



PENGUINS

MINUTES OF WCPSC BOARD MEETING 11th February, 2020.

Delia's house,

Present: Mike Fisher (MF), Lionel Jones (LJ), Delia Baxter (DB), Justin Bradley (JB), Cullen Whyte (CW), Alison Oakley (AO), Liz Hatfield (LH)

Actions from Last meeting:

- MF to speak with Sarah re 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 the coaching team. **MF has reshared Swim England guidance and asked SS and ZB to be aware of it following recent restructuring of the squads.**
- Liz to update county / regional championship performances spreadsheet. County and Regional info added. Nationals needs to be updated. **Done.**
- 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. **Will look for future meetings, depending on specific agenda items.**
- MF to initially look at expanding those with social media admin rights wider within club. **This has been done, but ideas still being developed.**
- *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 session to ensure good usage.*
- DB to provide details on how to market children and adult lessons to Soton General Hospital. **DB confirmed can put fliers on coffee room walls etc. Other suggestions included newspaper advertising and fliers into schools - both of these have been done. At present Oaklands lessons are making surplus - but difficult to attract staff so may need to look at whether feasible to continue to run in longer term.**
- MF to discuss with WADSAD an alternative approach. **This arrangement has settled down a bit. Current WCPSC staff are funded by Simply Health. Action - MF will look to getting some photos taken to send back to Simply Health - ask Sarah Standen to do this.**
- 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. **Outstanding at present but need to look at return for time and effort spent.**
- MF to secure date, time and venue for AGM - **done.**
- MF will email AO, CW, CS and JB to check what they all wish to do - **done.**
- MF to consolidate paperwork, including Annual Report, ready for a Trustee sub-group to review ahead of distributing to membership. **Done.**
- MF to request a review of Open Meets IT technical requirements to come forward over the next six months. **This is just in the progress of conversations starting. Darren Whitt is offering to help look at this. AO mentioned issue of lack of offers to help in open meets. Role is very big and needs more people doing it. Probably need volunteers at number of different competitive levels. Need to see if squad reps can support more with OM queries etc.**

- MF will meet with organisers of camp after events to review and determine best / preferred practice for organisation of logistics and finance. **There has been some feedback from organisers of both recent meets.**
- **Action: MF to ask Sue Osborne and Andrea Menlove to consolidate expenses of Millfield camp.**
- **MF now aware of and looking into current proposal for Tenerife camp.**
- MF to look at raising awareness of the benefits of lift-sharing and other issues around green policy. **Ongoing.**
- MF to feedback to Board following next round of meetings with Everyone Active. **Done**
- MF to review current practice and policy around lifeguard training and work expectations. **Agenda item for this meeting.**

CEO UPDATE

- Membership in lessons grown again
- Squads about 290 - stable.
- Staffing - Connie Standen now on maternity leave. Likely to take 6 months from recent indication.
- Core staff due to have performance reviews.
- Discussion around coach cover inc at counties. By no means ideal but unforeseen circumstances.
- ACTION - MF to thank Henry and Bronte for their endeavours over the counties. Very positive feedback about Henry at 15/Ov counties.
- DB raised concerns of ZB getting more invites to coaching for SE / British swimming events. How will this work financially / leave-wise / consistent support to swimmers etc? Agreed to revisit under Professional Leave policy later in agenda
- Recent County Championship information shared. Most successful event for WCPSC ever, with most medals and a larger number of swimmers winning medals.
- Winchester Sports Awards saw more success with the club winning Coach, Junior Sportswoman and Disability Sportsperson awards with Zoe, Kayla and Caitlin respectively.
- Planning well underway for community programmes as part of half-term Course, Novice Gala, and Inclusive Gala all taking place in the new two months.
- Website remains secure and looking to timetable next phase of development

AGM DEBRIEF

- MF highlighted Annual Report as a good tool to measure progress against strategy and to inform strategy planning going forwards.
- Two places currently available on board - MF suggests we should consider co-opts, ideally from outside of the performance side of the club. Need to identify desirable skill sets and possibly then target certain people. Ideally brought onto Board in next two months as they would be up for re-election at next AGM.
- ACTION - board to think about possible people to target - ideas to MF by end of February.

NEW BAR END FACILITY

- Open day 16th March.
- MF has fed back recent meetings about whether we will be allowed to run lessons at new facility. Discussion about strategies and potential opportunities for mitigating risks.
- Recent meeting notes between WCPSC and WCC Councillors and Officers were shared. They have now agreed there is an issue to be resolved and will organise a new meeting with Everyone Active. Council's issue is the amount of revenue they require back from Operator, meaning Everyone Active will be disinclined to compromise any income.
- MF suggested that if we aren't able to access the new pool for lessons provision then we will look at an alternative proposal for EA to consider - eg reduced lane hire, reduced event facility hire.
- LJ - need group of people to support lessons relaunch and development.
- MF - wants to relaunch our lessons programme - in September.

STAFF HOLIDAY LEAVE POLICY

- Current policy dates from 2013 and needs updating
- In addition to policy - can have guidance around staff being encouraged to take full weeks' leave and to space it through the year.
- Discussion around number of leave days and incremental increases. JB asked if fair to start new staff at same level as staff who have been in club for long time.
- AO asked about how any changes to leave policy would affect hourly staff.
- ACTION - MF will check for any ramifications to casual staff of holiday provision changes for permanent staff.
- Board agreed: Increase leave allowance to 25d plus bank holidays for all existing staff. For any new staff: start at 23d and increase by per day per year of service PROVIDED no implications to casual staff and no implications to staff cover.
- ACTION - MF to d/w Vicky Harrison.
- Agree no roll over policy in principle. But there is some discretion in this.
- Board agree proposed Additional Professional Leave Policy

FINANCE UPDATE

- MF reported finances looking better than expected at this time of year (lessons swimmer numbers are higher than at this time last year).
- Kings closing for a week may have some impact though not until Q2.
- AO asked about finance figures for open meets - LH stated would be useful to have total income (meet admin fees) and costs for each meet. This would help inform decisions on meet admin fee for following year.
- ACTION - MF will ask VH if can do this - and can share with OM sub group in due course.

SAFEGUARDING

- Safeguarding log reviewed by board. Recent issues updated by MF.

RISK REGISTER REVIEW

- Increases in risk : staffing, facilities
- WRT uninsured funds: need to start looking at additional bank account.
- ACTION - MF / LJ. New account with Santander due to be opened in near future.

AOB

Performance Swim Club Accreditation

- Presently we don't have this. MF states that this would be a sizeable additional piece of work. DB asked if us not having this would affect swimmer selection onto certain performance camps.
- ACTION - AO will ask Rosa Gallop about this.

Lifeguards

- DB raised issue of lifeguards being able to take breaks. MF explained that there are generally two lifeguards present, though generally one is need at most times (1:30 ratio). Additionally, through, good communication between lifeguards and coaches, short breaks can be accommodated even with one lifeguard.
- DB asking if we provide any CPD. MF explained this is unnecessary, would be a very inefficient use of resources and is the responsibility of the lifeguards to maintain their qualifications. DB asked if they are paid until 9.15 pm. MF explained all contracts are sessional rates - may need to be clearer on this wording and what "a session" involves.
- Have been issues with lifeguards eating and leaving rubbish poolside - MF aware of this. ATR have been in correspondence with the club repeatedly.

Land training

- DB mentioned communication when timings / sessions change - important to communicate to members asap.
- Some discussion around relatively poor attendance at some land training sessions.
- LH suggested if there was merit in looking at one LT session being more stretch etc based.
- LH asked about cancelling eg Saturday morning sessions when squads are known to be competing at meets.
- ACTION - AO and LH to look at providing info for this
- MF highlighted that Management meetings are challenging to arrange to get whole team there due to the diverse schedules individual members are working to.

Strategy

- CW suggested MF share current strategy with board so we can think on what we need to look at as we move into new facility.

- MF - need to look at process to how we would get towards a new strategy. Eg engaging membership, having workshop with board, staff etc.

Swim camps

- Policy going forwards will be that all finances and decisions have to go through club

Volunteers

- AO highlighted ongoing difficulties of recruiting volunteers and that this needs addressing.
- MF suggested we could survey the membership - ask about barriers, understanding
- ACTION - MF to think about questions.