

Minutes of WCPSC Trustee Board Meeting

Tuesday 8th October 2019. Poppy's House.

Present: Mike Fisher, Lionel Jones, Cullen Whyte, Liz Hatfield, Alison Oakley, Clara Sanjar (had to leave early due to illness), Poppy Morley

Apologies: Justin Bradley

Actions of Last Meeting

- MF to send a link to the course for Contemporary Issues. Complete
- MF to forward swim school comparisons when additional information has been added. Will be updated when the agenda item comes forward.
- MF to check with Martin ref any live sponsorship opportunities. Focus has been on website transition. No live leads have been shared over the last year.
- MF to speak with Sarah ref how we implement adult/child swimmer policy in training. Guidance has been shared with coaches. MF to look further into current examples and risk mitigation with coaching team
- Liz to update county / regional championship performances spreadsheet. County and Regional info added. Nationals needs to be updated.
- Lionel to send note to Connie to thank her for her hard work this year on behalf of Trustees. Complete
- MF to reword the expense policy with Cullen and Lionel based on discussions. Complete
- MF to explore the implications of self-employed versus employed status of coaches Complete
- MF to work up budget proposals, initially for 2019-20, with the Management Team, including Connie, and support the notion of delegated budgetary responsibility for each area once agreed. Complete and on agenda
- MF to draft member communication ref fee increases and send to Trustees for comment Complete
- MF to offer staff swimming policy offer to coaching team Complete
- MF to complete Gift Aid administrative process with a view to providing a £5-6,000 submission. Complete
- MF to action standardised process for review of safeguarding cases. Focus has been on changing Welfare Lead and focus will now move to raising awareness and embedding processes
- MF to add financial risk of uninsured funds to register. Complete
- Clara to liaise with IBM contacts ref potential summer BBQ. Summer BBQ not progressed based on timings / likely attendance
- Mike/Liz to organise leaving gift on behalf Club for Jacob Complete
- Clara to organise Jacob's breakfast at Premier Inn on Saturday 20th July 8.45am. Complete
- MF to invite Zoe, Sarah, Connie, Vicky / Alison to meetings or additional sessions with Trustees by rotation. Will be invited based on agenda or at specific request of Trustees



- Cullen / Lionel to meet with MF for quarterly review. Complete
- Cullen to share objectives/outcomes with Trustees Cullen to share summary of meeting.

CEO Update Report

Current Membership Numbers

01-Oct-19	Squad	284
	Lessons	877
	Non-swimmers	208
	Total Members	1369
01-Mar-19	Squad	310
	Lessons	765
	Non-swimmers	191
	Total Members	1266

We have primarily lost members from the Fitness squads and also a number of university students who were not swimming enough to justify the fees.

Trustees discussed spread of numbers across squads, the need to ensure social media representation across different groups / activities. There was also discussion around need to have more strategy for this and to be able to link updates to website and increase the number of people involved with admin rights.

- MF to initially look at expanding those with social media admin rights wider within club

Staffing / Club Personnel



PENGUINS

Zoe has passed her probation period and been secured into a permanent post

Oli Purgavie started, has been deployed into the coaching schedule and received an initial induction

Connie Standen is pregnant with her third child and is expecting an extended break from working duties this time around, at least into the next financial year. The outline plan will be to reduce poolside duties in January ahead of the February due date. Plans for cover have already been discussed and primarily involve shifting the administrative responsibilities amongst the existing team and training up more Supervisors over the next 5 months.

Trustees probed about University involvement with S&C coaching; sessions presently still led by WCPSC staff though we are integrating their involvement..

Timetable

We always knew it would be September when we would have a better understanding of how the new timetable is working and no major problems have emerged or been reported to date.

Junior Fitness was the highest priority after the July changes. We were looking at Eastleigh on a Friday evening but have secured an additional Tuesday evening slot at Kings instead and have managed to integrate it into this year's more challenging budget.

We will be reviewing use of Oaklands with a view to updating members and providing a use-it-or-lose-it call to action if squads are due to lose a session from their timetable, ahead of final decisions for January.

Trustees heard that ideally we should be 6 weeks ahead in terms of cancelling / altering sessions, but we are not at that point yet.

Suggestion of confirming attendance when we are running two pools simultaneously or providing extra sessions to ensure good usage.

Performance

Successful swimming at British and HC Nationals with a well-publicised medal haul

Kayla van der Merwe secured medals at European and World Juniors and selection to the full GB team

Caitlin Hatfield performed very well at European Down Syndrome Swimming Championships, making finals and just missing medals as the youngest member of the GB team



Successful and enjoyable Club Champs with 21 event records broken. Wash-up required to review and determine where gaps remain.

Lessons

Lessons provision in Winchester is almost at capacity. There has been a knock-on impact to that success. Pools looking fuller, with a few parents asking if we have changed our teaching ratios, as well as some reported parking issues at Kings.

Oaklands has the potential of an additional 600 swimmers to our Winchester programme, but uptake of the new offer is slow. The initial target is to get to 38 swimmers to reach a break-even point and continue to build slowly from there.

Trustees discussed progress at Oaklands. Not hit break-even point yet - but progressing and Connie marketing.

- DB to provide details on how to market children and adult lessons to Soton General Hospital.

Community

WADSAD Disability partnership will be reviewed with a more preferable relationship being us providing disability coaching under our own banner, alongside WADSAD at the same time

- MF to discuss with WADSAD an alternative approach.

12th October will see us host the first Novice Gala of the year, with three club teams 'competing' against three other invited teams from the local community.

Website

We have now moved the website to a new host and redirected the domain name and Google Suite to the new host.

We have dropped use of an intermediary host that was being used unnecessarily, contracts for which will end in December 2019.

Kat Molesworth has led the migration, which has been very smooth.

Martin Wilson has been thanked for his work to date, now that we have moved to Kat being our main point of voluntary website support.

We have initiated a professional clean-up of the site,

Securi, the supplier providing the professional clean, have now completed performing a manual audit on the website. They went through all files and directories and did not find any malicious content and



confirmed it is not listed on any blacklists. The SEO spam that is still evident through google searches is a sign of compromise, however they have thoroughly reviewed the account and confirmed it is clean. They state it is likely that this malware was already cleaned up, perhaps by an update or during the host migration. They have also specifically checked for any instances of the malicious keywords in any of the website files or databases, and it's all clean. They have also scanned our cPanel system files to see if anything was lurking there, but is also clean. They have submitted our website to Google for reindexing. If anyone now clicks on any of the suspicious links that appear in Google searches, they take you to a 404 page not found error - which is exactly what we want. As soon as Google recrawls our website and sees that these links don't exist, the spammy search engine results will drop off.

The next phase of website work is to replace the existing look of the site with a fresher facade. Pages and content will remain the same, although work will be needed on those in due course to become a lot less text heavy in key areas. Oli Purgavie will be providing some IT / web support to the project.

SwimMark Accreditation

SwimMark accreditation lasts for 2 years with an interim Health Check after 12 months. To maintain the clubs SwimMark accreditation in 2019, we are required to complete an Annual Health Check incorporating all 6 elements by Friday 1st November 2019.

The new Health Check elements for which the club needs to submit evidence are below. These elements are slightly different from the previous health check elements, as the new Health Check has been brought in line with the proposed Stronger Affiliation elements.

The 6 elements clubs are required to complete are;

E5	Club Constitution
E6	Welfare Officer Statement
E7	Club Chair Statement
E10	Risk Assessments
E13	Club Personnel Record
E14	Safeguarding certificates



A further change for this panel is in relation to element 13. From, and including, the November panel, clubs must now use the information from the coaching and teaching register (ie information that has been checked and added to the Swim England Integra Membership System) as evidence.

Open Meets

As most people are aware, we have been struggling to identify new volunteers to add capacity to the Open Meets team for a while. Through a more targeted approach utilising squad reps we have now managed to identify four additional people. We will be looking to meet, train and support those people as soon as possible.

Safeguarding

Paula Satchwell has now undertaken the basic Safeguarding training necessary to be able to formally take over as our Lead Welfare Officer. She is also due to undertake further training in November. Paula is a lecturer at Southampton University in Nursing. She is familiar with duty of care for vulnerable people, including young people and the need to mitigate safeguarding risks.

Paula's DBS check has gone through, we have met with Pip twice to discuss handover and current cases, and will formally change contact details over the next two weeks. We wish to do this as part of a wider campaign to raise awareness of swimmer welfare within the club.

Pip will remain part of the Welfare team for the time being, along with Sue Humphreys.

The Safeguarding Risk Log is a separate agenda item.

Squad Kit

We are now live with a new kit supplier in TYR. The first round of fittings and orders has been completed and garments are due to arrive in about four weeks.

We will receive 10% credit on our TYR account on all kit orders that we will use on coach kit for non-permanent staff.

Sponsorship

Aligned to updating the look and feel of the website and maintaining a positive budget position for 2019-20, we have recently taken the opportunity to update club sponsorship information. There are intentions to approach local businesses, primarily for low-value sponsorship offers, whilst we consolidate the higher value sponsorship offers and make a more targeted approach to specific organisations.

Trustees discussed some differences of opinion amongst various members involved with this.



Once the website refresh has occurred, it will be more appealing to sponsors and should facilitate sponsorship going forwards. Image / strategy, including a broad press profile and social media coverage of the club's activities, is important. We have enjoyed good local publicity recently - in papers.

- MF to try and engage members to generate an agreed approach with a view to going out to test the market for prospective sponsors, once the website is refreshed.

Financial Reports

Trustees review the two financial reports provided.

2018-19 Surplus @ £56,600. This reserves to £187,000 which is slightly above the three months operating costs of 2019/20 budget, as stated as the target in our reserves policy.

Lessons income was better than forecast last year.

Board agree 18/19 finances

- MF/VH to send 18/19 finances to accountants.

Staffing costs are higher for this current year. Crucial to be financially robust in run up to new facility.

This year's budget is using 100% income target against 2018/19 actuals.

Overall budget for 2019/20 is currently forecast at c-£1k.

Board agreed the 2019-20 budget presented

AGM 2020

Draft date established as Sunday 26th January with the Lido a preferred venue, including poster presentation display boards for Club / Swimming in Winchester.

LJ plus 2 others from AO, CW, CS and JB will need to stand down but can stand for re-election.

- MF to secure date, time and venue for AGM
- MF will email AO, CW, CS and JB to check what they all wish to do.

Presently one additional space on board. Possibility of co-opt after AGM. Paperwork for elections / re-elections to go out pre-Christmas to offer additional time over a busy period..

- MF to consolidate paperwork, including Annual Report, ready for a Trustee sub-group to review ahead of distributing to membership.

Awards Evening

Draft date established as weekend of 11/12th January, with Guldhall the preferred venue. CS stepping back from event organiser due to commitments. Vicky to lead co-ordination and organisation of event through a team approach.

Safeguarding Log

Present risk log reviewed.

Risk Register

Reviewed. Most areas are of less concern than previous. Only red area is Facilities.

AOB

CS brought up issue - raised by a parent - of whether we need to look to moving to Team Unify. AO - yes do need to look at this ahead of being able to run our own meets. Most big clubs running big meets are now using TU. However SCM is better than TU in some areas so not necessarily a straightforward decision.

- MF to request a review of Open Meets IT technical requirements to come forward over the next six months.

Swim camps - currently being run in slightly different ways by different groups. Agree ideal going forwards is for all finances to go through Club to mitigate personal risk of volunteers. The importance of risk assessment and sound understanding of ratios / supervision requirements is needed, as per those set out in Wavepower.

- MF will meet with organisers of camp after events to review and determine best / preferred practice.

Green policy - following on from last Board Meeting a member has raised issue and opportunity of lift shares / travel / how to facilitate this more. Other issues we need to continue to look at - second hand kit sales, clothing recycling.

- MF to look at raising awareness of the benefits of lift-sharing

New facility - discussions to be established around access etc.

- MF to feedback to Board following next round of meetings with Everyone Active

DB - stated lifeguards are staying at sessions til 9.15pm, having been expected to clear the pool etc. Yet apparently only being paid until 9pm.

- MF to review current practice and policy around lifeguard training and work expectations.