

MINUTES OF WINCHESTER CITY PENGUINS SWIMMING CLUB AGM 2020

HELD ON SUNDAY 26 JANUARY, 3.30PM AT WINCHESTER LIDO



WELCOME AND APOLOGIES

Present:

PENGUINS

Trustees: Cullen Whyte (CW), Clara Sanjar, Delia Baxter, Liz Hatfield, Lionel Jones.
Staff: Alison Crompton, Mike Fisher (MF), Sarah Standen, Thelma Hawkings, Connie Standen (CS), Vicky Harrison
7 WCPSC members

Apologies:

Cathy Beckett, Helen Trippe, Zoe Baker, Poppy Morley

Introduction

Cullen Whyte (CW) introduced himself as a Trustee and Chair of the meeting, and then welcomed everyone, outlining the purpose and agenda of the meeting

History of Swimming in Winchester presentation

MF provided an overview of the poster presentation set out around the room, including the river 'pools' at Bull Drove and the Recreation Ground as well as the Lido and the formation of the club in 1948. Mike Vokes, a club member from the 1950s, spoke about the past 60+ years with WCPSC and different pools used over the years.

Minutes of previous AGM meeting

CW asked for agreement of minutes from last AGM - agreed.

Reports and Accounts

CW introduced Chris Goodhead from Knight Goodhead, independent examiners, to speak about finances and provide overview.

Chris confirmed having carried out an independent examination of finances WCPSC has a 'clean bill of health'.

Highlights of report:

Very good financial year ended 31/8/2019

Income up overall by 15.5% (lessons income up by just over 16%, training fees by 9%)

Expenditure up in line with income, although not so high as income increase. Biggest chunk of increase in expenditure on employee costs and pool hire (both mainly as result of expanding lessons programme)

In summary there is a surplus for the year of £62k which is added to reserves and carried forward.

	Balance sheet very healthy - in a strong position with total funds at end of year of £199k (with 12k restricted funds within that) £187k general free reserves for future activities.
	For the first time WCPSC has achieved target of 3 mths expenditure held at year end to match reserves policy. Currently 3.6yrs reserves.
Q	At what point in year do you carry out a health check on finances?
A	Between year end and before AGM. Accounts being signed off today ready to be sent to Charities Commission.
	Has been consistent increase in surpluses made over last 4 years to have reached reserves target level. This is due to very good financial management.
Q	Is more surplus needed?
A	Down to Trustees to establish the reserves policy. Charity Commission guidelines say 3-6 years worth, but up to individual board of trustees to determine what is appropriate. 3 months is a very good starting point.
	Reserves are held to respond to bad times, i.e. losing a term's worth of income you could currently cope in that situation. Reserves also allow for investing in the future and allow a wider ranging strategy e.g. investment in new projects.
Note from member	A large part of this has been from lessons programme expanding, and credit should go to Connie who leads the lessons team.
	CW highlighted that, as noted by Knight Goodhead, the finances are in a strong position and credit should be passed to Vicky Harrison for playing a significant role in that, and noted for the record.
	Accounts were agreed by.
MF	MF provided an overview presentation of the Annual Report, following the 6 strategic aims of the club; four areas related to Swimming (Performance, Club, Community and Lessons) as well as Governance and Leadership.
	MF flagged the importance of the Lessons programme to the Club's operating model, highlighting its value in its own right but also describing it as the engine room for the rest of the club's activities, primarily underwriting a significant proportion of the competitive programme.

CS	<p>CS provided an overview of the lessons programme; 877 swimmers, 125 member of lessons staff, 55 of whom are teachers and 70 teaching assistants. 182 lessons held each week, spread out over all seven days of the week in three different pools. At the end of every term we assess each and every one of our swimmers, produce individual written reports (not tick the box assessments) and re-enrol them into new classes for the next term. In the last two years the number of swimmers enrolled in our lessons has grown significantly. Between Sep 2017- Sep 2018 our numbers increased by 77 and in the past year we have gained a further 123 swimmers. That`s a total of an extra 195 swimmers in the last two years.</p> <p>CS also highlighted that on top of the swimming numbers and staffing increasing, income has improved and customer satisfaction has improved.</p> <p>The areas for improvement were also shared, as determined by the recent survey of over 200 lessons families, including; communication of swimmers progress to parents and engagement of Helpers.</p> <p>CS shared the priorities for the Lessons programme:</p> <ul style="list-style-type: none"> - The growth of lessons at our Oaklands Venue - Increase training opportunities for our staff. - Continue to work on creating a professional, yet personal service
MF	Getting to a point where Winchester lessons capacity is nearly at it's limits. Will be a juggling act managing the programme whilst new pool comes in, and reserves will be there to support that. Credit to Connie for marketing of lessons, growing the programme and staying on top of our staff and managing them effectively.
Note from member	Raised importance, following safeguarding course in the morning, of being aware of the safety of our young teachers - supervisors to be able to access ages of teachers at their session.
Q	How many children learning to swim stay to become squad members.
CS	Varies term to term, but depends on space in squads also. Club is creating different pathways in lessons programme to try and retain them in the sport, but about 20 per term get through to squads at the moment.
Q	How many go on to become teachers from being in lessons programme
CS	Majority of assistants are from our competitive programme, but not sure how many also came through lessons.
Q	Hopefully with new pool there will be more access to increase space in squad pathway from lessons. Is there potential of negotiating more access in new pool?
TH	Potentially a lot more swimmers to come through, just need room for them. Lessons programme has been adjusted providing more Stage 8 and 9 opportunities for swimmers to stay in club and the sport.
MF	Aim to have something more significant between the c850 in lessons and c300 in squads to ensure more children have the opportunity to continue their swimming

MF	Community swimming - committed as a charity to deliver outside of our membership. This year managed to reach 600 additional people outside of our membership via projects such as S4F, Schools Gala, School swimming, Novice Gala all of which reach the broader community. Aim in strategy is to increase that further and support people to swim more and better. This year managed to reach more people and also give them more swimming. February half term will be putting pupil premium children into holiday course for a full week at no cost - intensive course should make a real difference to their swimming ability.
MF	Performance swimming - Zoe arrived Feb last year, and Oli in July. Have been strengthening numbers and quality of coaching team around commitment to improve performance programme. Results showing now in Regional and National results. Confident and hopeful will continue to see that success not just at the top end but all through the squads.
	Will be looking at how to put on a range of activities that continue to engage people.
	MF has been going to council meetings supporting new pool. Has brought attention to swim teacher conference held last year - looking to do again this year.
	Governance - last year expanded Board and changed how board represented in skills, updated constitution, re-submitted Swim England Swimmark, put in Charity Gift Aid claim, and Trustee group have been systematically reviewing club policies to make sure we are running as we should be.
	The presentation finished with a focus on the current priorities, namely; <ul style="list-style-type: none"> - Protect the success of our lessons provision - Manage costs and change - Ensure a connect between Community-Lessons-Development-Performance - Staff recruitment and retention for this year and next year - Smooth transition into a new pool and a new swimming programme
Q	How far in advance do you agree contracts with pool providers?
MF	As new Centre opens RP will close. May be a week where there isn't a pool open but that would be worst case scenario. Aspiration of new providers is no gap, but they obviously have to move across new staff etc and probably likely to be a short gap. MF in talks now re access to new pool. Everyone Active will start to get operations lined up from this summer with staff in tourist office present for the community to talk to.
Q	Any sites locally that Everyone Active manage?
MF	Everyone Active are in South Winchester site, and Fareham, and nationally have lots of centres they manage, a couple of 50m sites. MF in conversations with some other clubs at their sites who give the impression that they are a reasonable operator. Council will also have an important role in supporting us to secure access we need.
	Will be a lot of changes to pool programme, won't want to move lock stock to new pool, will retain relationships with other pools too.
Q	Have we booked in competition dates for future - having our own Open Meet in calendar?
MF	Last meeting 4th December. WCPSC agreed to put competition programme to them in the new year and this is currently being looked at by a few people now. New providers are open to us giving them our calendar as a starting point for next conversation.
LH	County will also be interested in pool hire, and there is also the risk of other clubs wanting bookings.

MF	Operators duty bound to provide priority to local clubs, but we need to get our programme to them soon as possible as a precautionary measure.
Appointment of Charity Trustees	
CW	3rd of trustees need to step down as per the Constitution.
	Clara has chosen to step down and no be re-elected. Thank you Clara for your time as Trustee.
	Lionel J stepped down, and stood for re-election - 16 supported re-election. Majority.
	Alison O stepped down and stood for re-election - 16 supported re-election. Majority.
Re-appointment of independent external examiners - Knight Goodhead	
	16 supported re-election of Knight Goodhead as our independent external examiners. Majority.
AOB	MF thanked Connie on behalf of the club and provided best wishes for maternity leave.
	CW thanked people for their attendance and closed the meeting