

Patrons: Sharron Davies MBE, Stephanie Millward MBE
Director of Coaching: Graeme Antwhistle

Committee Members:

Chair: Chris Chudleigh (CC), **Vice-Chair:** Sarah Gillet (SG), **Secretary:** Kate Watts (KW), **Treasurer:** Mark Kelly (MK), **Head Coach:** Chris Alderton (CA), **Workforce:** Nicola Butcher (NB), **Fundraising:** Vacant, **Communications:** Vacant, **Competition Secretary:** Vacant, **Deputy Competition Secretary:** Helen Ward (HW) **Membership:** Suzanne Prichard (SP), **Welfare Officer:** Jim Durrant (JD), **Open Meet Manager:** Dave Crawford (DC), **SwimMark Co-ordinator:** Steve Jackson (SJ), **Academy Co-ordinator:** Vacant

Committee meeting minutes

1st June 2020 at 5:00pm – online call

Apologies for absence: Chris Chudleigh, Dave Crawford, Jim Durrant, Sarah Gillet

Review of minutes from previous meeting: - The minutes from the committee meeting on 11th May 2020 were approved.

Section reports: - The following reports are being distributed with these minutes: -

- Workforce

Other items:

- CA provided a verbal report to the committee members in attendance. Items covered included: -
 - CA has spoken to the University of Bath STV. All bookings for June have been cancelled, but a return at some time in July 2020 is looking positive at the moment, Government guidance allowing, although it is likely to be with a number of restrictions in place initially. Some swimmers from the National Training Centre in Bath returned to training on 27th May, 2020.
 - Guidance to help prepare for the reopening of pools will be released by Swim England on Monday 15th June 2020 (<https://www.swimming.org/swimengland/guidance-publication-date/>)
 - Swim England have cancelled all national meets up to the end of the year.
 - CA advised that the Arena League has been cancelled for 2020 due to Covid-19
 - CA advised that he expects DC (as Open Meet Manager) will be contacted by the Licensing Officer with regards to licences for the end of the year (September onwards).
 - CA advised the committee that approx. 5% of swimmers in Team Bath AS are not engaging with the programme the coaches have been running during the lockdown.
 - CA will be attending the next Coaches forum on 17th June, 2020.
 - Karen Bowen has assisted CA with the Magic Little Grants application this year. This has been submitted and we are awaiting a response.

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- MK provided a verbal report to the committee members in attendance. Items covered included: -
 - There is an approx. £400 shortfall in income expected for May
 - MK advised that the Masters squad is currently breaking even
 - CA asked if there are any savings that can be found going forward [**Action:** MK to review all outgoings and advise the committee if any savings are identified]
 - [**Action:** MK to look at grants that may be available to Team Bath AS and discuss these with CC]

AOB:

- HW raised a question about IR35 rules. The changes have been delayed until April 2020, but Team Bath AS need to review this to determine if there is any action required. [**Action:** HW and SJ to review changes and advise the committee accordingly]
- It was suggested by KW that a Thank you gift be purchased for Chris Hardick as he is stepping down from the role of Team Bath AS webmaster [**Action:** CA to suggest a suitable gift]
- Young Volunteer of the Year 2020. [**Action:** KW to write nomination(s) with assistance from CA and submit prior to 30th June 2020 closing date]
- CA has been in contact with Graeme Antwhistle recently. He is still happy to continue in the role of 'Director of Coaching', but a question was raised about whether his name needs to be included on the header of documents (as above). [**Action:** To be formally voted on at next committee meeting]
- Updated 'Codes of Conduct' and policies in line with Wavepower 2020-2023. CA has a few comments on those issued to date. [**Action:** CA to email comments to KW] [**Action:** KW to issue additional policies / guidance to committee for review]

Next meeting: Monday 6th July, 2020 at 5pm

Remaining meeting dates for 2020: -

- 3rd August 2020
- 7th September 2020
- 5th October 2020
- 2nd November 2020
- 7th December 2020

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Workforce Committee Report – June 2020

Training Records

I am chasing missing certificates and I am updating the workforce spreadsheet.

Job Descriptions

Also the Vice Chair role also needs a Job Description – still awaiting action by Sarah

Training for 2020

We have a Coaching level 2 theory is continuing, practical is TBA.

Safeguarding – we have one person complete the online course and two under 18's taking part in June.

We have 2 members needing to take the online safeguarding as their current certificate have expired. They have been contacted.

Bursaries

Do we have any update regarding the bursaries which were applied for?

Nicola Butcher

Training and Development Officer