



President Mrs J Beard

**Minutes of the Operations Committee Meeting held on Monday 8<sup>th</sup> April 2024 at 16.00 hours via Zoom**

**Present:**

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
H Manship	HM	Staff member
C Vickery	CV	Staff member
J Hilleard	JH	Staff member

**Apologies:**

S Millett has gone to the hospital as experiencing contractions therefore CV will be late arriving as she has to collect Ada from school.

G Pearce

**2024/OC**

**41 Welcome and introductions**

41.1 CR welcomed everyone to the meeting.

**42 Declarations of interest**

42.1 None

**43 Minutes of previous meeting held on 08.01.2024**

43.1 Minutes of previous meeting were agreed as a true record – Proposed by PR, seconded CR. Agreed unanimously

**44 Matters arising not on the agenda**

44.1 35.1 This will need to go to open recruitment if no one comes forward at the Board meeting on Wednesday.

**45 Discipline minutes**

45.1 Para – 20.03.2024 - noted

45.2 Swimming – 6.03.2024 - noted

45.3 Water Polo - no meeting

- 45.4 Open Water - no meeting
- 45.5 Artistic Swimming - no meeting
- 45.6 Coaches - no meeting
- 45.7 Officials - no meeting
- 45.8 Masters - no meeting
- 45.9 Board meeting - no meeting

45.10 Diving – communication re starting a diving committee – template Terms of reference for committee structure to be forwarded.

## **46 Club Development**

### **46.1 Club Affiliation and SwimMark**

46.1.1 to date only 5 clubs have complete to club affiliation standard

46.1.2 3 new clubs only one – Cheltenham AS – have completed Club Affiliation process

### **46.2 Youth Panel update**

No update

### **46.3 Young Volunteers**

46.3.1 JH to have meeting with SE volunteering national process but not likely to be introduced until 2025

### **46.4 Time To Listen workshops**

46.4.1 Dates now booked until December. Still awaiting update from SE re introduction of SE TTL.

### **46.5 Team Manager Training**

46.5.1 Next workshop in July

## **47 Finance report**

47.1 No Finance update as GP not present. Accounts all up to date.

47.2 CV has been contacted by Emily Taylor re a forgotten para bank account. ET is making arrangements for the balance of the account to be forwarded to the Region but it will be ring fenced for para.

## **48 Updates from SE & BS**

48.1 SE are proposing a roadshow that will be hitting 11 venues in the country fronted by Andy Salmon and supported by members of the SLT. Proposed cities in our Region are Plymouth and Bristol. Only date to avoid is 29<sup>th</sup> May when we had the EDI forum.

## **49 Safeguarding & Wavepower**

49.1 Dates for workshops now booked into the calendar until December, They will be gradually added to the website

## **50 Equality Diversity & Inclusion**

50.1 ED& I Forum to be held on Zoom on 29<sup>th</sup> May. Presenter will be Mike Hawkes ED&I lead for SE.

Board members, Club and County Chairs and Welfare Officers to be invited as well as all discipline leads.

**51 Forums and meetings in April 2024**

- 8<sup>th</sup> WP Ref 18.30 PR
- 10<sup>th</sup> Board CR
- 11<sup>th</sup> Swimming Officials PR
- 15<sup>th</sup> AS CR
- 22<sup>nd</sup> WP Table officials JH
- 23<sup>rd</sup> Club Development JH
- 24<sup>th</sup> Swimming J2 training CR
- 29<sup>th</sup> Swimming Ref Training PR

**52 Staff Leave**

- 9<sup>th</sup> Harry Manship
- 16<sup>th</sup> Stacey Millett – programmed last day prior to Maternity leave

**53 Miscellaneous**

**53.1 Club and County Issues**

53.1.1 Regional Officers together with various SE officers and the Regional Welfare officer currently working with 6 clubs that we are aware of with welfare issues and complaints

**53.1.2 New Club Affiliations**

- 53.1.2.1 Poole Bay Open water club – no objections received therefore agreed
- 53.1.2.2 Falmouth and Exeter University SC – Helston concerned that this may conflict with their water time but this is already an established club with their own water time therefore not seen as a problem, therefore agreed by the committee.

**53.1.3 Regional Champs**

- 53.1.3.1 Check that Quiet room has been confirmed at Hengrove – CV to chase
- 53.1.3.2 Soundwell and Poole both working hard to recruit volunteers for Hengrove and Millfield but no response from Devonport Royal to date.

**54 Date of next meeting – 13.05.2024 at 1600**

**Meeting closed at 18.10**