



President Mrs J Beard

Minutes of the Operations Committee Meeting held on Monday 05.02.2024 at 16.00 hours via Zoom

Present:

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
S Millett	SM	Staff member
C Vickery	CV	Staff member
J Hilleard	JH	Staff member

Apologies:

No apologies received

2024/OC

13 Welcome and introductions

13.1 CR welcomed everyone to the meeting.

14 Declarations of interest

14.1 None

15 Minutes of previous meeting held on 08.01.2024

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

16 Matters arising not on the agenda

16.1 – 4.2 133.4 TTL spreadsheet - CV now has access

16.2 – 4.3 133.5 SM didn't have to VPN in this morning but nothing heard from SE re the Internet. Reception in the small downstairs office is not good, ask Avalon if bringing the router downstairs might help – CV emailed 08.02.2024

16.3 Club Health Tracker – Only 8 regional clubs have responded.

16.4- 6.1 One club has been suspended because they did not fulfil club affiliation criteria.

There was one complaint received regarding the email from SE and JH has responded to this.

16.5 – 11.4 DIAP presented to the board and accepted and is now on the website.

16.6 – Safeguarding plan now on the website.

16.7 – Regional Strategy Presentation needs tidying up before going onto the website.

16.8 – Overseas camp in Lisbon – Lead coach investigating taking the swimmers on a bus trip on Thursday afternoon – swimmers to pay for this sight seeing excursion.

17 Discipline minutes

17.1 Para – no meeting

17.2 Swimming - no meeting

17.3 Water Polo - no meeting

17.4 Open Water - no meeting

17.5 Artistic Swimming - no meeting

17.6 Coaches - no meeting

17.7 Officials - no meeting

17.8 Masters - no meeting

17.9 Board meeting minutes circulated

18 Club Development

18.1 Club Affiliation and SwimMark

18.1.1 Bere Regis suspended - a number of lapsed safeguarding and DBS qualifications for key personell.

18.1.2 Torridgeside and Salisbury are charity clubs and being assisted by Helen Weeks with their constitutions to make sure they comply with SE and the Charity Commission. SE are currently working with the Charity Commission to formulate a recognised Charity Constitution template.

18.1.3 There are a few clubs where attendances at workshops need to be verified.

18.1.4 26 clubs due to go through the next quarter.

18.2 Youth Panel update

No update

18.3 Time To Listen workshops

TTL being updated – next steps once amendments are received back are for the disciplines to sign off.

CV asked to book onto the workshop as soon as the revised workshop is launched.

SM to attend when she returns from maternity leave.

CV has access to the registers now.

18.4 Team Manager Training

TM training to remain online only within this region.

19 Finance report

No Finance update as GP not present. The person who has been undertaking our accounts is leaving – the replacement is Rebecca. Accounts all up to date.

20 Updates from SE & BS

20.1 Regional Governance plan – we have uploaded two items onto it. Only 2 regions have submitted anything to date.

21 Safeguarding & Wavepower

21.1 Update clarification paper received today re adult Safeguarding. All county Welfare Officers and Board have received this update.

22 Diversity & Inclusion

22.1 PR informed us a register has been prepared to reflect those who have attended Foundations of Inclusivity. Rooms at Hengrove and Plymouth to be booked for quiet space – might not be possible at Millfield.

22.2 Code of Conduct form has been sent to all Board members CV to load onto the box when received.

Templates have been sent to Mary Hooper and Mike Coles to forward onto athletes, coaches etc. These Code of Conducts should be stored in their area of the box.

23 Forums and meetings in February 2024

5th TM1 – JH/MC

12th WP – CR - Moved to 19th CR to attend

15th Coaches – CR – PR to attend as CR to leave by 11.30

21st Masters –Cornwall cant attend Catherine giving up from 17.03

26th WO forum – JH

27th TM1 – JH/FB

28th TM1 – JH/RS

28th J2 Training CR

Weds 06.03.2024 Swimming Committee meeting

24 Staff Leave

Week of 12.02 SM

Week of 19.02 CV

20 – 22ND JH

25 Miscellaneous

25.1 Club and County Issues

Some clubs have a few internal problems which are being followed up

25.2 New Club Affiliations

25.2.1 Kings School paperwork circulated – vote unanimous to accept

25.2.2 Poole Bay OW SC – additional clubs to be contacted as they have OW sections - CV actioned -05.02

Bournemouth Collegiate

Seagull

Swim Bournemouth

Poole

Wareham

25.3 Masters list on the website needs checking.

25.4 Club resignation from Minehead – minutes of SGM where this was agreed have

been received and Membership advised.

26 Date of next meeting – 04.03.2024 at 1600

Meeting closed at 17.30