

Virtual meeting of Trustees

Tuesday 2 November 2021, 20:00 - 21:30

Attendees: Mike Fisher, Alison Oakley, Justin Bradley, Delia Baxter, Lionel Jones, Liz Hatfield, Darren Whitt, Poppy Morley

Apologies: Sophie Gay,

Agenda

1. Welcomes
2. Trustee Group and Meeting Structure
3. CEO Update
4. AGM
5. AoB

Welcome

Sophie introduced in her absence

Agreed MF would chair and LJ would take notes

Trustee Group and Meeting Structure

MF would like to allow for Trustees to engage in different ways, based on their availability and expertise, to discuss options to formalise overarching and sub-groups.

- MF - Do we need to create room for Trustees to engage where they can / want to focus ?
- There should be a minimum expectation of quarterly meetings plus General Meetings, but additional involvements need managing and rationalising.
- Previously had Lessons and Finance subgroups. Use them to generate proposals for final review / approval by the board
- DW - What sort of sub-groups would be expected ?
- MF - initially proposed subgroups are Lessons / Staffing / Finance / Safeguarding
- Agreed this is the right approach in general
- MF - what about IT as another group ?? DW - better it is integrated as IT should cover whole club
- **Possible allocations :**
 - DW - Lessons / Safeguarding
 - AO - Staffing / Finance
 - DB - Staffing / not finance
 - JB - Lessons /
 - PM - Staffing / Strategy
 - LH - Strategy

- Action: MF to share and we can then evolve and use as part of recruitment for new trustees at AGM, will also to develop terms of reference for how subgroups will work.

CEO Update

Staffing

MF summarised staffing updates as:

- Oli Purgavie progressing well with Level 3 Senior Coach Award, which ourselves and the region have funded
- Alison C and Rachael T to be moved to permanent contracts following secondment / temporary arrangements
- Lianne bedding in to Coaching team and due to provide some admin support
- Sophie Gay completed all paperwork as part of recruitment for Trustee role
- Welfare Officer has stepped down

Trustee discussion / comments

Big recent transition of staff, therefore maintaining operational continuity is the priority

Need to announce James into Lessons Role to the members

Action: MF to do in next notices

Need to ensure coaches, especially casual coaches, are feeling valued and supported and have a mechanism to contribute to club discussions.

All coaches are included in professional development policy, so how to make sure this works ?

Although we are in a staffing transition with some people in temporary roles, eg Steve, we can still disseminate Professional Leave policy and encourage staff to talk to us if they have ideas in mind

Action: MF to initiate these conversations with the coaches directly or via Steve, making them aware of the policy and seeing if there is any interest

Can we also extend this to Lessons?

Policy written with them in mind also.

Action: MF to discuss policy with James

How to get trustees more visible to staff / parents

Maybe sitting in WSLP cafe area during training sessions on a regular basis?

Action: DW / LJ to draft a rota schedule that covers both WSLP and Kings

Possibly work with squad reps on this as well

Welfare officer resignation - need support for both swimmers and staff

Paula is still currently monitoring things for the time being, but we need someone to pick this up soon

MF has confirmed with Paula there are currently no live issues that could fall between people

Action: MF to advertise for replacement in the Notices but MF would appreciate board looking out for possible candidates

Open Meets

MF summarised staffing updates as:

- Successful inaugural meet both operationally and financially
- 406 swimmers from twelve different clubs
- Great credit to Liz, Alison, Darren, Andrea and the rest of the organising team and all the volunteers
- Internal and external wash-ups have taken place to further enhance planning for the next meet
- Everyone Active saw event as a major milestone in becoming operational as well

Trustee discussion / comments:

- The profits raised so far from competitions are 3k for Big 50's and 11.5k for Autumn meet
- Just to get an indication of facility hire costs , Everyone Active charged us 6.5k for the Autumn meet
- The technology worked really well, with no issues emerging that couldn't be resolved
- Visiting teams and regional representatives were impressed and looking forward to coming back
- Everyone Active seemed to be very happy with how the event progressed, whilst they have also said hosting counties and regions should not impact our hire

Lessons

MF summarised updates as:

- James, Lessons Manager, continues to bed into the role
- There was a very quiet half-term course, which will only break-even
- We have introduced 'Watch-week' for parents as they will continue to not be allowed on poolside
- post-covid, other than half-termly sessions
- Overall numbers for termly lessons remains stable
- Staffing numbers are down and we have had to cancel a few sessions at Oaklands during the first half of the term.

Strategy

MF summarised updates as:

- Initial proposals to work with the University to help evolve vision, values and strategy have been initially costed at c£8,000
- Will revisit to check for pro-bono / CSR support or small financial contribution
- May need to look at alternative approaches.

Trustee discussion / comments:

- Uni keen to have conversations about strategy development, SG and MF met with them on how to move this forwards, including workshops and consultations with stakeholders, but they would need to charge for this. Costs estimated at around £8,000.
- What did Press Red charge last time
- *Action: MF will try to find out*
- LJ and DW may be able to find people in IBM to do this on a voluntary basis
- *Action: LJ / DW to see if they can find anyone*
- It is quite urgent that we get this done soon
- This will take up much of MF's time, which needs to be understood and prioritised

SwimMark

MF summarised updates as:

- Swim Mark governing body accreditation due to be resubmitted at the start of December
- 5 modules this time including Constitution, Safeguarding statement, Chair's statement, updated Personnel file, activity Risk Assessments
- Working with team to ensure the most significant piece of work, the personnel file, is fully up to date for teachers, coaches, the admin team and core volunteers.

Finances

MF summarised updates as:

- September, month 1 of the new financial year, showed a surplus of £1,657
- The projected monthly losses are currently masked by;
 - savings through the interim staffing arrangements in place, c10k less in comparison to June
 - Income from Big/Little 50s
- This will likely be the case for October and December also, where meets income and a short Christmas shutdown, coupled with the ongoing staffing arrangements will benefit the financials. Although less Lessons income will be profiled into December.
- New financial modelling needs to take place based on the new work of the coaching team, once submitted.

Trustee discussion / comments:

- £1.5k profit, but big savings (10k) on interim staffing and extra income (3k) from open meets
- Are we paying for pool hire in December shutdown - (Dec 24 to Jan 3) ? - MF - no, as long as we give 1 months notice we are okay
- Concerns this is rather longer than normal especially as counties will not be far away
- MF was driven by requirements from coaches, will share rationale so board can decide whether to question this with the coaches

- Coaches will need to take this as leave - MF will confirm
- Coaches input on addressing finance?
- MF has spoken to Steve, they have done the work to look at what they want for the longer term, but needs more time to develop a transition plan. Looking to have something by the end of November.
- Concerns that we met 5 weeks ago when it was expected to take 3 or 4 weeks, what if their initial proposals don't address the financial concerns?
- *Action: MF will share Steve's initial working*
- Zoe away at ISL, will this delay things further. MF - Zoe has already provided her input to Steve
- Some sessions seem to have very low utilisation but swimmers being turned away
- Is there any feeling for where lessons income will be heading? MF - best hope is it will remain stable, continuing challenges with staffing, in part with teachers also going to competitors
- *Action: MF to work with Steve to accelerate finance work, along with AO - will meet next week*

New Opportunities

MF summarised updates as:

- Working on a new opportunity to save the pool at Test Valley School to try and create an indoor school and community pool.
- It is very early days in discussions with the school Governors and Head but there is real interest from residents, the PTA, local Trusts, and Council members to try and save the pool from being filled in.
- Swim England were on site last week undertaking an assessment of the opportunity.
- WCPSC have declared an interest in a) helping save the site, b) being a potential pool hirer, c) being a potential pool operator.

Kit

MF summarised updates as:

- New kit supplier in Arena
- Order about to be submitted this week with c285 garments of clothing
- 20% discount will be applied as we are ordering over 200 garments
- The discount will help fund additional kit and additional hats to keep in stock

AGM

AGM will be due again at end of January 2022

- Need to start planning and preparing paperwork ready to be distributed ahead of meeting
- The date, time and venue for the Annual General Meeting need to be fixed by the Board and shared with the membership 28 days ahead of the meeting.

- Supporting documentation for the meeting will need to be distributed 7 days ahead of the meeting.
- Will need to include appointment of Trustees
- Two out of Liz, Poppy and Delia due to stand down but available for re-appointment
- Sophie will need to be formally appointed by the membership

Trustee discussion / comments:

- Provisional date agreed for the weekend of 22 / 23 Jan to avoid counties
- LJ advised he will be standing down at this AGM, time is right to stop
- LH / PM / DB are in line by rotation to stand for re-election
- Regardless of any reappointments still have 1 spare space
- Consider using proposed cafe rota for people to find out more about trustee role

AOB

- MF - question re updates to policy for coaches at home open meets.
- Agreed by all; the proposals for non contracted coaches are okay
- Agreed request for contracted coaches to get overtime was not deemed appropriate, primary response would be time off in lieu
- Need to review admin fee for open meets
- Do we require coaches to work for 12 hours straight ? MF - days can be long and there is a legal requirement for people to get a break
- Meets have breaks planned within them and coaches are not responsible for swimmers when they are not poolside.
- Leave policy can be open to interpretation.
- Need to make sure this policy is explicit to avoid possible confusion / misinterpretation
- **Action : MF to check wording with legal guidance and sector best practice so it can work for the different types of work staff do, how they work, and for part-time and full-time staff.**

Meeting ended 10:30pm