

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Thursday, 8 September 2011 at 8.00 p.m.

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

APOLOGIES FOR ABSENCE

ED11/57 Karen Huckle.

COMMITTEE FOR 2011 - 2012

ED11/58 The committee is unchanged from last year, comprising the Education manager, the County Welfare Officer (Barbara Scorer) and two elected members (Philip Jackson and Karen Huckle). This gives three vacancies.

ED11/59 The quorum remains at two. The ex-officio members (Association Secretary and Finance Officer) do not count towards the quorum but they are entitled to vote.

ED11/60 Philip Jackson was elected as chairman. It was observed that under rule 27.4 no person may act as chairman for more than three years in succession, but this is not currently an issue as Philip Jackson has only been chairman since November 2009.

MINUTES OF PREVIOUS MEETING

ED11/61 It was noted that a typographical error, on the Action Plan appendix to the minutes of the meeting held on 15 June 2011, showed the cost of HASA funding as £400, rather than the correct figure of £450. Subject to this correction, the minutes, which were considered by the Management Board on 11 July 2011, were accepted as a true record.

MATTERS ARISING

ED11/62 Re: ED 11/47. If full payment for a course is required in order to secure a place then clubs can be reimbursed with the appropriate funding under the ER/HASA scheme. Sheila Mackenzie will seek clarification of the process.

CORRESPONDENCE

ED11/63 Kelly Stannard (East Region Finance Administrator), invoice for ER/HASA funding for the 1st quarter of the financial year and a summary of HASA contributions to date, that will be on the 2nd quarter invoice.

ED11/64 Correspondence relating to funding for seven people working towards Judge Level 1. It has been agreed with the club that the funding will be paid once all candidates have completed the practical assessment.

ED11/65 Funding request for Level 1 and Level 2 Trampoline Instructor's courses. It was agreed that these courses would be funded under the HASA scheme but any further requests for such courses would require additional evidence of justification.

ED11/66 Request for details of funding for lifeguard courses. Derek Milton has responded.

ED11/67 List of courses planned to run at the John Warner Centre. Derek Milton will distribute details to the clubs and ensure they are put on the website.

FUNDING FOR COURSES

ED11/68 Since 1 April 2011 the HASA scheme has paid subsidies to four clubs, totalling £538, which is well within the planned budget (see attached action plan).

ED11/69 The invoice from East Region, covering the HASA contribution to the ER/HASA scheme for the first quarter of the financial year, was for £2157 and this has been paid.

ED11/70 So far the confirmed commitment for the current quarter is £1,350 and this will be payable to East Region at the end of September.

DEVELOPMENT PLAN

ED11/71 The Action Plan for 2011 – 2012 was reviewed and the status is recorded in the attached appendix.

CHILD PROTECTION AND WELFARE

ED11/72 No matters requiring discussion.

ANY OTHER BUSINESS

ED11/73 Following a suggestion from the Management Board meeting of 7 September, the committee discussed the title and role of the Education Committee. It was agreed that to better reflect the work of the committee a change of title would be desirable. Although no firm recommendation emerged it was concluded that including “development” or “workforce development” in the title would be appropriate.

ED11/74 It was also agreed that if considered helpful the role of the committee could be broadened, possibly with involvement in the organisation of forums or other events.

ED11/75 As a next step the topic of the Education Committee will be put on the agenda of the Management Board Advisory Group meeting, scheduled for 6 October.

Next meeting Wednesday 9 November 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?	Budget	Cost to date	Status at 8 September 2011
1. Teacher/Coach/Young Aquatic Organiser 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, water polo and disability 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 Young Aquatic Organiser Courses Sept 2011, March 2012. All disciplines contacted and demand established by end Sept 2011 .	Nil Nil Nil		Information regarding available courses is distributed to the clubs whenever it becomes available. Latest John Warner info to be sent. Contact details for centres running courses, together with information about forthcoming courses, has been added to the new HASA website but John Warner updates are now required. Committee support has been offered for the organisation of Young Aquatic Organiser courses. Disciplines being asked at committee meetings. No requests for assistance to date.
2. Facilities Maintain a directory of approved facilities capable of and willing to facilitate ASA courses, through the county Aquatic Officer.	Current list updated by end May 2011.	Nil		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 the clubs achieve and maintain swim21 accreditation.	Identify support required by May 2011. 90% of requirements satisfied.	£270	£90	Requirements for any additional courses to be established at Coach and Club Forums. £90 is approximate cost of room hire for forums held in April, June and July.

What do you want to achieve?	What is your target and when?	Budget	Cost to date	Status at 8 September 2011
4. Funding				
4.1 Identify and facilitate available funding support for volunteers, teachers and coaches.	Sources identified by end May 2011 and the clubs of all eligible individuals assisted during the year.	Nil		East Region / HASA combined scheme covers teaching/coaching courses and CPDs required for swim21. HASA scheme covers courses considered appropriate for club development but not within the ER/HASA scheme.
4.2 Distribute HASA funding for courses not within the scope of the combined ER/HASA funding process.	All requests for funding settled within 1 month of course completion.	£3,500	£538	Claims settled for four clubs.
4.3 Support combined ER/HASA funding process to help clubs achieve and maintain swim21 accreditation.	All funding requests from eligible clubs supported.	£10,000	£3,507	Invoice from East Region for quarter one £2157. Total so far for quarter two £1350.
5. Disabilities Assist the Disability Swimming Committee in raising the profile of opportunities for disabled swimmers.	All clubs with arrangements in place to integrate swimmers with disabilities.	Nil		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 active.
Total		£13,770	£4,135	

Signed:(Chairman - Education Committee) Date