

WCPC BOARD MEETING 15TH OCTOBER 2018 - 7pm - Lionel's House.

Present: Liz Hatfield (LH), Lionel Jones (LJ), Alison Oakley (AO), Justin Bradley (JB), Cullen Whyte (CW), Sue Falconer (SF), Clara Sanjar (CS), Mike Fisher (MF), Vicky Harrison (VH) - for financial update only

Apologies: Mark Volanthen

Actions from board meeting 3rd July 2018:

ACTION: MF to consider possible recognition for some members of staff

Done - MF confirmed CS staff r/v done and hours been temporarily increased until February '19.

ACTION: Agree need to have wash up meeting to look at learning points from recent cases. MF to plan and discuss with Pip Varley -

Done - MF to share Safeguarding Case Review with board*

ACTION: MF to liaise further with SE re voting rights of minors / non member parents.

Done - MF has taken further advice - no change to guidance at present but SE have said they will relook at this.

Actions from last meeting 30th July 2018:

ROLE OF TRUSTEES / INTRODUCTORY DOCUMENTS

ACTION - MF to confirm safeguarding updates required for trustees going forwards

Done

ACTION - All to complete and sign Conflict of Interest and / or Eligibility form as required

Done

ACTION - MF to collate and store forms.

Done

ACTION - MF will circulate risk register to all trustees

Done

WAYS OF WORKING AND TRUSTEE MEETINGS.

ACTION: MF to identify draft dates for the 2018-19 year - aiming quarterly and linked around budget.

MF to look at dates for AGM. - second or fourth weekend January 2019

Dates will need to include: Monday 8th July. Monday 10th Dec. Monday 29th April, Monday 25th Feb.

STRATEGY

ACTION: MF to undertake further consultations on the draft strategy

Done and covered as part of main agenda

ACTION: MF to evolve strategy, including benchmarks and directional targets with the support of CW and LJ

Done and covered as part of main agenda

FINANCIAL / BUDGET

ACTION: MF to provide current cash statement at Board meetings.

Done

ACTION: MF to look at potential investment options Club reserves balanced against the need for accessibility.

***Outstanding**

ACTION: MF to look into an additional policy to support those least able to afford the opportunity to progress within the club.

***Outstanding.** No current policy in place. Difficulty around making criteria for this and need to establish a funding stream for this. Meeting to be held on Tuesday 30th October 2018 with small sub-group + invitation to wider membership - **ACTION MF**

ACTION: MF to mail schedule / fees to squad reps a day ahead of membership. Both for this week - Done

CEO UPDATE - see also paper at end of minutes

- Squad restructuring being looked at to try and increase numbers in lower squads and maximise pool efficiency. Discussion around improving efficiency whilst not compromising quality. LH mentioned there had been some very busy sessions at the start of this season. MF confirmed some adjustments had since been made.
- SF / LH highlighted issues with quality at Kings pool when pool is busier. This affects squads more than lessons due to their being quicker swimmers. County Council run pool systems so not simply an issue with Kings School

ACTION - MF / VH to liaise with Kings Pool / Council

- Club starting a “talent lane” in River Park lessons once weekly - with support from by Swim England for 2 terms from January. This will be for the top ability swimmers in the River Park lessons programme.
- MF raised possibility of WCPSC re-assessing the disability session at RPLC on Fridays. It is open to all disability swimmers and their families. LH suggested this would provide us with a valuable pool time to be able to start expanding our disability provision. Somewhere for parents / carers to sit and have a coffee whilst swimmers were in the pool would be helpful. Discussion ongoing.

ACTION - MF

- Update on facility. Operator not confirmed - preferred operator to be stated by end of year. Access to facility will be crucial. Also need office space in / near facility.
- Swim Mark resubmission due 2nd Nov.
- Board members planning to attend Facilities meeting at RPLC 2nd Nov -

ACTION - LJ to coordinate.

FINANCES UPDATE - with Vicky Harrison

- Profit for year c £26000
- (some funds transferred across to new year)
- Current reserves £119480. Ideally aiming for £150000
- SF mentioned Round Table funding as was promised for 3y to help support community projects

ACTION - VH /MF will clarify with Round Table

- CS mentioned can we be beneficiary of Car boot Sale? V Bocchetta used to arrange this.
- Discussion around shop / order placing. CS requested kit be available at club events
- SF raised that finance policy needs review to inform Board.

ACTION - review financial policy alongside nominated treasurer from Board. CW volunteered to take on role .

- Question at last meeting by MV of whether cash flow being managed appropriately or if any risk periods? Cash flow shared with board over last financial year - no concerns re balance at any point. Currently funds spread over 2 accounts. May need to spread over 3 accounts to keep below £80k in each account to reduce risk. AO stated this needs to be in different institutions.

ACTION - VH to clarify

STRATEGY

- See document and appendix.
- Discussion around transitions from Lessons to squads - progress and numbers.
- SF - numbers from lessons to squads is important measure. LJ pointed out that transition at right time is important - so that swimmers will stay within programme when they do move. Plus aim of lessons is to teach learn to swim in a quality programme.
- Community Provision: programmes funded by various sources.
- Performance Programme - LH suggested need to be very specific on how we calculate measures to allow comparability year on year. Also - consider further which results to include. ie. don't necessarily exclude Regional swimmers from County figures as performance within county has been an important indicator in the past.

ACTION - MF to look at additional metric around the % of swimmers from squads making regional and national times.

- Retention - CS suggested can consider directive exit interviews to inform on reasons for leaving. Currently Alison Crompton collates data from swimmers leaving, although this is quite informal. We may want to consider making this easier by providing the main reasons as options.

ACTION - MF to d/w AC re formalising this

- Discussion around members survey - but may be better way of harvesting some opinion - eg face to face squad meetings etc.
- AO raised issue of swimmers forum and where this has got to. MF confirmed much of ground work has been done, next stage is to invite expressions of interest. Needs adult oversight - Marie Prince Rayner has led so far. LH suggested could be a future role for a Masters swimmer in helping support forum. CS / LH felt document is quite detailed and a summary may be helpful.

ACTION - MF to collate paperwork to circulate to relevant group of swimmers . CS offered to produce short summary / initial engagement document - MF to share document with CS to enable this

HEAD COACH

- Steve Greenfield no longer coaching but can provide some admin support and support to coaching team. Specific details of this need tbc
- Plan is to offer Sarah Standen a contract. Roles will include help with restructuring; supporting other coaches.
- Lengthy discussion around recruitment options/ current staff / club needs. Options considered including traditional Head Coach vs Performance coach. MF highlighted clubs generally are struggling to recruit. Also issue of Winchester area being an expensive area to live so salaries here will be above average.

- Board agreement that urgent to get advert out so as to be able to get interviews / offers completed ahead of Christmas. MF agreed aim to get ad out by end next week at latest.

ACTION - MF to model financial options with Vicky this week. Also to share JD used previously

BOARD ROLES

- Need to identify treasurer / secretary / chair roles on board.
- For now agree LJ to take chair; LH sec; CW treasurer - til next AGM
- Also broader roles to consider include disability, etc, to support corresponding work already being done in the club.

ACTION - All trustees - board need to consider how to progress this further.

AOB

CW - Winchester Business Awards.

ACTION - CW to explore opportunity further.

Safeguarding - AO raised issue around some communication issues and a SCM issue with regards to meets.

ACTION - AO to liaise further with Darren Whitt, MF and safeguarding team.

CEO update to board 15/10/18

Purpose and Context:

This report provides Trustees with an update on progress against key activities and provides an opportunity to seek further clarity on areas that do not appear elsewhere on the meeting agenda.

Squad restructuring

Expansion of our membership is necessary, especially in the younger and less competitive squads. This is challenging given limitations on pool space, however, we will need to find efficiencies. There will be a requirement to unblock the system further up the squads to find space to move people into. We can do this by better utilising pool space as well as potentially removing some choice from squads. We will also be starting a talent lane within River Park's L2S programme -initially funded by Swim England - with a view to adding 10-12 swimmers into our squads programme every term. The intention will be to restructure the top of lessons and junior squads initially, implementing in January 2019.

Staffing

In September we hosted a Level 1 coaching course and placed 7 people on it. Six passed the course as we will be able to use all seven in the programme either as cover or regular coaching hours. We will repay the cost of the course to anyone who volunteers 35 hours within our programme.

Performance

Head Coach is the primary concern for us and the performance squads / parents at the moment. Finding a short-term and long-term solution is critical.

Community

We have had positive discussions with St Swithun's community lead, Winnall Community Association, District Sports, and All Saints School and hope to have Play Schemes up and running for Christmas '18 and February '19 running in Winnall and Highcliffe.

IT

The focus of the use of Swim Club Manager is currently on using it for entry to Swim Meets. A lot of learning has taken place already but it seems it will create efficiencies.

We have recently been alerted to a number of inappropriate URLs being connected to our website. It appears these have been automatically generated as a result of file embedded in the site infrastructure. Martin Wilson, has had Google remove over 200 inappropriate URLs, and we are strengthening the security on the site. We are now watching to see whether any new URLs are being automatically generated with wcpsc.org.uk as the prefix.

Facilities

New Bar End facility – we continue to provide positive support for the new facility through representation at WCC council meetings and through positive representations in the Chronicle. We are also intending to distribute a Charity newsletter for key influencers ahead of the Planning Permission meeting, provisionally scheduled for 31 October.

We have also recently met with Mandy Ford at the Council to discuss the equipment specification for the new

pool, and what the Operators will be required to provide. There will no doubt be a shortfall as a result of our requirements and that of the Operators specification. We are currently costing our specification to understand the shortfall and to look where this can be bridged.

Winchester College – the College is still due to close in June 2019. We are discussing with RP what additional time they can provide, supported by the Council. We are also exploring regular, but probably not weekly, long-course opportunities for the higher-level squads.

SwimMark Essentials

We are due to provide a full re-submission of the 16 modules of SwimMark. We have assessed what work needs to be completed against each module and have identified the actions necessary to support it. It is a significant volume of work at a difficult time but we hope to meet the submission deadline of 2 November.