

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Wednesday, 16 March 2011 at 8.00 p.m.

PRESENT: Philip Jackson (Chairman), Sheila Mackenzie (Association Secretary) and Derek Milton (Education Manager).

APOLOGIES FOR ABSENCE

ED11/16 Karen Huckle and George Kent (President).

MINUTES OF PREVIOUS MEETING

ED11/17 The minutes of the meeting held on 26 January 2011, as considered by the Management Board on 28 February 2011, were accepted as a true record.

MATTERS ARISING

ED11/18 Re: ED 11/03. Philip Jackson will contact Leanne Brace to discuss the introduction of Aquatic Organiser courses in place of Helper courses. Sheila Mackenzie will ask Ian Mackenzie if he believes it would be appropriate for the Education Committee to actively promote the new Aquatic Organiser courses.

CORRESPONDENCE

ED11/19 An enquiry concerning first aid courses. No further action required.

ED11/20 Details of courses at Stevenage and the John Warner Centre.

ED11/21 Updates from Leanne Brace on list of ASA Approved Centres.

ED11/22 Request for confirmation the HASA wishes to continue with the ER/HASA course funding scheme for the year to March 2012. Following consultation with the Management Board Advisory Group, Derek Milton has given Kevin Wray confirmation that the HASA will continue funding at the same percentage level (nominally 25%) as for 2010.

ED11/23 Information regarding forthcoming Teaching Turns CPD.

ED11/24 Request to underwrite a safeguarding course. To be reviewed by the Management Board Advisory group. It was observed that whenever possible we need to make clubs aware of CPDs, in order to minimise the risk of cancellation.

ED11/25 Updated ER/HASA funding process details and status spreadsheets.

FUNDING FOR COURSES

ED11/26 Since 1 April 2010 funding paid directly by the HASA has been approved for eleven clubs, with 27 claims covering 103 course places and a total subsidy of £2,244.

ED11/27 The latest ER/HASA funding spreadsheet from Kevin Wray shows a total HASA commitment since April 2010 of £6,947, of which £5,077 was approved in 2010. As reported at the last meeting the total of invoices from East Region for 2010 was £2,469, this being somewhat less than half of the total approved.

ED11/28 It thus transpires that the requests for funding have been greater than assumed at the last meeting and the Development Plan for the coming year will be revised appropriately.

ED11/29 Derek Milton will contact Kevin Wray to establish if any of the outstanding claims have been withdrawn or if the full commitment is likely to be required as courses are completed.

ED11/30 The funding for CPDs was discussed, with the observation that CPDs which are not mandatory for swim21, such as Teaching Turns, are not eligible for funding under the ER/HASA scheme. It was agreed that it would be appropriate to fund such CPD's under the ongoing HASA scheme, which gives 50% funding for courses considered relevant for club development.

DEVELOPMENT PLAN

- ED11/31 The Action Plan for 2010 – 2011 was reviewed and the status is recorded in the attached appendix.
- ED11/32 In the current version of the Development Plan for 2011 – 2014, references to Helper courses have been replaced with Aquatic Organiser. However, it was agreed that, subject to advice from Ian Mackenzie (ED11/18), such references to specific courses should be deleted.
- ED11/33 Some changes were agreed for the course funding costs in the 2011 – 2012 Action Plan.

EDUCATION BUDGET

- ED11/34 The Education Budget for 2011 – 2012 was reviewed and changes agreed to better reflect the anticipated cost of course funding and room bookings for meetings.

CHILD PROTECTION AND WELFARE

- ED11/35 No matters requiring discussion.

ANY OTHER BUSINESS

- ED11/36 None

Next meeting Wednesday 15 June 2011

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Chairman – Education Committee

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Date

What do you want to achieve?	What is your target and when?	Status at 16 March 2011
1. Teacher/Coach/Helper Qualifications 1.1. Assist teachers and coaches to enhance their level of qualification 1.2. Promote the organisation and take-up of courses leading to ASA qualifications (Swimming) 1.3. Provide assistance for diving, open water, synchronised swimming and water polo courses.	90% of enquiries satisfied over the year. Increase the number of qualified teachers, coaches and volunteers. Sufficient courses to meet demand, including two ASA Helper Courses Sept 2010, March 2011. All disciplines contacted and demand established by end May 2010	Information regarding available courses is distributed to the clubs whenever it becomes available. Contact details for centres running courses are on the HASA web site, together with information about forthcoming courses. This information needs to be updated. Helper courses have been replaced by Aquatic Organiser courses. Discussions with Ian Mackenzie and Leanne Brace will determine if it would be appropriate to have such a course in Harpenden. No requests from Discipline Managers.
2. Facilities Maintain a directory of approved facilities capable of and willing to facilitate ASA courses, through the ASA Regional Education Officer. NB. Appropriate contact is now Leanne Brace, the Aquatic Officer for Hertfordshire.	Current list updated by end May 2010	IOS Centres: Sportspace Hemel, The Venue Borehamwood, Herts Sports Village (L3 only), Watford Woodside, Hatfield Swim Centre and Harpenden Leisure Centre. Haileybury expected to be added soon. The active Independent Approved Centres: John Warner Leisure Centre and Stevenage Swimming Centre.
3. Support Structures Support clubs to find training and development opportunities for club volunteers, to enable clubs to achieve and maintain swim21 accreditation.	Identify support required by May 2010 90% of requirements satisfied.	Requirements for any additional courses to be established at Coach and Club Forums.
4. Funding 4.1 Identify and facilitate available funding support for volunteers, teachers and coaches. 4.2 Distribute HASA funding for courses to assist all clubs achieve and maintain swim21 accreditation 4.3 Establish a combined HASA + ER funding process.	Sources identified by end May 2010 and the clubs of all eligible individuals assisted during the year. All requests for funding settled within 1 month of course completion Ideally within 2009 – 2010 plan, otherwise April 2010	HASA funding has been agreed to cover appropriate courses not within the scope of the ER/HASA scheme. Payment by BACS has helped to achieve rapid payment well within target. Combined funding scheme implemented from 1 April 2010. Improved documentation has been provided by ER.
5. Disabilities Assist in raising the profile of opportunities for disabled swimmers	All clubs with arrangements in place to integrate swimmers with disabilities.	The action for clubs is covered by swim21 requirements and the County Association is accommodating disabled swimmers in the county swimming events. Disability Swimming Committee now formed and very successful Development Day held on 19 February 2011.

Signed:(Chairman - Education Committee) Date