

WCPSC BOARD OF TRUSTEES MEETING

May 14th 2019. Liz's house.

Present: Mike Fisher, Clara Sanjar, Delia Baxter, Liz Hatfield, Alison Oakley, Lionel Jones, Cullen Whyte, Poppy Morley

Apologies: Justin Bradley

Outstanding actions from last meeting:

- Roles have been re-shared with trustees
- Facility hire costs have also been shared.
ACTION - MF will share some cost comparisons with other local swim schools
- Progress through policies ongoing
- Photo storage - various options - CS has circulated list of suggestions. Eg Dropbox.
- MF to look at additional metric around the % of swimmers from squads making regional and national times. PM stated felt important to include qualifiers / finalists too - LH confirmed this has been recorded.
ACTION - Outstanding - MF with LH - to explore further with ZB.
- Agree all Trustees to complete SE safeguarding module online presently completed by officials. Need to share online safeguarding resource -
ACTION - MF / CW

CEO UPDATE

- Membership numbers broadly unchanged
- ZB and SS meet every Thursday. Weekly Management meetings. ZB will alternate between attending in person and phone conference.
- MF meeting with ZB once a month.
- SS been offered 32h contract, which will involve some hours in lessons programme.
- 37.5h contract should be the basis for our full time roles and full time equivalent roles going forwards.
- Advert is out for Jacob RB replacement. Full time role - position will involve coaching across a number of squads, but likely principally Aspire.
- MF confirmed that ZB will oversee training programme for all performance squads.
- Some discussion around issue of at what point cancelled sessions should be refunded. Reference was made to the current policy on the website, ie no refunds unless there is 'extended period of consistent disruption to the training programme' and when alternative options cannot be provided. One or two sessions cancelled, as per recent experiences, probably do not merit refund, especially whilst alternative swim options are being explored, albeit in the coming weeks. Trustees re-discussed the net effect of providing regular refunds for cancelled sessions, namely an increase in administration and reduction in the subsidies provided for squad swimmers leading to increases in fees, probably beyond what is affordable for a significant number.

- Lessons income to date up on last year and ahead of budget. Summer term lessons hitting but not beyond income forecasts. Gaps still exist at lower end of stages. Upper stages full.
- At present we mostly just advertise holiday courses rather than termly lessons. PM - may be worth advertising if gaps to fill. DB - do we offer any eg loyalty discounts - eg book for a year rather than a term? Need to work more on identifying and promoting our USP's.
- Fundraising - blocks in; income targets now reset. Quiz night being rescheduled
- Swim teaching conference - first seminar session 1st June hosted by us and supported by RPLC. Free to attendees this time. Supporting our strategy to be a lead for swimming in Winchester not just for WCPSC.
- Gift aid - likely to yield about £5k - from last 4 years. All those who have signed a form will have signed to confirm can continue going forwards.
- Primary Schools Gala - June 7th. Several trustees will be present inc LH, AO, CS, LJ.

WEBSITE

- New volunteer assisting with website - Kat Molesworth. Kat due to meet with Martin Wilson to discuss history / progress. At present Kat helping us resolve current issues but may not want ongoing role. Darren Whitt (parent) happy to meet with MF and Kat to look at website planning etc going forwards.

ACTION - ongoing with facilitation from MF

POLICIES

- **Expenses policy:** updated that insurance policy for cars being used for business must include business use in the individual's insurance policy. Agree mileage rate will move to 45p per mile.

Action: MF to ensure staff aware of car business insurance.

Entertainment expenses - should be approved first.

Agree numbers around overnight expenses and meal costs appropriate currently.

Some discussion around policy if an employee stays with friends rather than hotel. MF can have discretion to approve possible expense around eg buying gift for friend.

Policy approved subject to agreed amends.

- **Changing room policy:** Need reference to doors at ATR opening directly onto corridor - parents need to not stand right outside these doors.
Discussion around responsibility once session has ended. Wavepower states responsibility lies with coach until all children picked up.

ACTION - MF will take this to coaching team. Policy approved.

WINCHESTER COLLEGE CLOSURE

- At present time still due to close on 7 July.
- RPLC have offered some additional hours.
- No availability at Andover or at Eastleigh

- Still no response from St Swithuns.- MF chasing
- Ongoing discussions with Kings, WC , council to look at use of redundant equipment from WC closure. MF pushing to see if could be integrated approach to upgrading facilities at Kings.
- Timetable / fees from July onwards will be confirmed ASAP once final pool details known.

WEEKLY NOTICES

- Discussion around current format and current readership.
- Feeling that could consider move to monthly notices and using other resources for week to week updates. (SCM, social media etc)

FACILITY UPDATE

- New portfolio holder for health and well being due to be imminently announced.
- Likely to be some further discussions around facility with change to Lib Dem local council.

ADMIN COSTS / HOURS

- Concern expressed around whether we need some more paid admin hours. VH currently having to do some roles previously done by volunteers.
- **ACTION - MF will d/w VH re how current admin workload is feeling.**

SAFEGUARDING

- Some of PIP Varley roles been currently taken over by VH. Discussion around how to run this going forwards with no new Welfare officer presenting currently.
- Need robust system to ensure renewal of DBS / safeguarding updates.
- DB - probably need to identify possible suitable candidates and approach them directly.
ACTION - DB
- Safeguarding risk log reviewed. No new additions.

REVIEW OF RISK REGISTER

- CW felt should add that keeping monies in one place currently is low risk and no need to spread reserves out.
ACTION - MF
- Volunteer structure currently red. Discussion around difficulties of recruitment. AO - can we hold a drop in / coffee morning for volunteers? DB - can we use squad reps more to help us with this? Maybe allocate some roles within certain squads?
ACTION - ALL
- New facility red - partly due to political uncertainty.

AOB

- LH raised issue of adults swimming with under 18's. Mix of squads at some sessions may lead to eg masters possibly swimming with competition squad. In some sessions over 18's and under 18's will already be swimming together.
ACTION - MF to look into having short policy for this
- CS managed to gain £577 worth of sponsorship from Howdens to finance the Regionals t-shirts this year. CS suggests need to discuss further sponsorship opportunities for the club.
ACTION - MF
- Likely to start using TYR as new kit supplier. Current kit orders (one) on hold until decision made.

Meeting concluded at 2225h.

Next meeting Tuesday 9th July 2019 7pm - venue tbc