



President Mrs J Beard

Minutes of the Operations Committee Meeting held on Monday 08.01.2024 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:

G Pearce	GP	Finance Officer
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2024/OC

1 Welcome and introductions

1.1 CR welcomed everyone to the meeting.

2 Declarations of interest

2.1 None

3 Minutes of previous meeting held on 04.12.2023

3.1 Minutes of previous meeting were agreed as a true record - Agreed unanimously

4 Matters arising not on the agenda

4.1 133.1 Swindon Link Pool up and running now and Wiltshire County Champs being held there. It is currently being classed as a building site which does limit spectators space.

4.2 133.4 JH has still not had a meeting with Amanda but a meeting is planned for next week with Sian to discuss everything being put on the shared drive.

4.3 133.5 Office telephone system update done but not a complete success. Kalpesh in HO and Nigel from Avalon in discussion regarding the way forward. Printer is the potential issue.

4.4 133.6 Club Health Tracker extended to February.

4.5 135.2 Wavepower has been re launched on 3rd January.

4.6 135.5 JH invited to sit on planning meetings for the new TTL workshops – more on the role of the WO and less regarding safeguarding

4.7 137.2 Access codes for some counties to the Governance portal has been an issue. Devon's now sorted. Dorset received their completion certificate on the 07.01.2024 which was good and they are the first county in the country to receive this.

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 - no meeting

5.7 Officials - no meeting

5.8 Masters - no meeting

6 Club Development

6.1 Club Affiliation and SwimMark

Number of approved clubs now at 8 out of 60 plus due to complete by the end of January. Reminders have been sent out.

Some are waiting for the Chair/Welfare Officer to complete their workshops. It has been highlighted to SE that it does not state it is a requirement on the portal.

All January Chairs and welfare officers workshops have been closed for bookings as they are full. We can accept bookings for February 2024 but we do need to revisit to confirm they attended.

JH has a list of Chairs and WOs booked onto the workshop to cross reference with her list.

6.2 Safeguarding and Wavepower

Safeguarding no updates, more dates in pipeline. Wavepower launched as indicated by Swim England at the beginning of January 2024

6.3 Safeguarding Plan

The Safeguarding Plan was launched successfully at the weekend meeting – there are just a couple of amendments to be made. These will be made for agreement at the Board meeting

6.4 Youth Panel update

No update

6.5 Time To Listen workshops

TTL coming back in house - JH looking at this with SE. Additional dates to be added in coming few months.

6.6 Team Manager Training

Team Manager presenter Training being rolled out at the month end. Presenters are being updated with the revised workshop content

JH asked SM to go through TM2 and ask what/ if updates may improve this workshop for the next review.

7 Finance report

No Finance update – a Finance meeting is needed. CR will liaise with GP to arrange.

8 Updates from SE & BS

Regional Governance Plan going to the Board on the 10.01.2024. CR already started discussions with the directors at last weekend's conference.

9 Forums and meetings in January 2024

10.01.2024 Regional Board Meeting CR

15.01.2024 AS CR

23.01.2024 CDG

24.01.2024 J2Training PR

10 Staff Leave

CV 10.01 and 11.01 time in lieu.

SM 17.01 and 18.01 time in lieu

11 Miscellaneous

11.1 Club/County Issues

11.1.2 Okehampton Otters – SE talking to them re the way forward.

11.1.3 CR had discussion with Martyn Neale from Gloucester County at the weekend which was very positive regarding the way forward.

11.2 New Club Affiliations

11.2.1 Kings College Taunton - condense all responses into one email and send to members of the Ops team before the next meeting.

11.2.2 New application received for Open Water club – Preferred name is Poole Bay OWSC

11.2.3 When a new club applies to affiliate – when blanked out application of new club goes out for consultation a list of clubs / counties also consulted to be included. Only a list of names not contact details

11.3 Club Resignation

Marlborough College and University of Bristol

11.4 DIAP

11.4.1 DIAP will be presented to the Board this week for acceptance . Mike Hawkes has been extremely helpful regarding the DIAP production . Diversity and Inclusion will be included at every future meeting

11.5 Weekend Washup

11.5.1 Good weekend meetings with very positive feedback being received .

11.5.2 Jill Beard was installed as President for 2024

11.5.3 Need to look for the President's chain box. It may be in the container. Not been seen since 2017/18

11.5.4 Looking for Board approval to book again for January 2025.

11.6 Closing date for Summer Regionals

Tuesday 02.04.2024 at 11.59pm. It will be the same programme as 2023 just in a different venue order.

Facilitators to be decided 01.03.2024

11.7 Lisbon trip,

Packed lunch dinner and BB Invoice hopefully coming on 09.01.2024. For clarification we are not VAT registered.

12 Date of next meeting – 5th February 2024 via Zoom at 16.00

Meeting closed at 17.55