

**Minutes of the Operations Committee Meeting held on Monday 04th November 2024 at
14.30 hours via Zoom**

Present:

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
S Williams	SW	Regional Manager
L Bell	LB	Staff member
S Millett	SM	Staff member
C Vickery	CV	Staff member

Apologies:

Jackie Hilleard

Geoff Pearce

2024/OC

133 Welcome and introductions

133.1 CR welcomed everyone to the meeting including Helen Weeks (SE Governance and Welfare Officer).

145.1 New Club Affiliation – Plymouth College

Helen Weeks is attending with regard to the application from Plymouth College Aquatics to affiliate as a club to the region. This was the first item dealt with to enable HW to leave after the discussion.

JH had circulated the report regarding the affiliation of Plymouth College as a closed club and HW gave an overview. There was an in depth discussion concerning the constitution and the definition of a closed club. The discussion also included the importance of clubs working together.

After discussion a vote on the affiliation was agreed unanimously on the proviso the constitution was amended from:

3.1 The total membership of the Club shall be limited to Plymouth College pupils (current and former) and staff.

To read:

3.1 The competitive membership of the Club shall be limited to Plymouth College pupils (current and former).

This is because we feel it needs more direction towards a competitive membership and is clearer for all.

HW then left the meeting.

134 Declarations of interest

134.1 No declaration

135 Minutes of previous meeting held on 07.10.2024

135.1 Minutes of previous meeting were agreed as a true record after 127.3 is amended.

Acceptance proposed by SW seconded PR. Agreed unanimously

136 Matters arising not on the agenda

136.1 Nothing raised

137 Discipline minutes

137.1 Para – no meeting

137.2 Swimming – no meeting

137.3 Water Polo – 21.10.2024 distributed 04.11.2024

137.4 Open Water - no meeting

137.5 Artistic Swimming – Minutes not yet received

137.6 Coaches – no meeting

137.7 Officials – meeting held but minutes not distributed . they will go to the Swimming committee and the next Operations Committee.

137.8 Masters - no meeting

138 Club Development

JH submitted a report as on Annual Leave the report covers the usual points as below

138.1 Club Affiliation and SwimMark

Need to look at the results of the SwimMark review once released. All in agreement.

138.2 Young Volunteer programme

138.3 Time to Listen

138.4 Team Manager

139 Finance report

139.1 Survey Monkey due for renewal – approx. £900

139.2 SE have cancelled all licences for Zoom, which includes the Regional

one. CR proposed that we buy our own. CV and SW asked if this would be required if we use Teams. CR stated that Zoom is more user friendly especially for larger meetings. CV & SM requested clarity regarding why SE have stopped Zoom. CR to ask.

140 Updates from SE & BS

140.1 New refreshed SE Strategy due to go to the SE Board and it will then be launched to the membership.

140.2 SwimMark review to be issued on Weds to the membership.

141 Safeguarding & Wavepower

141.1 LB report attached as Appendix A

141.2 Update from SE There is now a template for reporting issues which has gone to all clubs to enable consistency of reporting. There is also a pilot on a safeguarding portal.

141.3 A word document of the revised Code of Conduct has been sent to clubs.

141.4 Reminder to all clubs to register for the Welfare officers day in Jan 2025

142 Diversity & Inclusion

142.1 Nothing new to add.

142.2 Regional DIAP needs updating. Please send all proposed amendments to PR

142.3 The 360 project has just been launched. This was explained at the Inclusivity & Diversity Forum on 30th October. The Region will be promoting to all clubs.

142.4 Next Regional Inclusivity & Diversity Forum is on 19.02.2025 needs to be added to the Newsletter

143 Forums and meetings in November 2024

- 17th Independent panel JH
- 18th County WO & SE JH
- 20th TM1 JH
- 24th YV induction JH
- 25th Staff Catch up
- 25th CA Warminster JH
- 25th TM1 JH
- 27th J2 Training PR
- 30th YV Induction JH
- 2nd Dec Ops
- 2nd Dec TM1 JH

144 Staff Leave

2/11 – 17/11 JH

18/11 – 22/11 CV

2/12 - CV

145 Miscellaneous

145.1 See item re new club affiliation earlier in minutes

145.2 SW and Andy Jack from SE have had a meeting with COB and Bristol Penguins regarding pool usage. Keynsham and Backwell meeting to be held soon.

145.3 JH and LB hosting a County Welfare Officers meeting to discuss the alignment of advice on 18.11.2024 – A member of the SE safeguarding team will also be in attendance.

145.4 SW Summary report on 10th and 11th Oct in Loughborough:

1. Strategy process
2. Goals/Workshops
3. Team Survey
4. SE Values – inclusivity and collaboration
5. SWOT Analysis of Talent Pathway.

Many good ideas and discussions and these will be key priorities for SE going forward.

CR requested that a written report from SW is carried forward to the next meeting.

145.5 Marion Britton has resigned from the role of Regional Welfare Officer – remove from the website and add in LB info -done.

The Region wishes to express its deepest thanks and gratitude to Marion for all of her years of dedicated service towards welfare and safeguarding within both the Western Counties and Swim England South West Region

145.6 Swim South West email account. There needs to be efficient and consistent monitoring now that CV is working less days and more people have access to it. CV, SM, SW and LB to decide collectively how best it is managed day to day and advise at the next meeting following a trial period.

AOB

Constitutions – send to CR for the time being and review in one months time.

Issues with RDDP and what Harry has or hasn't done – email him to check as he finishes on 08.11.2024

Meeting closed at 1600 hours

Welfare and Governance Report October 2024

This month I have continued to build contacts within both the region and with SE Safeguarding and Governance teams and have had various meetings to forge relationships going forward.

Safeguarding

- 3 safeguarding issues from intercounties. One has been resolved and the other two are with SE and the clubs with my support
- 2 separate parent contacts asking for advice regarding issues with mobile phones in changing rooms – both cases now with SE, and a club suspension in place
- 2 county issues sent to SE – one member suspended
- Advice for a club issue around changing rooms and a swimmer with medical conditions
- Safeguarding issue around a child and parent in changing room – with SE
- Safeguarding issue surrounding young swimmer now with SE and Social services
- Supporting 5 clubs as Welfare Officers are new and awaiting TTL courses
- Supporting clubs with the new club portal system
- 6 weekly meeting with SE Safeguarding regarding the SW

Governance:

- Concern from parent re governance of club -now assisting the club to resolve the issue.
- Helping a club with club complaints process
- Supporting a club with the removal of a member – ensuring all processes are followed correctly.
- Assisting a club and swimmer with an abroad camp to ensure that the club can accommodate the swimmers' medical needs
- Ensuring a club's policy does not go against the equality act – liaising with SE Governance

Along side the above I have continued to work with clubs and SE in relation to issues/concerns that have already been identified.

Courses and forums attended:

- Whole Directorate 2 days Loughborough.
- SW chairs Forum
- National Welfare offices Forum
- Active Teams partnership
- SASP working with young LBTQ+ people
- Swim mark review information session

Correspondences

Keeping Chairs and WO informed on updates from SE – Codes of conduct update, behaviour Contract, Template tracker spreadsheet for welfare cases.

