

## **WCPC BOARD MEETING**

Monday 4th March 2019

Cullen Whyte's House, Winchester

Present: Mike Fisher, Cullen Whyte, Alison Oakley, Clara Sanjar, Poppy Morley, Liz Hatfield, Justin Bradley,

Delia Baxter - present for last 20 minutes.

### **INTRODUCTION AND ROLES:**

Currently; LJ - Chair; LH - Secretary; CW - Treasurer

Also - AO - volunteers; CS - youth engagement; LH - disability;

In some areas this will be more oversight.

PM - suggested communication one role that needs including, and is happy to lead.

MF also highlighted the following as required; business development, facilities (planning, finances, liaison with other facilities, etc). MF suggested Sue Falconer and Emma Back both have huge knowledge in this area and should remain involved.

**ACTION - MF will re-circulate areas / roles diagram from previous. To then revisit roles at next meeting. No changes in interim.**

**ACTION- MF to circulate facility hire charges**

### **ACTIONS FROM LAST MEETING:**

ACTION: MF to look at potential investment options for Club reserves balanced against the need for accessibility. **Still outstanding action. (issue of limiting any account to 80k being discussed with accountant)**

ACTION - MF to liaise with WADSAD. **Completed - Plan to pilot taking over pool programming and staffing from end of April / start of May.**

ACTION - VH /MF will clarify with Round Table re Round table funding. **Completed –have now confirmed £3000 as last year of agreed funding, due this month.**

ACTION - MF to look at additional metric around the % of swimmers from squads making regional and national times - **outstanding - MF with LH - to explore further with ZB.**

ACTION - SF to liaise with CW ref finalising Partnerships policy. Trustees can electronically sign this off once this is done. **Completed – finalised and agreed and distributed to key personnel.**

ACTION – MF to add Fundraising to risk register. **Completed.**

ACTION - MF to identify next group of policies need updating / re approving. **Completed - Recommend Safeguarding, Health and Safety(LJ), Changing Rooms (CS) Pay Structure (CW), Expenses policies (CW) are reviewed and updated.**

Discussion around Safeguarding docs and translating some of this information into something meaningful and relevant for swimmers of different ages.

**ACTION** - Agree all Trustees to complete SE safeguarding module online presently completed by officials.

AO - some docs have been produced in past re conduct for meets of certain level. Can extend this to look at conduct in broader areas.

CW has produced list of documents and will link these to doc locations for viewing.

ACTION - CW will generate spreadsheet re policy update review dates - **Completed**

ACTION – MF to re-circulate trustee recruitment information to members ahead of AGM. **Completed.**

ACTION - JB and LJ will meet with MF on 14 Jan to look at trustee applications and sign off annual report. **Completed.**

ACTION – Queries to CW / LJ following distribution of Finance Report. **Report was not distributed due to administrative pressures. Full I&E report provided for March meeting.**

ACTION – MF to update Rules for Pools following incident at Club Champs. **Completed – added and published online.**

ACTION – MF to ensure there are reminders about rules at ATR. **Completed.**

ACTION - MF to discuss with safeguarding team issue of phones in changing rooms and broader principles of changing room oversight. **Completed. Recognise it's a challenging area with little clarity on responsibilities. Should revisit Swim England / WCPSC policy and guidance.**

ACTION - CS stated her husband can look at photo storage solutions and will feed back - **Outstanding Action - CS**

## CEO UPDATE

### **Membership numbers**

Squad: 310, Lessons: 765, Non-swimmers: 191, Total Members: 1266

### **Training timetable.**

Updated timetable for April onwards. Needed due to squad moves and the arrival of Zoe. There will be little notice provided, though believe the fall-out is manageable. We will be looking at April as another time to amend the timetable, again based on squad moves, but also new pool availability and the potential reintroduction of 'county' squad.

CW - timings of last squad move announcements and timetable changes caused issues and stress.

MF confirmed he and Sarah Standen have discussed this.

Post-meeting note; the major changes are not progressing until July.

### **Staffing / Club Personnel**

Zoe has started. Access to her for general meetings will be challenging whilst she is commuting. The Management meetings will be prioritised and we will schedule in Extended Mgmt meetings. Sarah and Zoe communication is also important.

Head Club Coach position will be next to resolve but want to have Zoe in for a few weeks to help understand the implications for a shared Head role.

Additional admin support needed – at the moment we are clearing back-logs through releasing administrative funds on an hourly, casual basis.

We are promoting / advertising volunteer roles and will be looking to replace the Lead Safeguarding role asap, but Pip is happy to remain in place until that process is complete.

Board - keen to secure Sarah into Head Club Coach role as soon as possible and can we move straight to appointment?

**ACTION** - MF to check employment law then progress as per discussions and any guidance provided.

### **Performance**

Recent County Championships across three weekends of competition resulted in 56 Winchester swimmers winning 33 gold, 29 silver and 30 bronze medals, with a strong number of top 8 finishes and personal best times. Details will be recorded as part of strategy measures. A brief comparative analysis

would suggest this isn't as many medals as last year though is of a similar, if not slightly better, performance than last year based on the swimmers now competing.

Back page, half-page coverage in the Chronicle was secured.

Although not a particularly strong year for the Awards per se, we did pick up awards in eight of the eleven categories in the Winchester District Sports Awards. We won Team of Year and Senior Sportswoman of the Year. It was fantastic and testament to the hard work and skill of many people in the club, from swimmers, to volunteers to members of the coaching team. Helen Trippe was particularly eloquent and gracious and thankful for the nomination.

### **Community**

Swim for the Future half-term playscheme, in funded by Winchester Round Table and in partnership with St Swithuns and District Sports.

14 attended from Highcliffe and 11 from Winnall. All 14 from Highcliffe were primary premium pupils who are not in regular lessons and can't swim 25 metres.

St Swithuns are keen to continue the local opportunities and potentially evolve the dry-side sports activities to focus on personal leadership skills, which we have discussed and agreed as a good idea.

Kings and Stanmore have started Swim for the Future (Schools). South Wanston programme at Kings. General interest from schools is low, partially due to the poor times we have for pool time at Kings. The organisation of the Inclusive and Primary Schools Gala are well under way.

### **Lessons**

We have been beating the income targets over the last year but half-term holiday programme and spring term target are on budget. Very successful staff training, with record numbers of attendees.

### **IT - Website**

Continued reports of issues. Some suggestion from those with IT background that there may still be issues with coding within our site. Martin W's time for ongoing support stretched. Next course of action is to source external support to provide further analysis and potential support. Will seek Trustee support if there are financial implications beyond what we can manage from existing resources.

**ACTION** - MF to gain admin rights from Martin and gain additional support.

**ACTION** - CS/ LJ - consider if Uni student may be interested in website support role as a project.

### **IT - SCM**

Registers are being recorded away from SCM now, Google Docs, as a more reliable and easier mechanism. Provides better reports and more reliable data due to ease of input. Will revisit again when app goes live and will feedback to Darren W.

Looking at how we store individual accounts. Separate parent and swimmer accounts is being looked at also for ease of administration

### **Fundraising**

Three new blocks have been ordered to be installed at ATR in c8 weeks' time. Two new blocks were due to be funded, but we extended that to three due to the amount raised and the best use of the funds from the coaching team's perspective. The fundraising team have done a fantastic job and should be recognised for their great work.

### **APPROVAL OF SAFEGUARDING POLICY**

Approved - with addition of vulnerable adults

### **STAFF SALARIES**

Approved the addition of a budget line for salary increments to act as a year-on-year reminder for discussions on the financial climate for inflationary increases.

Approved in-year proposals for permanent staff.

### **WINCHESTER COLLEGE CLOSURE**

We have 9.5 hours weekly WCPSC usage at present and which we are due to lose in the first week of July. We have already gained 1.5hr extra at Kings that is already in the programme.

RPLC have been approached re earlier morning starts and additional slots. We have also submitted a request for extra hours at ATR on a Thursday evening.

St Swithuns yet to be approached as we wish to include ZB as part of those discussions.

Ongoing discussions with Eastleigh SC and MF also now to approach Places Leisure at Eastleigh.

We have also discussed with RPLC re swim / gym packages they may be able to offer members who no longer wish to train with WCPSC though may want to continue their swimming more informally.

### **WADSAD SESSIONS (disability swimming)**

MF has met with WADSAD ref Friday evening sessions - they are keen for support but not keen on session becoming competitive only.

Cost of funding teachers / staff would be approx £2000 per year.

MF has initiated contact with a few organisations to see if they would be interested in providing grants for this work, eg Simply Health, but is keen to formalise our arrangement with WADSAD as soon as possible and provide support to the Friday evening session..

Board agreed - provide 6 month of staff provision for these sessions funded by club, with or without funding support from external organisation. This should provide time to secure grant funding for beyond 6 months.

### **COMMUNITY**

One swimmer started in lessons referred by Friends of the Family for free swim lessons - for one term initially. This is part of a small pilot to see whether we can expand our commitment to providing affordable swimming opportunities to those that need it most in a financially sustainable way.

### **MEMBERSHIP**

Discussion around pathways for older / non performance swimmers and provision for those.

Survey been done recently with swimmers from Challenge.

Likely to be increasing numbers of enquiries from outside to join Club - especially possibly from Performance swimmers given Zoe Baker now with us. MF - There is a model number of swimmers per squad, which will flex at times, but will have to guide planning

LH - need to beware of how we treat approaches from external swimmers at present.

### **FINANCE**

I&E needs reworking to look at the monthly profiling of income and expenditure. The profit and loss report can provide a good measure of where we are however. P&L suggests net profit for first 5mo of year is 17K up on last year.

MF needs to re-profile staffing budgets looking forwards now that ZB has started.

Discussion around workload of admin staff and possibility / need to increase paid admin staff or provide additional hours. There was a lengthy discussion around difficulties of recruiting volunteers, and of cost implications to club of losing volunteers in certain key roles.

**ACTION** - MF to look at staffing budgets, particularly coaching and admin

**SAFEGUARDING**

Current log reviewed.

**RISK REGISTER**

Reviewed

**NEXT MEETINGS**

- Tuesday 14th May 2019 7pm (2 Western Road, Chandlers Ford, SO53 5DA)
- Tuesday 9th July 2019 7pm