

Meeting	Club Development Group	
Venue	Basepoint Business Centre, Bromsgrove	
Time and Date	10am, Wednesday 21 st June, 2017	
Present:	Jean Childs (Chair) (JC)	Ian Lamb (IL)
In Attendance:	Helen Weeks (Club Development Officer) (HW) Amanda Swan (Club Development Officer) (AS)	
Apologies:	Trixie Pulsford	Pam Davies
	Steve Prosser	

Minute	Agenda Item	Details	Action
1.0 2.0	Approval of previous minutes and matters arising	<p>The minutes of the previous on 17th March were approved.</p> <p>Matters Arising:</p> <p>Swim21 Club Essential Reviews</p> <ul style="list-style-type: none"> 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 <p>Club Development Grants</p> <ul style="list-style-type: none"> Haden Hill – Evidence of Course completion – HW to follow up 	HW to follow up with Jane Campbell for update
3.	Swim21 club essential reviews Elements 1.13.16	<ol style="list-style-type: none"> Ludlow SC – Approved Whitchurch SC – Approved. Recommendation: add succession planning detail to the club development plan committee list. Redditch SC – Approved - on condition they upload a PDP signed by both coach and chairman (currently only signed by one). Recommendation: use all new templates in future Ledbury SC – Approved – Recommendation: add succession planning detail to the club development plan committee list. Also advise that the welfare officer should not hold a pool side role. Follow up – Marianne Bailey should have an ASA number, this is missing. Wombourne SC – Approved Stratford Sharks SC – Approved on the condition that Helen see's new emergency procedures with Kim named as the new head coach when in place July / August. Helen to also find out how event helpers have got DBS checks, as it is illegal to get them if they are not 	<p>AS to feedback to club</p> <p>AS to liaise with the club and feedback</p> <p>AS to feedback to club</p> <p>HW to liaise with the club</p>

		<p>required?</p> <p>7. Market Drayton SC – Approved – New club. Recommendation: add succession planning detail to the club development plan committee list.</p> <p>8. Stafford Apex SC – Lapsed - 1. Concerns on risk assessments from leisure centre as they are outdated. 2. Personnel record is lacking workforce members, safeguarding information and isn't good enough as not sufficient information.</p> <p>9. Wolverhampton – Review – will go to National panel for decision as long as remaining elements uploaded – missing club development plan and safeguarding certificates.</p> <p>10. Fox Hollies SC – Review – will go to National panel if the final 5 elements are uploaded – 5 elements missing</p> <p>11. Camp Hill SC – Review – to go to National Panel if the missing current budget and 1 year forecast is uploaded and approved</p> <p><u>Networks</u></p> <p>1. Herefordshire Club Network Renewal – Approved</p>	<p>AS to liaise with club and see evidence</p> <p>HW to liaise with the club on these elements</p> <p>HW to liaise with the club and approve elements.</p> <p>HW to liaise with club and approve elements</p> <p>HW to liaise with the club to approve elements</p>
4.	Club Development Grants	None at present	
7.	AORB	The group agreed to change the meeting time to 10am – 2pm, or 3pm if a longer meeting is required. All members present agreed. HW advised that SP is happy with this new meeting time.	HC to change future meeting times and room bookings at Basepoint
8.	Confirmation of date of next meeting	<p>Friday 15th September 2017</p> <p>Friday 1st December 2017</p> <p>Regional Office, Basepoint Business Centre, Bromsgrove</p>	

Minutes prepared by	Date
Amanda Swan	26/06/2017