



PENGUINS

WCPSC Board Meeting - 16.9.17

At Sue's house

Present: Sue F, Bob M, Lionel J, Liz H

Apologies : Mark Volanthen, Mike Fisher

1. PREVIOUS MINUTES

Minutes from last meeting approved for website.

Actions outstanding :

SF / LH to produce strategy meeting summary - see below - will get input from MF.

KH review - still tbc

2. CEO REPORT

Report received prepared by SF with input from MF, covering:

- Finances
- Recruitment
- CEO appointment
- New pool time
- Community Programmes
- Lessons
- Safeguarding
- Sponsorship
- Strategy
- Facilities
- 100 day plan
- Board recruitment and forward planning – meeting dates, etc.
- Swimming programme/results/strategy

3. FINANCES

Profit and loss report received prepared by Vicky Harrison.

Reserves up to 90K, great improvement on a year ago when reserves were around 20k.

Need to aim to get reserves up to 150K which would cover 3mo of operations.

Agree need further work to look at finances in conjunction with strategy planning.

Action: ALL

4 .RECRUITMENT



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CEO and full time coach have been appointed.

Some discussion around squad rep roles and squad rep meetings going forwards. Suggestion to MF will be that Squad Rep meetings need to be reasonably regular, and properly and promptly minuted. Board agree Squad rep role very valuable.

Still a need for another role within coaching team.

Paul Hogg is continuing to coach on Saturday afternoons. Charity was unable to keep him on in full time role at salary level he was seeking.

Action - SF / MF to ensure review given to Sam Chadwick within 2 months of start of appointment.

Action - SF /MF to set up squad rep meetings

5. CEO APPOINTMENT

MF has made positive start. Role is part time so will need support with voluntary time from others. Important goal of producing 100 day plan..

Action: SF to liaise with MF re 100 day plan (see also below) as priority

6. NEW POOL TIME

Extra pool time has been gained at ATR.

Discussion around need to monitor pool use, coach provision / squad numbers within new timetable. Early in season at this time, but some sessions are very full whilst others look quite quiet.

Action: recommend MF to work with management team on monitoring timetable.

7. COMMUNITY PROGRAMMES

Various programmes ongoing. Funded by ring-fenced money, which is donated by external sources.

Action: MF to find assistance to create clear cost centres to segregate profit/loss by community / squad

8. VOLUNTEERING

Katie Thorman taking on lead for this, with support from Amanda Frisby.. Needs access to contact details.

Board agree KT should be able to access at least squad email lists to enable her in role.



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Action: SF to discuss at management meeting 19/9 to arrange access to contacts for KT asap.

9. PARTNERSHIP WITH WADAC

Popular and successful. This was created to make better use of pool time at WC on Saturday afternoons for those training for triathlon.biathlon, and improve links between these two clubs

10. ANNUAL REVIEWS

Some staff reviews are due.

Action: SF to liaise with MF

11. SAFEGUARDING

BM suggests that board is provided with anonymised log of safeguarding issues by Pip Varley for each meeting as good practice.

Safeguarding meeting is scheduled for 19.9.17 for safeguarding team. SF reported it is anticipated that a comprehensive programme to promote values and reduce behaviour and safeguarding issues will be agreed by mid October to include updated Codes of Conduct.

12. SPONSORSHIP

Martin Wilson has been exploring this opportunity and making progress. Will liaise with MF going forwards.

(LJ had to leave meeting at this point)

13. STRATEGY

MF due to develop output from strategy meeting to be published by end of October. Awaiting some input from Head of Performance to inform some of this.

Action: MF / SF / input from KH



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14. FACILITIES

There is still considerable uncertainty surrounding the future of facilities in Winchester.

ATR – expected to close in 2019/20. The future use of the site has not been decided.

WC – Planning permission has been granted for a rebuild of their facilities. This will mean a two year closure from Summer 2018. The new facility will open 2020. No communication to existing user groups as yet as to whether the existing pool will stay open for a period of rebuild, but it is looking less likely.

Bar End – The next meeting of the Leisure Centre Committee is on the 16th October. The Community Sports Clubs Alliance have recently published a letter in the Chronicle, and are pressing Councillors for the facility mix needed. The 50m pool is still on the plans, but as yet the business case has not been approved, so cannot be counted as a certainty. SF, MF and EB will meet with Swim England representatives asap with the aim of securing the correct specifications for a competition pool. Sports Club Alliance meetings are held fortnightly – SF attends.

The risk of reduced pool time for an interim period must be built into the strategy for the next two years, to ensure the sustainability of the Charity.

Essential to look at our risk to mitigate loss of facilities.

Action: ALL

15. SUMMARY FROM REPORT TO BOARD AND 100 DAY PLAN

The Charity has recovered financially and has reasonable, albeit not optimal, reserves. Results have been excellent, and KH should be applauded for the results at Nationals. Recruitment has been successful, and staff shortages reduced but not eliminated as yet. Fee changes introduced with minimum membership concern, and new programme and squads introduced.

Draft 100 day plan – following discussions with MF in no particular order.

- Strategy and yearly operational plan complete – develop work started at strategy meeting by mid October.
- Workforce planning short term and long term - developing teachers / coaches from within and external recruitment
- Ongoing management of facility risks - including accessing new pools
- Secure a Memorandum of Understanding with University covering provision of coaching to their swimmers, access to Sports Science Support and Research, providing training/experience/paid opportunities to their undergraduates, ongoing dialogue ref facilities
- Charity Values and Codes of Conduct updated for swimmers, parents, teachers, coaches, helpers, volunteers, staff - agreed and promoted
- Medium-term IT plan in place and pilots active



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- Sponsorship agreement with external provider and infrastructure in place
- Volunteer structure in place to support operations

Suggest to add budget for CPD for staff.

16. BOARD RECRUITMENT

Currently 5 members on board. Aim would be to get to 8 members.

Agree do a skills audit to help inform recruitment to board.

LJ and LH will need to step down next year at latest as will have served maximum allowed number of terms as per current constitution.

Can get new members voted in at next AGM but can also co-opt 1-2 board members meanwhile.

Some discussion about Constitution - which needs looking at, possibly amending, and approving at next AGM.

Some discussion around potential members who may be able to improve our Skills Set.

Action : **BM** to do skills audit.

ALL to consider reviewing constitution - would need to be done in a board meeting.

17 . DRAFT SCHEDULE OF FUTURE MEETINGS

The following dates were identified, as a planned schedule of meetings and key events for the next 9 months:

- Board meeting - Saturday 11th November at 10am
- Sunday 10th December, 2018 Annual Presentation of Awards evening
- Board Meeting - Saturday 6th January or Saturday 13th tbc 10am - (preparation for the AGM)
- AGM - Evening Sunday 14th January, 2018 (venue tbc)
- Board Meeting - Saturday 24th March 2018 10am
- Board Meeting - Saturday 19th May, 2018 10am
- Board Meeting - Saturday 30th June, 2018 at 10am - (to approve squad fee changes and budget for 2017/18 presented by HoP, HoF and CEO)

Action : **MGMT Team** to review and confirm.