

Virtual meeting of WCPSC Trustees

Tuesday 17 November 2020, 20:00

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

Apologies: Sarah

1 . Welcome

Outline of agenda and timings, agree chair / note taker

Chair - Cullen, Notes - Lionel

2. Lockdown

Update on the current lockdown and member responses

- MF: Relatively quiet, supportive messages from parents, squads, some offers to pay full fees, but some concerns from others
- Details of confirmation on job retention scheme just received, will send out furlough letters to teaching staff tomorrow
- 50% credit on training fees for squads, will be processed automatically - couple of days admin activity, but want to stay ahead of workload
- Holding out on lessons credit until we know how long lockdown will last
- Working on the assumption that all pools will reopen in December, Oaklands have furloughed all of their staff, so do not know their reopening plans yet

AO: Concerns regarding fees reduction, how much support are we offering to parents in difficulty?

All agreed: Future correspondence to make clearer the opportunity to provide support to members who need it, but thank those who have offered to pay full fees to support the club?

MF: For Nov, we have :

- 50% of admin staff furloughed
- 80% of coaching staff furloughed

NH: Are there any unknown financial implications from Zoe being away at ISL?

MF: Zoe was at ISL on annual leave, but due to lockdown, she has not returned to the UK at present, so working remotely when not on furlough. She has been in contact and is responsive on email.

NH: What has been done to progress actions between Sarah and Zoe on planning for the programme after the new pool opens?

MF: No conversations yet, but Zoe only one week back from annual leave

3. Financial Planning and Proposals

To provide the analysis and proposals associated with managing our current financial challenges.

Trustees discussed financial options shared ahead of the meeting to manage ongoing costs.

DB: How do we generate income, not just cut costs ? We are a swimming club, cannot shut down in Easter just as they are preparing for big events

NH: Easter shut down is not a proposal, but to show the possible cost savings if losses continue and we have to take some action

AO: Latest info from Swim England, they are not anticipating open meets until end of next year

NH: What are the assumptions regarding new income from lessons ?

- MF: No new assumptions about increase time from lessons - not able to talk to Oaklands yet, no holiday programme, furlough, etc, so if anything the numbers should be better
- Only major risk would be Kings shutdown, they keep talking about closing for maintenance

Conclusion:

- Happy to accept proposal to get us to Spring/Summer 2021 for when we move to new pool, using reserves if required
- Track month by month, if we miss any targets, highlight and agree actions
- Then need to get a sustainable plan in place for when we move to the new pool, with different timetable, loss of lessons, etc.
- Oaklands : Full term commitment request, agreed, but get them to extend *their* notice period too

Possible follow on activities

- New Pool - **need to get commitment from new pool / Everyone Active for open meets, even if dates not agreed - MF / AO**
- Waiting on Connie for lessons expansion plans
- Squad restructuring with new pool / impact on lessons - dependant on Everyone Active telling us what pool time /cost we get - expected in next month or so

NH: Sooner we get get provisional numbers together to start doing the modelling for future, the better

JB: When can we get stage 1/2 back in the pool to generate extra income, with or without the new pool ?

JB: We want a strong performance section, and need to balance this with the revenue streams to support it

CW: Are we looking for alternatives to the Saturday morning slots we are losing from River Park ?

NH: New document, new pool, proposals for how to address this ?

MF: can update the model take all the info, add in new pool, remove River Park, see how numbers balance out

CW: MF to send out strategy doc to all, so all can review and consider future approach

4. Safeguarding

To update and discuss Safeguarding policies, practices and active cases.

- No report provided as no active safeguarding cases to manage
- Swimmark accreditation included updated safeguarding statement
- Safeguarding policy reviewed against updated Wavepower material

CW: Any opportunity to refresh members on policy when swimmers next return to pools?

MF: Will review with welfare team and coaches on how best to do this

5. Risk Register

To provide Trustees with an updated Charity Risk Register and to agree the risk levels and mitigation strategies.

Reviewed, no significant changes

CW: Can we improve on IT capability, i.e. SwimClub Manager for lessons reports, or anything else that makes lessons admin more efficient ?

MF: Will review and see what might be possible

NH: Website is fundamental driver of new income, is some of Oli's dedicated to website / lessons activities ?

MF: Will be discussed with Oli and Zoe at Oli's probation review

6. AOB

a/ University fees

MF: Hope to have some space in December, but should only be a small number of people, coaches / Alison will handle on case-by-case basis, assuming we have pool time at Oaklands.

MF to consider possible Covid implications, with assistance from PM, and provide a proposal for us to consider - target proposal for Fri Dec 4th

b/ Review last actions from last minutes

I. Lessons proposals

- Kings allowing 6 lanes instead of 5, also looking in other areas such as Bishops Waltham
- MF: Can he have clarification on what was expected from the last meeting?
- Board : Proposals on what the extra fee increase income could be used to do, i.e. investment in X to achieve Y, extra admin time, plus include teacher pay review against other providers
- **MF: Will work with Connie and others to feedback - due in 2 weeks - Dec 1st**
- CW: Existing policy allows MF to approve £5,000(?) investments at his discretion

II. Job descriptions for fixed staff - **MF to share with Board ASAP**

c/ AGM meeting prep - nothing done yet, currently working on Annual Review, AGM prep will follow

d/ Next meeting - Tues 1st Dec - MF to sent out invite, include Connie