

 **W.D.S.S.C Committee Meeting Minutes**

 **Saturday 18th January 2020 at Windrush Leisure centre at 8.30am**

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| **Item** |  | **Action** |
| 1 | **Present**:Jon WhitearJames Parker (JP)Karen Bisp (KB)Alison Stevenson (AS)Steve Fuller(SF)Mandy Fuller(MF)Kathryn Fuller (KF), Louise Fuller(LF)Fiona Johns (FJ)Vicky BallBryony EavesEmma RotheryNicky TurbervilleVictoria Nelson VN | **Position**ChairVice ChairpersonSecretaryTreasurerCoachCoachHead CoachCoachSchools linkCommunicationsChaperoneCommunicationWelfare (outgoing)Welfare (incoming) |  |
|  | **Apologies:**Sara BoltonLisa Booth Sue Tan-Wong |  |
| 1. | **Minutes of the meeting held November 2019.**The minutes had been previously circulated and all present, agreed were a true reflection of the meeting.  |  |
|   2. | **Treasurers Report**Treasurers report emailed. See attached document.£9637 balance.Raised funds at the Christmas Breakfast, Raffle, sales of additional Kit.Club need to choose which charity is going to be supported from the raffle and what percentage will be donated.Honarium as previously agreed.Bank transfer of signatories have been long winded and tedious. Committee acknowledged work of Alison and Mandy and Thanks to the volume of work involved. AS feasibility investigation for longer distance competitions is yet to be completed and accepted.Refunded amount in full for poor quality tracksuits. Committee acknowledged work done by Alison in achieving this. | ASAS/MFAS |
|  4. | **Welfare Issues**Victoria Nelson taking over the role from NT, processed recent DBS and some awaiting additional documentation which is becoming increasingly difficult to evidence with reduction in paper copies. No current Welfare issues. | NT/VN |
| 5 | **Risk and/or Health & Safety Issues**No current issues.Headington School complaint regarding use of chairs, equipment at the Christmas display. Raised concerns regarding cross contamination from use of benches and chairs. Permission had actually been granted via sports staff.Mandy has addressed and dealt with this to resolve the concerns. | MF |
| 6 | **Club Coaching and Training Activities**Conference attended. K/L/S attended Sat and Mandy attended SunKF : National events will all require a minimum of 8 people in the pool. 1 team per club for combo cup. If spaces after all 60 club then additional teams can apply for a second space.None of our teams will have the right number of girls swimming. This is to bring in line with Europe. Recent combo cup was too large and therefore not profitable to be held over 2 days. This causes concerns and the Coaches are working on forward planning to meet this requirement. Other competitions may have different requirements. May be able to change teams and entries as the competitions are clarified.Land Grades were clarified on Sun (MF). Clubs can run their own Land gradings, not required at pool gradings. Raised manual handling concerns. Routine grading will become increasingly important in future qualification. These will therefore be introduced. Based on the Grade from Jan 2018. Louise has been accepted on South East squad coaching team and they are hoping to travel to Stockholm to compete.Chaperone rota: Rota is up to date and MF requests top send a copy to coaches’ email.Membership:VB stated Membership renewals are all in progress and will be emailed out in due course.Club Captain: JP to complete documents and circulate to KF – not yet able to establish in post.Judging course JP to be attending level 1 course. SF been asked to tutor the National synchro referees course. This will be running in March. |  CoachesMFKFJP/KFSBVBJP |
| 7 | **Competitions/Gala**Competitions: Waiting for some details regarding competitions. National Dates have been confirmed for 2020.Further information to be circulated with swimmers and parents in the next few weeks | KF |
| 8 | Swim Mark Essential/Network/Performance:Swimark Health check is due in Feb. MF has already submitted 4 sections, awaiting a few more sections with some participation from other club members to be submitted in Feb. Regional officer has now been appointed. Will find out about national panel in March 2020 | MF |
| 9 | Social events:Christmas breakfast 2019. Successful and enjoyable morning, Food and Quiz enjoyed. No current Social secretary as SOB has stood down therefore no events planned until after AGM.Christmas display – Tombola as per usual. Requests for donations need to go out with information. Profits from raffle to be split 50:50 between club and charity. | SoB/ KB |
|  10. | AGM:Date 14th March Masonic HallJon Whitear will be standing down as Chair.Email out to request all positions. Request responses by 14th FebVice secretary position to be added.Coaches to feedback from conference at AGM.AOB:Emma/Bryony to arrange a meeting to discuss social media for further discussion of the role in order to move forward.Template for action point plans. To help guide ongoing work to be completed. Calendar will be circulatedPlanning a team managers and safeguarding meeting for additional parents to be trained. Date to be planned. | MF/ KFEM/MFLFMF |
|  | **Date of next meeting**: AGM 14th March 2020 at 8.30 am  | All |

Signed as a correct record:

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Chair Date