

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
WORKFORCE DEVELOPMENT COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre on Wed. 21st March 2012, at 8.00 p.m.

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

APOLOGIES FOR ABSENCE

WD12/26 Charles Dainton (President) and Karen Huckle.

MINUTES OF PREVIOUS MEETING

WD12/27 The minutes of the meeting held on 25th January, as considered by the Management Board on 7th March, were accepted as a true record.

MATTERS ARISING

WD12/28 Re: WD 12/24. The list of courses that the committee will organise, if requested by clubs, has been added to the website.

WD12/29 Re: WD 12/25. Sheila Mackenzie will send Derek Milton details of the new Helper course and confirm the presenter qualifications required.

SM

CORRESPONDENCE

WD12/30 Several items of correspondence have been received relating to the county conference and course funding.

COUNTY CONFERENCE

WD12/31 Following redistribution of the questionnaire regarding a conference, a further seven replies have been received, giving a total of 21 responses from 11 clubs. The additional inputs do not affect the priorities for appropriate CPD's.

WD12/32 Approaches have been made to Haileybury College, Heath Mount School, Monk's Walk School and The John Warner Centre but none of these are able to provide the requested facilities on 15th September or alternative dates.

WD12/33 Eight other possible establishments were discussed and Derek Milton agreed to continue the quest to find a venue.

DM

WD12/34 A budget for the conference has not yet been prepared but this will be done once a venue is found.

DM

RECENT FORUMS

WD12/35 Consideration was given to the following forums: Club 8th February, Youth 21st February, Officials 29th February and Chairs 12th March. No new actions identified for the committee.

FUNDING FOR COURSES

WD12/36 The clubs have been informed that HASA funding for courses, other than for officials, is being suspended from 31 March.

WD12/37 It was agreed that funding should not be made available retrospectively for a course held in July 2011.

WD12/38 Funding claims for two clubs were discussed and Derek Milton, who declared a conflict of interest regarding one claim, agreed to contact Leanne Brace to establish swim21 status for the clubs.

WD12/39 Since 1 April 2011 subsidies under the HASA scheme have been approved for eight clubs, totalling £1,712, which is still well within the planned budget (see attached action plan).

WD12/40 Kelly Stannard has provided details of the outstanding HASA commitment to the ER/HASA scheme and this is summarised in the attached action plan.

DEVELOPMENT PLAN

- WD12/41 The Action Plan for 2011 – 2012 was briefly reviewed and the status is recorded in the attached appendix.
- WD12/42 The new development plan for 2012 - 2015 and action plan for 2012 – 2013 were briefly reviewed and some changes identified. Derek Milton will update the plans and distribute them to the committee for further comments. DM

CHILD PROTECTION AND WELFARE

- WD12/43 No matters requiring discussion.

ANY OTHER BUSINESS

- WD12/44 None

Next meeting Wednesday 6 June 2012

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Chairman – Workforce Development Committee

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Date

What do you want to achieve?	What is your target and when?	Budget	Cost to date	Status at 21 March 2012
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 distributed. Contact details for centres running courses, together with information about forthcoming courses, has been added to the new HASA website, including John Warner updates. Committee support has been offered for the organisation of Young Aquatic Organiser courses. Website updated with list of courses the committee could organise if required. 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 - status to be checked with Leanne Brace. 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	£420	Requirements for any additional courses to be established at Coach and Club Forums. £420 is approximate cost of room hire for 14 forums this financial year (5xclub, 4xcoach, 2x officials and 3x chairs). Youth forum not included.

What do you want to achieve?	What is your target and when?	Budget	Cost to date	Status at 21 March 2012
4. Funding 4.1 Identify and facilitate available funding support for volunteers, teachers and coaches. 4.2 Distribute HASA funding for courses not within the scope of the combined ER/HASA funding process. 4.3 Support combined ER/HASA funding process to help clubs achieve and maintain swim21 accreditation.	Sources identified by end May 2011 and the clubs of all eligible individuals assisted during the year. All requests for funding settled within 1 month of course completion. All funding requests from eligible clubs supported.	Nil £3,500 £10,000	 £1,712 £8,612	East Region / HASA combined scheme covering teaching/coaching courses and CPDs required for swim21, suspended February 2012. HASA scheme covers courses considered appropriate for club development but not within the ER/HASA scheme suspended from 31 March 2012. Claims settled for eight clubs (15 claims, 103 course places). Invoices from East Region for £2157, £2086 and £1517 covering April – December 2011 Outstanding commitment of £2,852 included in cost to date.
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	£10,744	

Signed:(Chairman – Workforce Development Committee) Date