

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Thursday, 9 Sept. 2010 at 8.00 p.m.

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

MEMBERS, CHAIRMAN AND QUORUM

ED10/56 Members of the Education Committee were confirmed as Derek Milton (Education Manager), Barbara Scorer (Welfare Officer), Karen Huckle and Philip Jackson. This gives a committee three short of the maximum.

ED10/57 Philip Jackson agreed to continue as chairman of the committee.

ED10/58 From Rule 27.6 the quorum becomes two members, irrespective of whether or not the Education Manager is excluded by virtue of being an Executive Officer. After some discussion it was concluded that the Education Manager should count when assessing if a meeting is quorate, even though he is currently an Executive Officer. It was also observed that as an ex officio member of the committee the Association Secretary is entitled to vote.

APOLOGIES FOR ABSENCE

ED10/59 Apologies for absence were received from Karen Huckle and George Kent (President).

MINUTES OF PREVIOUS MEETING

ED10/60 The minutes of the meeting held on 16 June 2010, as considered by the Management Board on 20 July 2010, were accepted as a true record.

MATTERS ARISING

ED10/61 Re: ED10/37. Derek Milton has not received any updates of swim21 status for Hertfordshire clubs so Sheila Mackenzie will remind Kim Stevens of the request.

ED10/62 Re: ED10/38, ED10/49. Improved documentation for the combined ER/HASA funding scheme has not emerged. Sheila Mackenzie will raise this issue at the next ER Board meeting.

ED10/63 Re: ED10/39. Sheila Mackenzie confirmed that welfare procedures and potential issues will be included in a Club Forum.

ED10/64 Re: ED 10/46. Sheila Mackenzie has recently been informed that ER has declined a funding request from a Hertfordshire club, but this information was not copied to the Education Manager. Sheila Mackenzie will remind Kevin Wray of the agreement that Derek Milton will be informed in such circumstances.

ED10/65 Re: ED 10/52. Sheila Mackenzie confirmed that the need for and availability of coaching courses will be covered at forthcoming Coach and Club Forums.

ED10/66 Re: ED 10/53. It has been confirmed that there is a possibility of holding Helper courses in Harpenden but the centre would require some form of guarantee that courses would not be cancelled. Philip will endeavour to discuss this with Leanne Brace.

CORRESPONDENCE

ED10/67 Kevin Wray has provided an updated spreadsheet giving details of all claims made for funding under the combined ER/HASA scheme.

ED10/68 Requests have been received from Sharon Hunter for details of courses in Stevenage to be distributed to the clubs and this has been done. It transpires there has been difficulty getting sufficient candidates on the currently running Helper Course, possibly suggesting that just one course a year at Stevenage may meet the demand.

ED10/69 Several enquiries regarding courses and funding have been dealt with but do not require committee discussion.

FUNDING FOR COURSES

ED10/70 Since 1 April 2010 funding paid directly by the HASA has been approved for seven clubs, there being 16 claims covering 49 course places and a total subsidy of £1,795. Twelve of these claims were for courses notified before 31 March, which would now be covered by the ER/HASA combined scheme, and four were for courses covered by the ongoing HASA funding process.

ED10/71 Since the start of the combined ER/HASA funding scheme on 1 April, the HASA committed funding is £4,533.

DEVELOPMENT PLAN

ED10/72 The Action Plan for 2010 – 2011 was reviewed and the status is recorded in the attached appendix.

CHILD PROTECTION AND WELFARE

ED10/73 No matters requiring discussion.

ANY OTHER BUSINESS

ED10/74 The next meeting is scheduled for 10 November but this may clash with a RLSS meeting. Derek Milton will confirm and if necessary Sheila Mackenzie will change the room booking.

ED10/75 A proposal has been made for the weeks in which meetings will be held in 2011, with a suggestion they should be held on Wednesdays or Thursdays. None of those present had a particular preference for which evening but Derek Milton will discuss the options with the other committee members before Sheila Mackenzie makes room bookings.

ED10/76 The President Elect will be invited to attend Education meetings, as required by Rule 27.1, but only for six months prior to the next ACM, as agreed by the Management Board on 20 July 2010.

Next meeting provisionally Wednesday 10 November 2010

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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 9 September 2010
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 Course target achieved through Stevenage Leisure but the possibility of a course in Harpenden is being investigated. Discipline Managers yet to be contacted.
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 has recently been the County Swimming Coordinator but this may be subject to further change.	Current list updated by end May 2010	IOS Centres: Watford Central, Watford Woodside, Herts Sports Village Sportspace Hemel, The Venue Borehamwood, Hitchin Swimming Centre, Haberdashers Boys School, Harpenden Leisure Centre and Royston Leisure Centre. Hatfield Swim Centre expected to be added soon. The Independent Approved Centres: Hartham Leisure Centre, John Warner Leisure Centre and Stevenage Swimming Centre. Confirmation / update awaited from Leanne Brace.
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 is required from 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.

Signed:(Chairman - Education Committee) Date