

Notes from Performance Centre meeting

Thursday 31 January at Mardley Hill

Present: Tim Fitches, Malcolm Fraser, Ken Winchester, Angela Blowers, Marion Conway, Duncan Conway, Brian Jackson, Colin Walker, Pat Walker, Gill Bartlett, Dave Bartlett, Philip Gray
Apologies: Bob Green, Mary Wikner

1 Tim's report/feedback on consideration of our Application

Tim thought we could expect to receive the funding within the next month, and probably at the same time in subsequent years. He was not aware of a deadline on spend, provided budgets etc in control – and in our case managed within existing accounts.

[Post meeting TF has emailed to clarify the funding situation as follows:

“Funding:

a) To clarify, the first year will start on the day you receive the first lot of funding (it is NOT in line with the calendar year). I don't think this has any particular significance, other than being a guide as to what period you will need to spend the money over, and what dates you will draw down subsequent amounts.

b) Due to the total amount of funding Sport England has awarded to BADMINTON England for the first year of this programme, we won't be able to 'upweight' the funding you receive, as it could potentially leave us with a shortfall. That is, you will only be able to draw down £10k in each of the 3 years, rather than - say - £12k, £10k, £8k. I said to the contrary in the meeting last week, so apologies for misleading you. The total amount is of course still the same - £30k.

c) I will clarify with Julia tomorrow exactly when you can expect to draw down this first lot of funding, and will advise you accordingly as to what needs to happen and when.”]

He thought there would be press announcements – probably nationally and locally, with HSV involvement.

Further PC bid documents still to be supplied :

- 1 coaching activity details required by September 2008 (finalisation of Coaching Manual expected any time) [Post meeting: TF has fed back to BE the importance of having it as soon as possible before the Seminar on 29 Feb]
- 2 Performance Centre Portfolio within 6 months [Action: GB]
[Post meeting: Declaration and Evidence Checklist received from TF as promised]

When asked about PC progress within Eastern Region, TF reported:

- Essex: initial meeting held with consortium of Eric Brown and Bristow, the Uni, and Alison Pearson's club in Basildon
- Beds: waiting for initial meeting
- Redbridge: considering whether to apply
- Norfolk & Suffolk - interested

2 Review progress of One-Year Plan

- 1.1 Head Coach recruitment panel to consist of DC, BJ, DCB & AB (replacing TF). See Agenda item 3.
- 1.2 Estimated date Level 3 course become available: March/April
- 1.3 DCB & RG have started working together on deciding and implementing software and hardware for Register of PC coaches
- 1.4 Herts Coaches Register already set up; needs extending. Its accuracy was questioned - we are dependent on info from BE. Change from One-year Plan: Responsibility for it to remain with BJ as Coaching Co-ordinator.
[Action: BJ to send copy to AB and MC]
- 1.5 Volunteers Register: responsibility of PC Administrator confirmed

2. MC/PW starting to address this section. Once gaps have been identified, availability of court time would be key. CW identified court time discussions would be held with HSV. GB warned that HSV were reviewing court usage in February; meeting to be requested as early as possible. [Action: CW]
- 3.1 Coaches to be made aware of Child Protection course opportunity at Herts Coaching Conference organised by HSP on 24 February. [Sent by email by DCB]
- 3.8 Correction of One-Year Plan: CRB check for Premium Club volunteers has first-time handling fee of £7.50 (discounted from £15)
[Post meeting query: Tim, does that include Foundation Club members as well?]
- 5.2 DCB reminded the committee of the need to encourage clubs coming on board to engage with the CSP and their CSNs, who have access to considerable funding and other resources available this year
- 6.1 TF reported he had found no template job descriptions for new roles of Fundraiser or Administrator. MF said he was going to a CVS meeting on 11 February at Waterend Barn, St Albans, and would be investigating volunteer possibilities. DCB reported he is receiving fundraising information following the recent WHSPAA seminar at HSV, and is ready to hand the collection to our PC Fundraiser.
[Action: GB to collate Administrator responsibilities (from One-Year Plan).
Adverts to be drawn up for Administrator and Fundraiser and placed in Newsletter and on website]
- 6.6 GB reported that the HBA Foundation Club was being progressed, but was interrupted by her computer problems, which – hopefully - should be solved soon.
- 6.7 HSBA Premier Club application is progressing. DC, MC & AB have had one meeting with Tom, and another is planned for next week
- 6.9 Stanstead Abbots JBC has submitted their Premier Club application, and is awaiting the result. [Post meeting: Geoff Daniels is going on rescheduled Child Protection course on 11 March]
- 6.13 The current draft Constitution (v2) was discussed. It was agreed
- to insert “a consortium” in item 1 to identify the type of organisation
 - to move item 3 to become item 2 (and vice versa)
 - insert “Premier” to indicate Knebworth BC’s recently acquired status
 - add BE objective in item 3 [TF has suggest appropriate wording as promised]
- Further necessary changes to the Constitution are identified under Agenda item 5

- 3 Recruiting a Head Coach to work with our existing coaching team
[Action: DCB to email revised advert and role spec to all. All to reply with any changes by 8 February. All committee members to revisit spec in order to devise questions, and input to recruitment panel. Panel to liaise re meetings and advise rest of committee of dates agreed]

PG asked whether the recruitment process should include a practical assessment. It was decided to see what replies we got to the advertisement!

- 4 Performance Centre Seminar
First PC Seminar scheduled for Friday 29 February at Milton Keynes. Not a good day for us! Our three attendees will be GB, BJ, and MC or AB. Committee requested details to be forwarded to everybody again. [Action: GB]

- 5 Executive Committee

Membership of the Executive Committee was discussed, including concerns about voting rights and the number of representatives from each sector of the consortium (especially if more clubs come on board as hoped). The following permanent membership was agreed:

Chairman
Treasurer
Minute Secretary
Head Coach
Fundraiser
Administrator
Regional Development Manager
2 HBA reps (or alternates)
2 HSBA reps (or alternates)
maximum 3 club reps (or alternates): representing junior, senior and disability clubs

plus any attendees the Committee co-opt for a particular meeting.

This discussion required the following changes to be made to the Constitution regarding the composition of the Exec Committee:

- number limit and definition of club reps
- addition of PC Administrator

[Action: GB]

The following people were identified to take on specific roles:

Chairman: MF (with alternate AB in his absence)
Treasurer: CW
Regional Development Manager: TF

6 Progress in applying for necessary HSBA Premier Club & HBA Foundation Club status
This had already been covered in review of the One-Year plan.

7 Procedure for applications from Clubs for membership of Performance Centre
The following procedure was agreed:

- Achievement by club of appropriate status
- Submission of club assessment to the Performance Centre
- Presentation by the club to the Executive Committee
- Approval of membership by the Executive Committee.

The current application by Baldock JBC: all committee members to consider Baldock JBC's club assessment and email their objections or approval to DCB by Thursday 7 February.

8 Previous Minutes (of 8 October)
These were too old to require detailed consideration. Confidence was expressed that any matters outstanding had been dealt with.

9 AOB

10 DONM