

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
WORKFORCE DEVELOPMENT COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre on Wed. 11th Sept. 2013, at 8.00 p.m.

PRESENT: Karen Huckle, Philip Jackson, Sheila Mackenzie (Association Secretary) and Derek Milton (Workforce Development Manager).

APOLOGIES FOR ABSENCE

WD13/66 Grant Chivers, Bob Horne, Mark Horrod, Chris Sage and Barbara Scorer.

ELECTION OF CHAIRMAN

WD13/67 Karen Huckle was elected as Chairman and Philip Jackson was thanked, having served as chairman for the last three years.

WD13/68 The committee members for this year were confirmed as: Bob Horne, Karen Huckle, Mark Horrod, Philip Jackson, Derek Milton (Workforce Development Manager) and Barbara Scorer (County Welfare Officer), leaving one vacancy. Sheila Mackenzie (Association Secretary) and Grant Chivers (Finance Officer) are ex-officio members and as such do not count towards a quorum but are entitled to vote. Chris Sage (County President) is invited to attend but is not empowered to vote.

WD13/69 The quorum for the committee is three members.

MINUTES OF PREVIOUS MEETING

WD13/70 A meeting on 19th June was abandoned as it was not quorate.

WD13/71 The minutes of the meeting held on 20th March 2013, as considered by the Management Board on 15th April, were accepted as a true record. A page numbering error was noted.

MATTERS ARISING

WD13/72 Re: WD13/39 Derek Milton will be attending a Volunteer Coordinator workshop at the ASA conference on 19th October and hopefully this will help to clarify the responsibilities of the role for the county.

DM

WD13/73 Re: WD13/45 A very worthwhile master-class for Breaststroke was run by Kevin Ayers on 19th May.

WD13/74 Re: WD13/62 The Workforce Development budget was updated in April.

DEVELOPMENT PLAN

WD13/75 It was agreed that the existing development plan would not be reviewed but a new plan will be established to better support the regional club development plan. This will be distributed to the committee for review as soon as possible.

DM

WD13/76 The Workforce Development budget may need to be revised to support the new development plan.

DM

CORRESPONDENCE

WD13/77 Leanne Brace: details of a funding scheme run in Suffolk. Sheila Mackenzie will enquire as to the success of the scheme.

SM

WD13/78 Debbie Emmons: regarding demand for Time to Listen. It was agreed this should be raised at appropriate county fora.

WD13/79 Becky Milnes: request for County Volunteer Coordinators to attend a workshop at the ASA conference.

WD13/80 Sharon Hunter: details of a Level 2 coaching course, for technical units, in

Stevenage, for which funding is available. The information has been distributed.

CLUB DEVELOPMENT GROUP

- WD13/81 Derek Milton has attended meetings of the East Region Club Development Group.
- WD13/82 A meeting on 20th May focussed on swim21 revalidations and accreditations, the new swim21, a proposed swim21 bursary, a 2013 – 2017 development plan and some sharing of “Best Practice”.
- WD13/83 At the following meeting, on 2nd September, it was declared that the swim21 annual health checks for some clubs were being deferred to November to enable clubs to use the new swim21 portal.
- WD13/84 Kevin Wray explained his role of ASA Club Development officer. This includes increasing membership, building pathways and networks, and facilitating Beacon programmes.
- WD13/85 Sarah Simmons (ASA Clubs Programme Manager) gave a presentation focussed mainly on swim21 essential, this being the first of three modules that will be within the new version of swim21.
- WD13/86 There was also some discussion to agree details of the regional swim21 bursary.
- WD13/87 Leanne Brace disclosed the latest version of the East Region club development plan and this will be used to remodel our county Workforce Development plan. DM

RECENT FORA

- WD13/88 No new actions established.

FUNDING FOR COURSES

- WD13/89 Funding for Level 1, Level 2 and Level 3 courses was announced at the club forum on 9th September, subject to finalisation of details by the Workforce Development Committee.
- WD13/90 The committee agreed details. Derek Milton agreed to change a draft letter appropriately and send it to clubs promptly. DM

COUNTY CONFERENCE 2014

- WD13/91 Kevin Ayers has been invited to present another master-class at the conference on 16th February but has not yet confirmed his availability. Sheila Mackenzie will establish Kevin's latest email address and Derek Milton will contact him again. SM DM
- WD13/92 Derek Milton will contact Leanne Brace to establish if she would like to hold a swim21 session and if she has any other ideas for the conference. It is thought that a Time to Listen workshop may be appropriate to help the clubs realise the recommendation to have two trained people per club. DM
- WD13/93 The ASA conference may help to give ideas for the county conference. DM

ANY OTHER BUSINESS

- WD13/94 Derek Milton will establish if Marilyn Hughes would like to join the committee. DM
- WD13/95 Proposed meeting dates (all Wednesdays) for 2014:
22nd Jan, 19th Mar, 11th June, 10th Sept and 5th Nov.

Next meeting Wednesday 6th November 2013

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Chairman – Workforce Development Committee

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Date