

Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair:



MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON ZOOM

ON 27th March 2025 AT 7.30 PM

Present:

Name	Club	ONB Role
Christina Slater	Witney	ONB Welfare Panel
Amanda Readhead	Maxwell	ONB Disabilities Secretary
Di Kirkman	Wantage	Club Officials Coordinator
Neil Blunstone	Bicester	ONB Boys Team Manager
Heather Fowler	ADSC	Club Coach
Gemma Scrivener	Bicester	ONB Chair
Gary Blissett	Aylesbury	ONB President Elect
Kate Hutchinson	SE South East Region	Club Development Officer
Kim Weetman	4SSC	ONB SwimMark Coordinator
Emily Smith	Maxwell	Club Meets Coordinator
Laura Wilkinson	Didcot Barramundi	Club Chair
Hollie Robbins	City of Oxford Swimming Club	Club Secretary
Stephen Wynne-Jones	CMK	ONB Officials Coordinator
Alex Dodd	Thame	Club Chair
Iain Rennie	City of Oxford Swimming Club	ONB Secretary
Chantal Clavaud	Witney	ONB President
Mandy Fuller	Oxford and Witney Artistic Swimming Club	ONB Artistic Swimming Secretary
Lissa Francis	Wantage	Club Treasurer

	Agenda Item	Discussion and Decision	Action
1.	Introduction	Apologies were received from: Andrea Fijalkowski Grace O'Dwyer Peter Shaw Caroline Court Simon Joyce Alison Allen Graham Dick Steve Fabes Hui Jiao-Rashbrook	
2.	Minutes of Executive Meeting held on 30 th January 2025	The Chair asked if all those attending had read the minutes of the meeting and if they were a true record. It was agreed that the minutes were an accurate record, and they were duly approved by the Chair.	
3.	Matters arising from Item 2	None	

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4.	Correspondence	Volunteering for British Transplant Games in Oxford Request for Volunteers, this is not just swimming and takes place this summer (July/August). Para-swimming CPD for Technical Officials Swim England circulated the details for this CPD on the 10th April Regional Annual Council Meeting The Swim England South East Annual Council Meeting taking place on Wednesday 23rd April Letter Minutes 17 April 2024 Annual report 2024 Agenda Matters Arising Mastering Member Communication Lunch and Learn Gemma has a link to the recorded meeting but has yet to view. PPL-PRS The Music License The Music License has reviewed our guidance page and confirmed it is correct and highlighted that events that utilise specific music as part of the event are licensed separately, for example a chosen playlist for artistic swimming. County Governances Code On the 25th of March we were informed we have met the requirements for the County Governance Code. Achievement Letter Certificate	Gemma to report on this at next meeting
5.	Chair's Report	The Chair's report had been issued prior to the mgt and is attached. No Changes. Gemma thanked everyone for the effort and work put in for the County Championships. Whilst she is standing down she would like to continue in the Communications/PR role for them next year.	
6.	Treasurer's Report	The Treasurer's report had been issued prior to the mgt and is attached. No Changes.	
7.	ONB Risk Register Review	No Changes	
8.	ONB Equality and Diversity Action Plan Review	No Changes	
9	Disciplines		

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	a) Swimming	Role Vacant	
	b) Artistic Swimming	No changes.	
	c) Water Polo	No Update – Role Vacant	
	d) Disability	The Disability Secretary's report had been issued prior to the mgt and is attached. No changes A thank you for the the dedicated Para warm up lanes at counties it was particularly appreciated by the blind swimmers and those with more severe disabilities. Also highlighted the is the regional training on the first of June, see the SER report for details. There is a development meet scheduled for September.	
	e) Masters	The Masters Secretary's report had been issued prior to the mgt and is attached. No changes The Masters Meet is put back and we are looking for a new date probably around the second weekend in September.	
	f) Officials	First J2 course is running Should have a date for J2S course shortly	
	g) Fixtures & County Camps	Next Camp activity is the call on the 9 th April, details will be sent out nearer the time.	
	h) SwimMark Coord	Still being updated by Swim England	
	i) Constitution Checker	Nothing to report	
	j) Records	Updates due shortly	
	k) Masters Records	The Masters Records Officer report had been issued prior to the mgt and is attached. No additional changes.	
10.	County Team Coach Report	No report received, nothing added by Chantal.	
11.	Welfare Panel Report	Welfare Report had been issued prior to the mgt and is attached. No additional changes.	

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12.	Funding Applications	Bicester requested support for Assistant Coach training. The guidance has been updated on the website to reflect changes that have been implemented by SER. The first step is to get funding from SER, if successful then ONB will match the Clubs own contribution up to a maximum of a third of the cost of the training.	
13.	Policies and Governance	No update	
14.	Swim England South East	The Swim England South East Region report had been issued prior to the mgt and is attached. No changes.	
15.	County Championships	a) General See the minutes. b) Coordination Welfare Officers at County Champs Next year it was highlighted that there is a need for more coordination and validation of capability with the Welfare Officers on duty at each session. c) County Summer Event 2026 Proposed to move the Relays and 100IM to a new County Summer Event which may also include contributions from other disciplines. This would be June/July time.	
16.	AOB	a) Involvement in the County for 2025/26 Currently it is anticipated that these roles do not currently have anyone to stand for them in July though other roles may be available as well, and clubs will be notified of all vacancies. • Chair and Vice Chair • Swimming Secretary • Welfare • Water Polo Secretary • Masters Secretary • Judicial Officer • Constitution Checker • Volunteer and County Camp Coordinator • County Head Coach	

The Exec Cttee Meeting closed 20:30Hrs.

The next Meeting, which will be **ONB Executive Cttee Mtg** will be held at **7.30pm on Thursday 15th May 2025, via Zoom**. Details to be sent out nearer the date.

Iain Rennie
ONB Sec

Date:

Chair Signature:

Date: