

Surf Life Saving Sydney Northern Beaches Inc.

Board of Education Meeting

Minutes

16th August 2018

SNB Headquarters, Unit 9/1 Vuko Place, Warriewood 2102

ATTENDANCE: Adrienne Lowe, Director of Education; Belinda Dobson, SNB Lifesaving & Education Co-ordinator; Andy Cross, Nth Narrabeen; Angie Thorpe, Nth Narrabeen; Mike Le Geyt, Sth Curl Curl; Steve Haggett, Nth Narrabeen; Lindsay Davis, Freshwater; Garry Fox, Queenscliff; Tracey Hare-Boyd, North Steyne; Jess Menzies, Newport; Vickie Dyer, Warriewood; John Dulieu, Warriewood; Barry Antella, Queenscliff; Guyren Smith, Newport; Rick Mitchell, Avalon Beach; Keith Abraham, North Steyne; Gordy Coburn, Nth Narrabeen; Greg Hyde, Mona Vale; Michael King, Avalon Beach; Jacqueline Phillips, Freshwater; Natasha Spencer, Nth Curl Curl; Peter Finch, Newport; Eilish Sheerin, Palm Beach; Andrew Hjorth, Mona Vale; Glenn Smee, Mona Vale; Ross James, Mona Vale; Rob Cook, Narrabeen Beach; Sam Serisier, Dee Why; Sharon Raper, Nth Palm Beach;

APOLOGIES: Louise Lindop, Avalon Beach; Marianne Troop, Collaroy; Gary Beauchamp, Nth Curl Curl; Belle Schmidt, Bilgola; Geoff Raper, Nth Palm Beach; Amber Clark, Bungan Beach; Terry Boardman, Queenscliff; Darryl Walker, Long Reef; Warren Howard, Nth Palm Beach; Sandy Menzies, Newport;

PROXIES: Sharon Raper, Nth Palm Beach; Sam Serisier, Dee Why;

Meeting Opened: 7.00 pm

MINUTES

Item	Area	Discussion	Action	Date
	Welcome	The Director welcomed everyone to the meeting.		
624	Previous Meeting	The minutes of the meeting held on 21 st June 2018 were accepted. Nominated by Steve Haggett Seconded by Andy Cross		
625	Matters Arising from Previous Minutes	Item # 622 – IRB Driver Survey Survey has been sent out to all IRB TAFs and CTOs. It was completed by 54 individuals. Responses will be discussed as part of the DOE Report.		
626	Member Applications	The following Assessors were endorsed: Tracey Hare-Boyd (ART) Nominated by Kyra Jenkins, North Steyne Seconded by Andy Cross, Lindsay Davis Facilitators endorsed since last meeting: Frank Traugott (Spinal) Training Officers endorsed since last meeting: Danielle Edwards (Bronze)		
627	Correspondence	SLSA Circular 04/18-19 Skills Maintenance (Proficiency Check) Requirements for 2018/19 Season New this year is a proficiency requirement for members that hold the SMAR award. The 400m pool swim must be completed within the required time and clubs will need to enter		

		<p>the proficiency details into SurfGuard.</p> <p>Please note the following update with regards to the SMBM proficiency since this circular was released. <i>The SLSA Lifesaving committee has now approved the temporary removal of the SMBM 12-month proficiency in SurfGuard until the automation process has been fully rolled out with the introduction of the 'On the beach' app they are developing. SLSA will also be running a script into SurfGuard which will automatically make members proficient in their SMBM once an associated prerequisite has been marked as proficient. This avoids the need for members to have any increase in processing associated with this award.</i></p> <p>Meeting attendees asked to clarify whether the theory components of some award proficiencies has to be completed online. The Branch confirmed that this can be done online, on paper or verbally at the proficiency, as per last season.</p> <p>It was noted that the circular did not mention the requirement of the SMBM proficiency within the Gold Medallion proficiency details. It is assumed that when the proficiency for SMBM is returned to SurfGuard that this will also be a requirement for the Gold Medallion, however the Director will confirm this with SLSA.</p> <p>The Director noted that correspondence from SLSA is only released via the Members Area, requiring members and staff to go looking for it. The Director encouraged clubs to ask SLSNSW and SLSA to inform us of circulars rather than just upload them.</p>		
628	Correspondence	<p>SLSA Circular 78 - Members Area Upgrade, Patrol Ops App & Changes to Membership Categories</p> <p>The Director noted TAFs & CTOs should be aware that when looking at the Library in the Members Area it will default to the SLSA folder. If you are looking to download training and/or assessing resources, you must change to the SLS NSW folder first.</p> <p>Be aware there is no longer a specific Restricted Resources folder. All these resources are within the Education folder and will only be accessible by those with current endorsed Training Officer, Assessor and/or Facilitator awards. Members that hold the Probationary TAF award will have access to these resources soon.</p>		
629	Correspondence	<p>SLS NSW- Expression of Interest- Medical Advisory Group (MAG)</p> <p>Applications for this close on 31st August. Details are in the NSW Club Mail newsletter.</p> <p>The Director is also pleased to announce that two SNB members have been selected as part of the national panel for the PSAR manual review; Tracey Hare-Boyd and Andrew Hjorth. The next manual is due for release in 2020.</p>		

630	Welcome to new CTOs	<p>The Director welcomed all new CTOs. Those we are currently aware of include:</p> <p>Eilish Sheerin, Palm Beach Lara Boyle, Whale Beach Michael King, Avalon Beach Amber Clark – Bungan Beach John Dulieu, Warriewood Darryl Walker, Long Reef Emily Buckle, Dee Why Jacqueline Phillips, Freshwater</p>		
631	IRB Driver Training Survey	<p>A survey was emailed to all IRB Trainers, Assessors and Club CTOs to gain some insight into how Clubs are conducting IRB Driver training and any challenges they may be experiencing. This was largely instigated from a discussion by the BOM last month.</p> <p>Data has been collected from the 54 responses that have been received and will be evaluated in detail. Quick summary includes:</p> <ol style="list-style-type: none"> 1. Most Clubs are running at least 1 x Driver course per season 2. 44% of courses are for 1-4 candidates 3. 42% of courses are for 4-8 candidates 4. 55% of courses have 2 Training Officers 5. Most Clubs are utilising Content Experts, 20% of the time without an endorsed T/O present 6. IRB Driver courses usually take between 6-8 weeks to run, equating to roughly 20-30 hours. Some courses take over 40 hours of training. 7. Majority of Clubs struggle with insufficient Training Officers (hence point 5) 		
632	SLSNSW State Conference	<p>A number of members from Branch and Clubs attended the 2018 SLSNSW State Conference in July. Over 90% of NSW clubs were represented, plus interstate and international guests, to launch and communicate the new SLSNSW Strategic Plan and provide a forum to communicate and workshop key strategic issues, challenges and opportunities facing the organisation moving forward in the next 5-10 years.</p> <p>Conference material will be available to download from the SLSNSW website and Clubs are encouraged to do so.</p> <p>Key feedback points include:</p> <ul style="list-style-type: none"> • New Assessor app is coming, and 40 clubs have been selected to pilot it, including Newport. It is scheduled to be ready for the 2019-20 season. • Mental health and well-being of members is a focus. A member wide survey is coming, and members should be encouraged to participate. 		

		<ul style="list-style-type: none"> • Leadership Development session was run. Participants were asked to indicate behaviours or mindsets that need to stop, start and continue in order to improve culture within the organisation and on any level (club, branch, state). Feedback is being analysed and more info is to come from that. • Multiple attendees indicated the Safeguarding Children & Young People session was especially good. Guidelines are available, and Tracey Hare-Boyd will be covering this when she meets with the JACs next. • An Inclusive, Proud Surf Club kit was presented and should be utilised by all Clubs • Leadership & Gender Diversity session was well received 		
633	Cert IV Upgrades	Sessions have started for those upgrading to the latest Cert IV TAEASS40116. A few hiccups have been experienced and all feedback has been provided to SLSNSW and hopefully it will result in improvements for the future sessions.		
634	SNB Strategic Plan – Education	The Director presented the Education goals, strategies & measures finalised in the SNB Strategic Plan. Some measures need to be updated as we are already achieving them. See attached slides.		
635	SNB Education Online Presence	The Director encouraged all TAFs and CTOs to email John Taylor at pr@surflifesaving.net.au with any stories and pictures to promote Education on the Branch social media pages. She also encouraged all to provide her with any feedback and suggestions as to how we can improve the SNB website as we are looking to redevelop it.		
636	VET Funding Grant	<p>The Director advised that the Branch is looking to apply for Grant funding to finance new tele/video conferencing facilities in the Branch training room. We would like to be able to provide the opportunity for members to attend meetings remotely and also to be able to record events and create webinars, etc.</p> <p>All Clubs are encouraged to review the VET Funding Grant information and apply for it.</p>		
637	Cert 3 in Public Safety	Over the last season, the Branch has prepared RPL documentation resulting in almost 50 members being issued with the Certificate III in Public Safety (Aquatic Rescue). There are a further 150 members who will be eligible for this qualification if they complete the Silver Medallion Aquatic Rescue award. The Branch will email CTOs a list of who these members are.		
638	Cert 2 RPL	The Branch will be developing an RPL document for returning members to complete if they feel they are eligible for the Certificate II in Public Safety via RPL. When completed and		

		<p>approved it will be distributed to Bronze Assessors and CTOs.</p> <p><i>Reminder: All members who patrol and/or compete with the Bronze Medallion must also hold the Certificate II in Public Safety (Aquatic Rescue).</i></p>		
639	TAF Pre-season Updates	<p>Three dates have been set for this year's Pre-season Updates. All TAFs are required to attend one of them in order to maintain eligibility for re-endorsement. They should be approx. 2 hours long this year and will include the NSW update and a Professional Development session. Topics for PD are still being considered and include the following ideas:</p> <ul style="list-style-type: none"> • History of VET in Australia • Mental Health / Critical Incidents <p>If you have any suggestions, please contact the Director ASAP.</p>		
640	Advisers Reports Gold Medallion	<p>Andy asked that all CTOs see who in their holds the pre-requisites for Gold (see below) and might be interested in completing the GM. It is often a long -term goal to achieve. Andy Cross is happy to visit clubs to discuss what's required and give training tips.</p>		
641	Advisers Reports Facilitated Courses	<p>Mike Le Geyt reported that the Branch has already run 3 SMBM courses (35 candidates completed) with a further 2 courses scheduled prior to the start of the season. There are still a few places available on these.</p> <p>Spinal courses are scheduled for 22 & 23 Sept in multiple locations with a 10am and 12.30pm session at all 3 venues. At these venues, we are also offering a proficiency session (starting at 8.30am) particularly for Club Assessors and Delegates so that they are confident in running club proficiencies for Spinal. Bookings should be made through Belinda ASAP.</p> <p>The branch will be scheduling further facilitated courses and hopes to have them on the calendar 3-months in advance. Clubs that have a significant number of members needing any 1 award can contact Mike or Belinda to discuss running a course specifically for them.</p> <p>Thanks also to Adrian Hill who has been mentoring new Facilitators in SMBM during the off-season.</p>		
642	Advisers Reports Bronze Medallion	<p>Garry Fox. Nothing to report. Clubs that feel they need some help or advice are welcome to contact Garry.</p>		
643	Advisers Reports Powercraft	<p>Peter Finch reported that the RWC training program is going quite well with 9 people in training and 7 of them doing very well. Hoping to run the assessment on 8/9 Sept but it is surf dependent.</p>		
644	Advisers Reports Junior Education	<p>Tracey Hare-Boyd reported that she will inform all the CTOs of this year's plans at the CTO Meeting in September.</p>		

645	General Business	Tracey Hare-Boyd advised that Warriewood are taking their SRC program back to run themselves this season, starting 14 th October. They will need some help as they have very few training officers. Any Probationary Trainers who are needing an additional training program to run are welcome to contact Tracey as there will always be an endorsed T/O there, including Tracey, for mentoring. They will have a maximum of 35 candidates and will run the course on Sunday mornings.		
646	General Business Lifesaving Competition	Steve Haggett advised that Lindsay Davis is putting a training program together for Patrol Competition and Champion Lifesaver to be held at Freshwater on 13 th October. Contact Steve Haggett if you have members that would like to get involved.		
647	General Business Gear Inspection	Keith Abraham reminded everyone that Gear Inspection is on this Sunday (19 th Aug). Manikins have not been inspected for a number of years but Clubs should still check that they are functioning properly and give them a good clean on a regular basis. Clubs that need new manikins may be able to apply for funding through the VET Funding Grant to purchase some. Keith also asked that any Assessors interested in becoming Patrol Auditors should contact him or Belinda.		
648	General Business Radio Channels	Mike Le Geyt reported that radios purchased through the Lifesaving Equipment Grant have different channels programmed for training. The Branch will follow this up with SLSNSW.		
649	General Business VET Funding submission	Garry Fox reported that he will be submitting a VET Funding Grant application for Cert IV training. If any Club/s are wishing to do a joint submission for this, please contact him directly.		

Meeting Closed: 8:18pm
Next Meetings: CTO Meeting, Thursday 20th September
BoE Meeting, Thursday 18th October