

<b>Meeting</b>	Club Development Group	
<b>Venue</b>	Basepoint Business Centre, Bromsgrove	
<b>Time and Date</b>	10am, Friday 15 <sup>th</sup> September 2017	
<b>Present:</b>	Jean Childs (Chair) (JC)	Ian Lamb (IL)
	Steve Prosser	Trixie Pulsford
<b>In Attendance:</b>	Helen Weeks (Club Development Officer) (HW) Amanda Swan (Club Development Officer) (AS) Hayley Colville (Office Coordinator)	
<b>Apologies:</b>	Pam Davies	

Minute	Agenda Item	Details	Action
1.0	<b>Approval of previous minutes and matters arising</b>	The minutes of the previous on 21 <sup>th</sup> Jane were approved.	
2.0		<p>Matters Arising:</p> <p>SwimMark Club Essential Reviews</p> <ul style="list-style-type: none"> <li>Warwick University – Carried forward - HW to liaise with the club on their membership form and whether they include a tick box for code of conduct – Action closed</li> </ul> <p>Club Development Grants</p> <ul style="list-style-type: none"> <li>Haden Hill – Evidence of Course completion – HW to follow up – Carried Forward - Final payment will not be made if no evidence given.</li> </ul> <p>Whitchurch SC – AS feedback to club regarding succession planning detail - action closed</p> <p>Redditch SC – Personal development plan signed by coach and chairman – Action Closed</p> <p>Ledbury SC – AS advised of recommendation - Action Closed</p> <p>Stratford Sharks SC – Carried forward – Helen to see new emergency procedures with Kim names as head coach and find out how helpers have got DBS checks.</p> <p>Market Drayton SC – AS advised of recommendation – action closed</p> <p>Stafford Apex SC – carried forward to this panel.</p> <p>Wolverhampton SC – Final elements were uploaded – action closed</p> <p>Fox Hollies SC – Final elements uploaded - action closed</p>	

		<p>Camp Hill SC – Budget and 1 year forecast uploaded – action closed</p> <p>HW to send out club constitution to panel</p>	<p><b>HW to send club constitution to panel</b></p>
3.	<p><b>Swim21 club essential reviews Elements 1.13.16</b></p>	<ol style="list-style-type: none"> <li>1. Newport &amp; District SC – Approved</li> <li>2. Stourbridge SC – Approved</li> <li>3. City of Stoke on Trent (COSACSS) – Approved</li> <li>4. Northgate Bridgnorth SC – Approved</li> <li>5. Oldbury SC – Approved</li> <li>6. Wellington (Telford) SC – Approved</li> <li>7. Shrewsbury SC – Approved</li> <li>8. Cannock Phoenix SC (New SwimMark Club) – Approved - HW to go back to club to clarify on Ann Smith referee role.</li> <li>9. Wrekin College SC – Approved</li> <li>10. University of Birmingham SC (New SwimMark Club) - Approved</li> <li>11. Evesham SC – Review - Recommendation: add column with roles for workforce to the personnel list in the future. Concerns - Will go to National Panel and by the next 3 months extension club needs to get Head Coach to provide evidence of CPD.</li> <li>12. Dove Valley SC – Review - TNA &amp; Personnel Record missing. Will go to National Panel for decision as long as the final 2 elements are uploaded and approved.</li> <li>13. Newcastle (Staffs) ASC – Review - Concerns on coach's safeguarding and DBS out of date. Will need to provide evidence that safeguarding courses are booked. E13, 16 &amp; 14 - personnel record needs to include all club personnel and details. Will go to national panel if the missing personnel records and PDP are uploaded and approved.</li> <li>14. Stafford Apex SC – Review – E14 missing – safeguarding certificates. Will go to National Panel if the final element is uploaded.</li> <li>15. Haden Hill SC – Review – Some workforce missing DBS/Safeguarding details on personnel record. Will go to National Panel if the final element is complete -</li> </ol>	<p><b>HW to liaise with club</b></p> <p><b>AS to liaise with club</b></p> <p><b>HW sent email to notify club of missing details.</b></p> <p><b>HW to liaise with the club to approve element.</b></p> <p><b>HW to liaise with the club to approve element</b></p> <p><b>HW to Liaise with club and approve elements</b></p>

		<p>16. Orion SC – Review – Review - Safeguarding certificates missing &amp; personnel records need to be completed, uploaded and approved. Email from Shirley to the panel for approval regarding the welfare officer's T2L and safeguarding certificate</p> <p><b>Networks</b></p> <p>1. Telford &amp; Wrekin Forum – Approved</p>	<b>HW to liaise with club</b>
4.	<b>Club Development Grants</b>	<p>None to review at present</p> <p>The number of Club Development Grants has decreased in the past twelve months.</p> <p>HC/IL to create analysis of quarterly expenditure of club development grants.</p> <p>SwimMark club numbers – 55 clubs with a National Target of 56 clubs.</p>	<b>HC/IL to create analysis of Club Development Grants</b>
5	<b>Updates from Club Development Team</b>	<p>There may be a possible new club emerging – Kingsland Swimming Club – paperwork has been submitted and it will be discussed at the next Regional Board Meeting.</p> <p>There is a new Swim England Sports Development Director now in post– George Wood</p>	
7.	<b>AORB</b>	<p>Congratulations to Jean who has been accepted onto the Swim England Club Management Group.</p> <p>All group members agreed to continue for the next year and SP thanked all for their continued support.</p> <p>IL discussed how there was a strong change in course leaders for judging courses and becoming more rigiourous with DBS and Safeguarding qualification for course leaders. It was suggested by the group to use the SwimMark portal with the assistance of club officers to check and maintain DBS/Safeguarding qualifications for course leaders.</p> <p>TP – asked about the progress of the Royal Schools Wolverhampton application. HW advised there was no progression.</p>	
8.	<b>Confirmation of date of next meeting</b>	<p>TBC - Friday 1<sup>st</sup> December 2017 10am</p> <p>Regional Office, Basepoint Business Centre, Bromsgrove</p>	

Minutes prepared by	Date
Hayley Colville	25/09/2017