



BOARD AGENDA

Web-meeting

Tuesday 21 July 2020, 7.30pm.

Present: Cullen Whyte, Alison Oakley, Lionel Jones, Liz Hatfield, Natalie Hill, Poppy Morley, Justin Bradley, Mike Fisher

Apologies: Delia Baxter

Agenda

Item	Topic	Purpose
1	Welcomes	CW agreed to chair the meeting
2	Update	<p>Squads Restart Preparations for a start to swimming activities are in their final phases. Risk assessments are agreed. A significant majority of self-declaration forms from swimmers and coaches have been returned. Session plans are being finalised by the coaching team.</p> <ul style="list-style-type: none">• Masters timetable needs to go out• Volunteer training and self-dec forms need completing• Registers need creating <p>Action: MF to review and update Return to Swimming Guidance and Risk Assessment for staying on site and lift sharing, subject to agreement from Operators.</p> <p>Lessons provision Three weeks provision originally scheduled and publicised, starting 3 August for stage 4 and upwards. Promoted internal for a week and then external. Three-week bookings are at 60% capacity. Now have opportunity to extend for a week.</p> <p>Staffing and Payroll</p> <ul style="list-style-type: none">• Majority of casual staff coming off furlough Friday this week. Handful of coaches and key staff will remain on, though we are now starting to use them.• HMRC continue to refund furlough applications quickly and without issue.
3	Finances	<p>End of June YTD budget was £21,304 surplus. Down £4,700 on previous month.</p> <p>By end of August we are expecting an end of year loss between 10 and 20k, more likely c12k, based on projected expenditure and income</p>

		<p>resulting from restarting swimming. This is a loss of c£32k in the month of August and last week of July.</p> <p>MF to update members through Notices with a broad picture of the finances and expectations the fees will rise / return in September.</p>
4	Forward Planning	<p>Trustees discussed the need to understand the following by the 17 August meeting;</p> <ul style="list-style-type: none"> • Timetabling for September • Squads and Lessons provision • Financial implications • Fees for September • Annual budget setting
6	AOB	<p>Student Fees</p> <ul style="list-style-type: none"> - Trustees discussed a need for fees to be more representative of the volume of swimming taken and the squad swimming with - Move ahead with baseline charge with proviso that it is due to change just as soon as a fee proposal can be brought to Trustees. <p>Staff pay increments</p> <ul style="list-style-type: none"> - Impossible to make an informed decision about the ability to provide cost of living increases to staff until a full picture is known about sustainable losses into next year. - Decision deferred until at least August meeting, but more likely start of next financial year
7	Date of next meeting	Monday 17 August, 7.30pm, Google Meet