

**Minutes of the Operations Committee Meeting held on Monday 06.01.2025 at 14.30
hours via Zoom**

Present:

C Robinson	CR	Chair
S Williams	SW	Staff Member
L Bell	LB	Staff member
S Millett	SM	Staff member
C Vickery	CV	Staff member
J Hilleard	JH	Staff member
G Pearce	GP	Finance Officer arriving later

Apologies:

None

2025/OC

1 Welcome and introductions

1.1 CR welcomed everyone to the meeting and informed them GP would be arriving a little later. CR also wished everyone a Happy New Year.

2 Declarations of interest

2.1 No declaration

3 Minutes of previous meeting held on 04.11.2024

3.1 Minutes of previous meeting were agreed as a true record

Acceptance proposed by LB seconded SW. Agreed unanimously

4 Matters arising not on the agenda

4.1 142.2 JH to update and send to CR as Paul Robbins has resigned from the Board and the role of Vice Chair. CR to speak with board regarding official JD as we need a new EDI Lead from the Board.

CR to ask board regarding how to progress the Vice Chair role – from the board or external?

4.2 145.6 Email account cover now sorted.

Out of agenda order

6 Club Development JH

6.1 Club Affiliation 47 in progress, 10 now approved and reminders will be sent out this week to the clubs who have not yet started to upload.

Next quarters clubs will to be contacted to remind them of the need to undertake Club Affiliation now SwimMark has ceased.

6.2 Young Volunteer programme – there have been two induction workshops which also included club mentors covering various topics.

6.3 Time to Listen – dates reserved with the presenter. There will be one a month for the rest of the year. When the SE course is launched we will move across to the new provider.

6.4 Team Manager training – 2 new dates both now on the website.

8 Updates from SE & BS

None

GP joined the meeting

4a Plymouth College Aquatics Update

4a.1 Deputy Head of Plymouth College contacted CR by telephone. He had already spoken to Clare Coleman but she was reluctant to put anything about her conversation in writing save to ask us to reconsider our decision re staff membership. We are not happy for staff to be competing members. This decision was made on 16.12.2024 and still stands. Agreed unanimously.

5 Discipline minutes

5.1 Para – no meeting

5.2 Swimming – no meeting

5.3 Water Polo – no meeting

5.4 Open Water - no meeting

5.5 Artistic Swimming – no meeting

5.6 Coaches – 19.11.2024 minutes to be circulated

5.7 Officials – no meeting

5.8 Masters - no meeting

7 Finance report

7.1 Everything with BEST Accountants to close 2024 accounts. GP will be examining to ascertain that all income and expenditure is for 2024 and looking for anomalies re budget allocations. As per normal EOY procedure.

7.1.2 Bursary payments to all 4 counties who applied have all been made. Cornwall did not make an application and Gloucester do not wish to be included in the Regional arrangement. This was the lowest value of Bursary claims for a few years. Remaining grant claims will be sorted this week and go onto the 2024 accounts.

7.1.3 Stripe report for December not received yet and will need to be checked.

9 Safeguarding & Wavepower

9.1 Updated over the previous weekend and nothing further to add.

10 Diversity & Inclusion

10.1 Forum 19.02.2025 JH will advise Mike Hawkes of PR resignation and will assist the Board to recruiting someone in to the position.

11 Forums and meetings in January 2025

08.01 Regional Chairs Forum JH
13.01 TM1 JH
13.01 AS CR
15.01 Board CR
16.01 J2 Training CR/JB
16.01 WP CR
22.01 Swimming CR
26.01 TM1 JH
29.01 WO Forum JH

12 Staff Leave

07.01 CV TOIL
15.01 – 16.01 SM Sick leave
20.01 CV
27.01 SM
27.01 – 29.01 CR only accessible intermittently

13 Miscellaneous

13.1 Club/County Issues – none that need reporting
13.2 New Club Affiliation requests – no new applications
13.3 Regional Weekend debrief – thank you to everyone. All information from the weekend will be distributed.
SW will forward to JH feedback.
Priorities include –

volunteers huge
Improving communications
South West Youth Panel
Network sessions to aim LC pool time challenges
Confidentiality around WO
Work as a team to organise next weekend
Ideas needed for a day in June/July which needs to go to the board.
Breakdown the them and us situation

Discussion followed.

Feedback ideas for the June/July day to JH for the Board

JH will contact the County Associations for their ideas for the County Development days .

13.4 Remove SwimMark from any documentation, including the Newsletter and website

13.5 JH will collate feedback from the board and add to LB feedback.

14 Date of next meeting

03.02.2025 at 14.30 hours

15. AOB - There being no other business the meeting closed at 16.22hours

~~Meeting closed 16.22 hours~~