



President Sue Dors

Minutes of the Management Board Meeting held on Wednesday 23rd November 2016 at the Regional Office, Wellington, Somerset.

Present:

D C Flack	Chairman
S Dors	President
Mrs C Robinson	Finance Officer
J Bird	Administration Officer
R Margetts	ASA Board Member
C Elliott	Cornwall
R Downing	Devon
A Smart	Dorset
G Cockill	Somerset
K Smith	Gloucestershire

Non-Voting:

N Caplin	Senior Management Team – Director of Participation
A Green	Divisional Lead
Mrs C Vickery	Administration Support

1. Welcome, introduction and apologies

The Chairman welcomed everyone to the meeting.

The following apologies were received:

P Robbins	Wiltshire
T Down	Independent Board Member
L Nesbit	Independent Board Member

2. Notice of AOB

Potentially C Elliott

3. Declaration of Interest

S Dors should Wesport be discussed.

4. Minutes of previous meeting

Page 2 number 7 – R Margetts requested an update to which K Smith responded. R Margetts wishes to have the swimming results onto the box and the issue regarding Date of Births needs clarification.

Minutes were confirmed as accurate.

5. Matters arising not on the agenda

Volunteer Forum – S Dors will have meeting report for the next meeting. Sue will also have an update on the Aquatics awards.

6. Report from the Divisional Lead

A Green's report had been distributed prior to the meeting with the agenda. (Attached) Alan welcomed any questions.

J Bird said that he found the format for the Divisional Lead's report very good.

R Margetts requested clarification on the Key work areas and asked what the Frontier Check lists – Alan explained that they are key work areas which the Team need to focus on:- barriers to participation, facilities, experience of the consumer. These points are scored and Action plans devised from the scores.

What are priority pools: N Caplin gave a brief insight into what the ASA is looking into – it deals with poor performing pools. The South West has 89 in our area.

C Elliott – What are GLL going to do with regard to pools in Cornwall – NC responded that it was a little early to provide information on this.

The ASA have a team of staff dedicated to improving working relations with GLL and this all looks very promising.

Discussion around GLL followed.

7. Presentation from Nick Caplin ASA Director of Participation

Nick Caplin gave a presentation to the Board. He has visited all Regional Board meetings and this is his last meeting to attend.

8. Report from Regional Finance Officer

Figures not available to report on at the time of the meeting. Following the Strategy meeting all disciplines have had meetings with National Teams and therefore budgets will be being chased.

DF has received a request for funding of £2k to support travel and education for the duets – Beacon project. There will be a Finance meeting early January to sort.

Water Polo still do not have a Finance Officer – Chris Robinson has offered her support. DF will be speaking to Water Polo regarding this.

9. Report from Regional Chair

Role of Club Development Officer – received 7 applications, 3 to be interviewed next Wednesday, 30.11.2016 Interview panel – DF E Taylor and Mel Gregory from Wesport. Commencing role hopefully beginning of January.

Website currently being revamped. Following the decision by the current web hosts Kate Hutchings will continue to support and assist with transfer of data. New design shown to board and hopefully will be much easier to use.

Regional Chairs meeting was held in October – various issues discussed including branding – new branding will be released in April 2017. Incorporation was also discussed and the need to get things moving on this subject.

The Chair also stated his term of office ends in September 2017 and requested an early indication of how the Board wishes to proceed. The Chair left the room and S Dors took the chair. Discussion followed regarding the Chairman's role/replacement. J Bird informed the Board that D Flack is happy to put his name forward again, do we still go to open recruitment or ask DF to continue for another 2 years.

J B proposed Open recruitment process as per constitution whilst welcoming DF application.

2nd – R Margetts

Unanimous in agreement.

Working group – Sue Dors, Roger Downing and Keith Smith – Board to be kept informed via email.

The Chairman returned to the meeting.

The role of the Vice Chair was discussed, the Job Description is complete and an advert for this position will be placed on the Website and on the ASA website also.

10. Report from ASA Sports Board Member to include ASA Strategy Implementation weekend

R Margetts to supply a report for inclusion in the minutes.

G Cockill was disappointed that "Officials" were not mentioned in the report, can we ensure in the Regional Strategy that Volunteers and Officials feature strongly.

11. Life President - Change of Rule

R Margetts and J Bird – both declared an interest

Change in wording agreed following ACM:

'The Management Board may nominate a past President of the ASA.'

Proposed: J Bird

2nd C Elliott

Unanimous agreement

S Dors then proposed to put forward J Bird and R Margetts as Life Presidents at the 2017 ACM – 2ND R Downing and unanimous agreement by those voting.

12. Regional Strategy 2017-2021 update

The Chairman stated this needs to be looked at as a Board – next meeting in January 2017.

R Margetts asked why we need a Strategy. Discussion followed around this.

Is a Strategy document needed? Vote unanimous to yes.

Going forward a Strategy and a Business Plan to be drawn up.

Strategy meeting arranged for 08.01.2017 10.30am

13. To appoint remuneration panel

Current members: Marion Britton, Gordon Smart, Chris Elliott

Proposed change: I Stuart to replace G Smart proposed by S Dors, 2nd Graham

Cockill and agreement unanimous.

14. Annual Report 2016

The Chairman informed the Board that we are again at the preparation stage.

15. To review Board members to discipline groups

R Downing – Synchro

G Cockill – Swimming

C Elliott – Water Polo

P Robbins – Open Water

Diving – vacant

All happy to continue in these roles.

16. Confirm Dates for Admin Calendar 2017

08.02.2017 Board Meeting

03.05.2017 Board Meeting

19.07.2017 Forum Meeting

06.09.2017 Board Meeting

10.09.2017 A C M

22.11.2017 Board Meeting

17. AOB and Date of Next Meeting

K Smith – Funding regarding City of Bristol Disability Groups. RM stated this needs to be discussed with Dave White the Disability Officer for the ASA. If appropriate to continue for funding apply through the Finance Committee.

Following ACM discussion around funds held in reserve and the way forward. The Chair informed the Board that the Finance Committee will be bringing recommendations to the Board.

Date of Next Meeting 08.02.2017

Meeting closed 9.45 pm

Report of the Divisional Team's Activities for South West Regional Board

To update South West Regional Board on the work being carried out in the South West as part of ASA South Division

Divisional Lead Update

Role of the DL

Oversee the implementation of the ASA strategy in the division

- To increase participation in swimming, working with all providers to ensure plans are in place to improve aquatics and sustainability
- To manage the Divisional Team of Area Swim Managers (ASM), and office staff
- To plan across the division, priorities for development and focus areas for ASA Staff
- To work with the Region to support the growth of swimming

Key work areas – October / November 2016

1. 1-2-1's completed with all ASM's
2. Completed all Frontier Checklists (FCL) for all Priority Pools by 14th October.
3. ASA ACM – 17th October
4. Start to complete FCL action plans for each priority pool.
5. Start to look at individual KPI's
6. Support the work of the National Team to collect data and complete FCL
7. Mount Kelly 50m Pool now open – programming discussions ongoing
8. University of Bristol meeting to discuss LTS & Participation
9. Support the Swim Local projects in Cheltenham & North Somerset
10. Support the delivery of 6 workshops to launch the Adult Learn to Swim Framework.

Key work areas – November / December 2016

1. Meeting with David Redfern, Head of Service, Leisure Operations Wiltshire Council to discuss LTS & Participation plans across 8 sites.
2. Support the team in agreeing and actioning plans to develop FCL scores across all Priority Pools.
3. Meetings with all CSP leads to update where we are.
4. Understand the opportunity we have in the Devon / South Hams area regarding pool stock.
5. Continue to support the Swim Local projects in Cheltenham & North Somerset.
6. Support the team in the roll out of the Adult Learn to Swim Framework with operators across the South West.
7. Support the work with Bridport to come across to the ASA LTS Frameworks from own brand.
8. Support Circadian Trust with the Data Pool trial across their 5 sites.

South West Facilities Update

- Cornwall contract awarded to GLL – March 2017
- New facility proposed for Cranbrook, East Devon



- New facility proposed for Sherford, Plymouth
- Mount Kelly 50m Pool – Open
- Tone Leisure sites at Wellington, Taunton Swimming Pool, and Blackbrook Pavilions to be operated by GLL from January 2017.
- Highworth Recreation Centre now operated by Halo Leisure from 1st November 2016.

Neil Hutchinson - Area Swim Manager (Product specialist)
Cornwall & Devon

Key work areas – October / November 2016

1. South Devon LAN meeting set for 30/11/16
2. Attended Plymouth School Swimming Celebration
3. Delivered school swimming presentation at conference
4. Float fit case study completed
5. Completed checklist with dormant customer (Newton Abbott LC)

Key work areas – November / December 2016

1. Organise meeting between Meadowlands/Mount Kelly
2. Meet with Tempus to update checklists/GLL transfer
3. Agree takeover of Devon Swim 100
4. Action plan meeting with Torridge sites(1610)
5. Attend SE funding update
6. Support disability open event at Mount Kelly

Ashley Jones - Area Swim Manager (Insight specialist)
Dorset, Somerset & Bristol

Key work areas – October / November 2016

1. Delivered 3 Adult Learn to Swim Workshops in Thornbury, Salisbury and Tavistock
2. 6 month Frontier Checklist (FC) review with Oxley.
3. Attended LED/South Somerset Swim Local presentation meeting.
4. Attended SASP strategy consultation.
5. Met with University of Bristol to investigate working together on LTS and participation programme.
6. Let's Go Swimming project FCL consolidation completed and shared ahead of next meeting.

Key work areas – November / December 2016

1. Continue FCL reviews for all sites that completed initial surveys.
2. Pool headcounts and teacher training with Bridport.
3. Follow up presentation of BCR to BH Live GMs with frontier checklist exercise – Stokewood booked.
4. FCL checklist review with Tone before contract is turned over to GLL.

Lauren Wallace - Area Swim Manager (Workforce specialist)
Gloucestershire & Wiltshire

Key work areas – October / November 2016

1. Working with priority pools to devise an AIP & implement it.
2. Supported Milestone SEN school- introduce elements of the ASA framework across all lessons.
3. Working on LTS with Learn to Swim Manager for Circadian & Wiltshire Council.
4. Supported local Adult Learn To Swim Workshops.

Key work areas – November / December 2016

1. Continue working on AIP's with all priority pools.
2. Support Bethan Laker with LTS projects across my patch.
3. Sign ups for School Swimathon 2017.
4. Begin to support Leisure @ Cheltenham across all aquatic areas.
5. Support Milestone SEN School with potential new pool build.

Bethan Laker – Learn to Swim Manager, South Division

Projects status – October / November 2016

- Honiton + Sidmouth Leisure Centre – 2 x Expected Standards Workshops delivered.
- 5 out of 6 of the Adult LTS Workshops delivered. 180 Sign ups across the division.

Wiltshire Council – 8 Sites

- Pool Configurations, Branding, Standardisation, Awards Audits, workforce development.
- Met with Teachers and management at Five Rivers- Reviewed the changes and all seems well! Teachers happy, customers happy and numbers increasing week by week.
- Award sales still low (1.9 per child per year) but Award sales now sit on sites KPI's.
- Meeting with Head of Leisure to discuss overall potentials on Thursday 17th Nov.

Bridport – One Site

- Own Brand to ASA, Pool configuration, standardisation, workforce development
- Monthly meetings taking place until January when full
- Moving away from Big Fish Training and back to the IoS.
- Level 2 set up for March.
- Teacher Training Workshops scheduled November and December.

Circadian Trust – 5 Sites

- Pool Configuration, Standardisation, Delivery Standards, Retention, Awards sales, Awards Audit and transfer from Icon to IoS.
- Presented changes to Swimming Teachers at Thornbury and Kingswood. Yate, Longwell Green and Bradley Stoke will be presented to by 21st November.
- Creating a bespoke training programme with the IoS- Looking to run 3 courses (2x Level 2, 1 x Level 1) and 3 CPD days for existing staff before April 17.
- Also organising a Teachers Conference- 19th December.

Emily Taylor – CDO

Key work areas – October / November 2016

1. Cornwall Club Development Day took place on 15th October and was a success
2. First meeting for North Wilts Club Network
3. Eastern Devon and Plymouth network meetings took place
4. Swim21 club visit to Bridgwater SC
5. Regional Club Development Support Officer role created and advertised

Key work areas – November / December 2016

1. Decision made about when the Hengrove pool programme will start and agreement from all partners
2. Swimming Beacon finalised within City of Bristol and SLA signed
3. New Officer role interviews and selection completed
4. Regional coaching swimming plan for Jan – August 2017 finalised and registered with IOS (4 x level 1s and 2 x level 2s)
5. City of Bristol Synchro section become swim21 Performance accredited