

WCPSC MARCH BOARD MEETING 24TH MARCH 2018.



PENGUINS

Sue's House, Winchester.

Present: Mike (MF) Sue (SF) Lionel (LJ) Mark (MV) Liz (LH)

1. TRUSTEE INDEMNITY INSURANCE

Confirmed that this is covered through our existing indemnity insurance.

Action – MF will circulate to all trustees

Action – MF will inform charities commission BM has stepped down

2. HEAD COACH

Steve Greenfield now confirmed as transitional head coach on a self-employed basis. Agree we need a contract of services for this.

Salary will be on like-for-like basis. He has confirmed he could cover til the end of season if needed.

KH been signed off until 3rd April.

Some handover will happen at the end of this period – of physical things and information. Will need to clarify re social media / photos etc.

Closing date for applications for permanent role is 13th April. Likely that any new candidate won't be able to start until the new season.

Action – MF to seek further employment guidance

3. STAFFING

JRB has been offered a f/t role. MF waiting for him to come back re offer made.

SC has had his review.

4. SAFEGUARDING

MF shared present safeguarding issues and Trustees provided the relevant scrutiny.

Agree that it would be helpful to reflect on recent safeguarding cases and have a “wash up” re learning points. This may be especially useful with regard to how we support swimmers regardless of whether they have made a referral or had an allegation made against them..

5. MEMBERSHIP /FINANCES

MF was told by Swim England we had to have a treasurer on the board. This is questioned whilst the Board collectively take responsibility for finances and regular reports are received from HoF and CEO. The treasurer function is ultimately provided through the management team, as per the arrangement with Swim England’s own charity Board.

Action - MF will seek further clarity with SE

Income from membership currently £1k under budget monthly. This is primarily the result of some, particularly high fee paying squads, being slightly under the expected squad size. This is not expected to compromise the overall expected financial picture for the year based on year-to-date figures, and the coaching team are considering squad moves / consolidation at the younger end of the programme, potentially at the next half term, that may also address training fee income.

Action– MF to distribute finance report and comment

Action - MF to liaise with Interim Head Coach / coaching team about potential half-term moves.

6. UPDATE FROM MEETING RE CONSTITUTION AND BOARD DOCUMENT

No major issues identified with updated constitution at this meeting. MF has also had some email feedback.

Board paper:

Good discussion around how we recruit more members. Some feeling we need more knowledge of competitive swimming.

MV suggested possible useful board members may be: people who’ve run a charity; people with expertise in education; people who’ve run a swim club.

7. GENERAL DATA PROTECTION REGULATION

Rule is that we need to be showing we are working towards full compliance by May. Work is in good progress on this, MF suggested we should be fully compliant and transparent with both members and employees by the deadline date of May 25.

Action: MF to develop draft communication to members outlining forthcoming changes

Action: MF to develop draft Data Policy and circulate to Trustees for agreement

Action: MF to determine the necessary changes to employment rights, policies and contractual arrangements

Action: MF to agree date with Vicky Harrison for an initial audit and systematic deletion of data, based on a policy agreed by Trustees.

NEXT MEETING

Pre EGM to agree constitution.

Next board meeting to be a Tuesday evening in June

Action: LH to circulate calendar invite for Tuesday 19th June. 7pm