveyed in 2013 and this was presented again by MF today.

Detailed discussion around hard and soft skills required on Board, plus formal board roles.

All agree need for more board members from outside of organisation, plus also more representation from with the active swimming programme.

ACTION - MF will produce summary document to be agreed with board then shared with members.