

**Minutes of the Operations Committee Meeting held on Monday 02.09.2024 at 11.30
hours via Zoom**

Present:

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
G Pearce	GP	Finance Officer
S Williams	SW	Regional Manager
L Bell	LB	Staff member
J Hilleard	JH	Staff member
C Vickery	CV	Staff member

Apologies:

None

2024/OC

108 Welcome and introductions

108.1 PR welcomed everyone to the meeting with a special welcome to the new Regional Manager Steve Williams who introduced himself.

109 Declarations of interest

109.1 None

110 Minutes of previous meeting held on 12.08.2024

110.1 Minutes of previous meeting were agreed as a true record – Proposed GP seconded JH Agreed unanimously

111 Matters arising not on the agenda

111.1 RDP – agreed we are going to have 60 athletes.

112 Discipline minutes

112.1 Para – no meeting

112.2 Swimming – no meeting

112.3 Water Polo – no meeting

- 112.4 Open Water - no meeting
- 112.5 Artistic Swimming - no meeting
- 112.6 Coaches – no meeting
- 112.7 Officials - no meeting
- 112.8 Masters - no meeting
- 112.9 Board meeting minutes – no meeting

CR joined the meeting and welcomed SW and LB to the team.

113 Club Development

113.1 Club Affiliation and SwimMark

113.1.1 Most SwimMark, Club Affiliation and SwimMark Health Check clubs are starting to upload evidence required. The requirement for AGM Minutes as evidence has shown that clubs do not follow their constitutions. JH has not yet found a club who has not voted a Welfare Officer into the role. A club should appoint a Welfare Officer, not vote one in. JH is informing them. The Counties also do it.

113.1.2 New Clubs – Gordano Stingrays have not yet uploaded any evidence. Taunton AS also slow – They have until 31.10.2024

113.2 Young Volunteer programme

113.2.1 Programme for 2024-2025 has been launched with applications coming in, Workshop dates are set.

113.3 Safeguarding/Time to Listen

113.3.1 Time to Listen new dates set for Jan – April 2025. These are not yet registered. Jan and Feb are likely to be UKCC run and we may have SE TTL in March- April time.

113.4 Team Manager

113.4.1 New training dates have now been set. Expressions Of Interest list has now been closed.

114 Finance report

114.1 Day to day account balance has dropped.

114.2 Accountants dealing with June and July currently.

114.3 A Finance meeting will be held prior to the board meeting.

114.4 The disciplines need to revisit budgeting as the region cannot keep subsidising them at the current level.

114.5 SE Membership fees for 2025 not yet received – discussion around fees followed.

GP left the meeting after delivering his report.

115 Updates from SE & BS

115.1 Strategy content still in consultation with stakeholders pending relaunch.

115.2 New Regional Agreement has been accepted. Not sure all departments at SE have yet received a copy.

115.3 SwimMark review progressing

115.5 New Safeguarding working group set up. The South West will not be nominating any of our staff to sit on it.

115.6 Governance working group being set up with regional representation. JH nominated as rep from the region at the present time.

115.7 JH has had a meeting with Growth team. They are looking at toolkits for clubs. Other topics include retention of volunteers and athletes. Possibly producing a video. Club Link programme also being promoted. This is the Learn to Swim into Club pathway.

115.8 Many projects are on hold awaiting the revised SE Strategy being published before finalising everything.

116 Diversity & Inclusion

116.1 Diversity Forum will be held in the last week in October. PR waiting to hear more from Mike Hawkes. Also waiting on new dates for 2025

116.2 Taster session was held by Bristol Penguins. PR attended – it was good but unfortunately no new participants attended. Different charities did however attendance.

117 Forums and meetings in September 2024

04.09. TM1 JH/MC

08.09 AS CR

09.09 TM2 JH/MC

11.09 Swimming CR

16.09 WO Forum JH

23.09 WP CR

24.09 J2 Training PR

30.09 TM1 JH/FB

02.10 Regional Chairs Forum JH. Date now amend as this is the revised date for the Board Meeting.

118 Staff Leave

02.09 HM

19.09 JH

23.09 LB

PR unavailable 13.09-16.09

119 Miscellaneous

119.1 Club/County Issues

119.1.1- Bristol North – water time issues – resolution has been found.

119.1.2 - Issue with pool hire at Hengrove and Horfield for Bristol Penguins JH will talk with Ben Mullins

119.1.3 - Cornwall County does not have a Welfare Officer however they have a generic email on their website. JH investigating who, if anyone, is receiving any emails. Cornwall secretary not currently available either.

119.2 New Employee

119.2.1 New Regional Manager appointed and started 02.09.2024 – Steve Williams. He will be working Monday Tuesday and Wednesday each week.

119.3 Regional weekend planning 04.01.2025 – 05.01.2025

119.3.1 04.Jan - Welfare Officers development day – JH informed the meeting this is now planned. One discussion topic will be Challenging Parental Behaviour. JH will be running this and SW has also offered assistance. The National Safeguarding team will also be attending.

119.3.2 05 Jan - Counties day – Mike Parker attending regarding County talent development programme and Martin Lees also attending re Para updates for Counties..

Governance updates – awaiting confirmation as to whether Helen Weeks and / or Lizzie Butcher are attending. If not general updates will be provided.

JH will ask counties if there is anything specific they wish to discuss and also the Board of Directors if they want anything raised.

The day will close with the installation of the 2025 Regional President.

119.4 AOB

119.4.1 Masters Inter Counties information and entry disks to be sent to relevant people in counties.

119.4.2 Millfield have confirmed we can use our own catering for Officials with our bookings.so long as we make it clear who the caterer is.

119.4.3 Millfield have also clarified that each of our 2025 bookings are classed as individual bookings.

119.4.4 CV to cancel booking of Hengrove for June 27th 28th and 29th 2025

119.4.5 CV asked if she needed to attend the Swimming Committee meeting –CR replied that CV could decide.

119.4.6 SW sked if needing a Welfare Officer in Cornwall is high priority to get sorted. JH confirmed it is

Date of next meeting – 07.10.2024 at 11.30 via zoom

Meeting closed at 13.50 hours