

Surf Life Saving Sydney Northern Beaches Inc.

Board of Education Meeting

Minutes

17th May 2017

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

ATTENDANCE: Adrienne Lowe, Director of Education; Belinda Dobson, SNB Lifesaving & Education Co-ordinator; Alex Wye, Nth Curl Curl; Geoff Raper, Nth Palm Beach; Robert Cox, Nth Palm Beach; Steve Rahme, Nth Palm Beach; Sandy Menzies, Newport; Adam Kent, Long Reef; Rick Mitchell, Avalon Beach; Steve Hagggett, Nth Narrabeen; Lindsay Davis, Freshwater; Gordy Coburn, Nth Narrabeen; Kieran Menzies, Newport; Tracey Hare-Boyd, North Steyne; Jess Menzies, Newport; Justin Utteridge, Long Reef; Mike Le Geyt, Sth Curl Curl; Louise Lindop, Avalon Beach; Andrew Hjorth, Mona Vale; Frank Traugott, North Steyne; Karla MacBean, Collaroy; Garry Fox, Queenscliff; Nic Timm, Bungan Beach; Andy Cross, Nth Narrabeen; Angie Thorpe, Nth Narrabeen; Glenn Smee, Mona Vale; Keith Abraham, North Steyne; Louise Cooke, SLSNSW.

APOLOGIES: Doug Lucas, Palm Beach; Joe Mastrangelo, North Steyne; Kim Spicer, Nth Palm Beach; Michael Berry, Sth Curl Curl; Rod McGibbon, Bungan Beach; Tim Markovitch, Palm Beach; Tony Tier, Manly; Guyren Smith, Newport;

PROXIES:

Meeting Opened: 6.33 pm

MINUTES

Item	Area	Discussion	Action	Date
	Welcome	The Director welcomed everyone to the meeting.		
601	Correspondence	<p>SLS NSW 19/3/18 Educheck: It is a requirement for all SLSNSW Clubs to complete a self-assessment of their Education processes and teams every 2 years using the Educheck tool. The Branch followed up with a call (or voicemail) to Club CTOs and sent a follow up email on the Friday the 4th May. There is a survey monkey link in that email. We understand that the timing of Educheck may not be ideal - the second half of the season. So I'll make recommendation to SLS NSW that it be completed in the 'off season'</p> <p>SLS NSW 11/5/18: In 2018, the positions of President, Director of Finance, Director of Education, and Director of Surf Sports were up for election for two-year-terms. Incumbent President David Murray and Director of Surf Sports Don van Keimpema were both returned and will serve a second term in their respective roles after joining the Board in 2016. They will be joined by two new faces on the seven-member Board after Paul Bolton (Director of Finance) and Tony Waller (Director of Education) were successfully elected. Tony Waller is a former president of Coogee SLSC and has been extensively involved in surf life saving since joining the organisation in 1975.</p> <p>SLSA Circular 62/17-18: Call for Nominations for SLSA Member Advisory Committee and Adviser - Learning and Development. Nominations close Friday 25th May.</p>		

		<p>SLSSNB – Advisory positions for standing boards: Education, Lifesaving, Surf Sports and Member Services Please fill in and submit the nomination form advising what role or roles you would like to be considered for. Nominations must be received by me before COB 25th May. Successful nominees will be advised via email following the Executive endorsement at the meeting being held on 29th May 2018.</p>		
602	Applications from Members	<p>New Training Officers since last meeting: Trae Hare-Boyd, North Steyne (Bronze) Annie Gleason, Manly (Bronze) Victoria Cuthbert, Manly (Bronze) Jordan Dobson, Freshwater (Bronze) Sita Mason, Manly (Bronze)</p> <p>The following Assessors were nominated by their Clubs for endorsement and accepted: Nicholas Wood, Palm Beach (IRB) Michael King, Avalon Beach (Bronze) Richard Mitchell, Avalon Beach (Bronze) John O'toole, Queenscliff (Bronze)</p>		
603	2017-18 Initiatives	<p>Clubs were asked to share any initiatives that have gone well for them this season.</p> <p>Nth Palm Beach: Successfully ran a Bronze course with multiple awards being achieved. Starting with First Aid so that the candidates could begin patrolling as Award members while still training for their Bronze. They also completed Spinal Management, Radio Operators and ARTC.</p> <p>Nth Palm Beach: Have a patrolling affiliation with Palm Beach that has been going for 3-years now. Palm Beach send 2-3 patrol members up to NPB every patrol. It strengthens the NPB patrol and also gives the PB members further experience at a different location where the patrol numbers are much lower. Both clubs are benefiting from the arrangement.</p> <p>Avalon Beach: Successfully trained a Bronze squad in Singapore. The adults are all ex-pat's and join Avalon Beach SLSC in order to be able to complete the course and be issued the award. Avalon Beach have run 2 groups in Singapore now and there is another coming up. The group in Singapore pay the cost of travel, etc. Avalon Beach would be happy to have Trainers and Assessors from other clubs involved if they wish.</p> <p>Manly: Runs a similar training program in Vietnam.</p> <p>Collaroy: Instigated some changes with regards to the expectations of their competitors who are patrolling and they are gaining extra awards which strengthens the Collaroy patrols.</p>		
604	SLSNSW Presentation	<p>Louise Cooke, Learning & Development Manager, SLSNSW, presented a summary of her recent presentation to Branch DOEs. Topics included:</p>		

		<p>SLSNSW Learning & Development new team structure.</p> <p>SLSA are reviewing the Bronze Medallion and we expect it to be available by 1st August 2019. The review will include new blended learning tools including online and face-to-face.</p> <p>SLSNSW are working towards digitizing as many of the training resources as possible – including forms, attendance lists, recording of assessment results and eventually proficiency results as well. There <u>may</u> be something available for some clubs to trial / beta test next season.</p> <p>Approx. \$300k pa will be available through a grant scheme to be paid out of the VET Funding. More information will be available when the program is finalised.</p>																																										
605	Facilitated Course Review	<p>The Director presented a list showing the number of members who have completed Facilitated courses this season compared to last. Numbers are up in most areas. We also have gained a further 23 members with the Cert IV in Training and Assessment which will mean we will have more Facilitators to run these courses in future.</p> <table border="1"> <thead> <tr> <th>Award Name</th> <th>2016-17</th> <th>2017-18</th> <th>Grand Total</th> </tr> </thead> <tbody> <tr> <td>Certificate IV in Training and Assessment</td> <td></td> <td></td> <td>23</td> </tr> <tr> <td>Pain Management Certificate</td> <td></td> <td></td> <td>16</td> </tr> <tr> <td>Provide work skill instruction</td> <td>28</td> <td>34</td> <td>62</td> </tr> <tr> <td>Rescue Water Craft Operator Certificate</td> <td>6</td> <td>4</td> <td>10</td> </tr> <tr> <td>Silver Medallion Aquatic Rescue</td> <td>9</td> <td>11</td> <td>20</td> </tr> <tr> <td>Silver Medallion Beach Management</td> <td>112</td> <td>101</td> <td>213</td> </tr> <tr> <td>Silver Medallion Communications Centre Operator</td> <td></td> <td>2</td> <td>2</td> </tr> <tr> <td>Spinal Management</td> <td>37</td> <td>132</td> <td>169</td> </tr> <tr> <td>Grand Total</td> <td>192</td> <td>323</td> <td>515</td> </tr> </tbody> </table>	Award Name	2016-17	2017-18	Grand Total	Certificate IV in Training and Assessment			23	Pain Management Certificate			16	Provide work skill instruction	28	34	62	Rescue Water Craft Operator Certificate	6	4	10	Silver Medallion Aquatic Rescue	9	11	20	Silver Medallion Beach Management	112	101	213	Silver Medallion Communications Centre Operator		2	2	Spinal Management	37	132	169	Grand Total	192	323	515		
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	Breakout Sessions	<p>Meeting attendees divided up into 3 groups to discuss some key actions for the following awards:</p> <ul style="list-style-type: none"> • ARTC • Bronze/SRC • IRB Crew/Driver <p>Any actions raised by these groups will be a focus to resolve during the off-season, in preparation for the 2018-19 Pre-season Updates for TAFs.</p>																																										
606	Breakout Session ARTC	<ul style="list-style-type: none"> • Assessment task theory questions: It was suggested that SLSA review these questions so that they are aligned to the online course and also multiple choice. • Only a few assessment dates should be pre-scheduled on the SNB calendar and clubs can request other dates as they are needed. Locations should be flexible. • Assessors should book into assessments with the Branch office similar to how the Bronze assessments work. • Probationary Assessors for ARTC should have a pathway checklist similar to that used for Probationary Bronze Assessors. • ARTC Central Venue Guidelines should be reviewed and distributed. 																																										

607	Breakout Session IRB Crew/Driver	<ul style="list-style-type: none"> • Standardisation of training <ul style="list-style-type: none"> ○ It was noted that the assessors had seen a wide variety of training standards through the Branch ○ This ranged from people trying to “Punch” every wave, always picking up backwards and patients without helmets ○ The assessors felt that we needed to do something to try and bring the standard back into line <ul style="list-style-type: none"> ▪ Once suggestion for this is to send communications outlining the correct methods for training (as per manual) ▪ Also, workshops with all TO's at the clubs would be beneficial to make sure they are all doing the correct thing • Query about average age of trainers. Thoughts were a lot of the techniques in the above were related to IRB Racing • Concern about the 2-hour training limit <ul style="list-style-type: none"> ○ # of candidates and hours training should be assessed by the trainer – if you have 20 candidates but only 2 boats – that's not a lot of boat time. ○ Need to set out some guidelines. Maybe courses need to be limited to a maximum # per boat? • Discussions about reducing the amount of paperwork. Can there just be 1 sheet sign off? • Discussed Assessment guidelines <ul style="list-style-type: none"> ○ Needs to be 1 page, otherwise no one will use it ○ Must be useful and not waffle on 		
608	Breakout Session Bronze/SRC	<ul style="list-style-type: none"> • Guidelines have grown in size. Main problem is they're probably not being read/understood. Two groups probably at fault here – new trainers/CTOs and Assessors who have not assessed regularly and kept up to date. Mentoring of new trainers, Pre-Season updates, doing a “proficiency” in the pre-season (online?) could all help to resolve this. <ul style="list-style-type: none"> ○ Can the guidelines be digitised somehow so that we know that TAFs have reviewed them and they're also easily accessible to be referred to at assessments? • How to deal with RPL- paperwork nightmare for AIC Suggested Club assessor to mark off prior to attending dry assessment. The award should also be on the member's record prior to this happening so that we can be sure it's a valid certificate (SLSNSW checks before manually adding) <ul style="list-style-type: none"> ○ Also need to have clear guideline about minimum length of time left on First Aid certificate to make it acceptable. Suggestion is 12 months, therefore maximum of 2-years old. 		
609	General Business Education Calendar	The Director advised that SNB is currently updating 2 calendars – the PDF file that can be downloaded and printed, and the Google calendar which also contains information such as the number of candidates booked in and the names of		

		<p>Assessors/Facilitators booked in.</p> <p>Which calendar are TAFs & CTOs using? Do we need to keep both or can we eliminate one?</p> <p>Both calendars are being used so both will be kept.</p> <p>The PDF version begins as a spreadsheet which can be sorted and filtered and many different ways. The Branch will make this available to people upon request.</p>		
610	General Business Professional Development	Attendees were advised completion of Cert IV upgrades or attendance at the 2018 SLSNSW State Conference will count towards this year's Professional Development requirement for re-endorsement.		
611	General Business SRC Assessments	<p>It was suggested that SRC assessments scheduled for December be split into Dry & Wet dates as they are typically quite large numbers and as extra assessment tasks are added (such as radio) they are getting longer. It was agreed that we will look to do this in future.</p> <p>It was also noted that some SRC candidates who wish to compete up (in U15 events) are being pushed through the SRC training abnormally fast and the outcome in their competency is not necessarily ideal. Can we work with Surf Sports to find another way of determining they are OK to compete?</p> <p>Clubs were reminded that if the Education team is working with the Age Managers throughout the season with regards to Nipper education, then Nipper members should be relatively up to speed of much of the Dry competencies by the time they reach the U14 age group and therefore a shortened training course should still result in a good outcome.</p>	SNB will ensure that December SRC assessments are split into Dry & Wet dates.	
612	General Business Assessment Inconsistencies	<p>An Assessor who is endorsed across 3 disciplines noted that there are lots of inconsistencies seen. The Assessor feels that ARTC is probably the most consistent as it's a smaller group of Assessors and they work together at each assessment task. They also have a debrief after every assessment.</p> <p>It was agreed that all AICs of all disciplines should be consistent in their expectations. All AICs should have a briefing and debriefing at each assessment which is clear.</p> <p>Assessors should also be reminded not to train when they are assessing. They are there to determine "C" or "NYC", not to share their favourite method or tip. This will also help to reduce the time it takes to complete an assessment.</p>		
613	General Business TAF Recognition	<p>SLSA have added Service Awards to Surfguard for Training Officers and Facilitators. (Assessor Service Awards were already available). Trainers, Assessors and Facilitators can be recognised from 5 years of service and up.</p> <p>The Forms section of the Members Area is currently being redeveloped so the Trainer and Facilitator service awards are</p>	SNB to confirm whether a signed form must be submitted.	

		<p>not currently available to request online. Clubs will need to raise them as an assessment request on SurfGuard until further notice.</p> <p>The Branch waiting to find out if a paper form must be submitted alongside the assessment requests, which is what happens with other Service Awards processed in this way.</p>		
614	General Business Face Shields	<p>Tracey Hare-Boyd advised clubs that SNB Merchandise is now available on the SNB website. Currently there are SNB branded CPR Face Shields available for \$5 each. A great gift for Club's presentation night attendees.</p> <p>Orders can be placed by email to jen@surflifesaving.net.au</p>		
615	ARTC Assessment	<p>Next assessment is on Tuesday 29th May at Mona Vale SLSC. Any clubs that are currently training ARTC should book in now.</p>		
616	Upcoming Events	<p>End of Season Get Together For TAFs, Support Operations, Officials, Dad's Army Friday 25th May, 6.30pm – 9.30pm, at Warriewood SLSC RSVP by 18th May to jen@surflifesaving.net.au</p> <p>SNB Awards of Excellence Friday 22nd June, 7pm for 7.30pm presentation, Dee Why RSL \$80pp inc 3-course meal, drinks & entertainment. U18s \$50pp Dress code: Sharp & Smart RSVP by 13th June to jen@surflifesaving.net.au Nominations are due to Jen by 24th May</p> <p>2018 SLSNSW State Conference Sat 28th July – Sun 29th July The Conference will 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. It is aimed at Club Presidents, Club Captains, Member Services Officers, Volunteer Coordinators, Junior Activity Chairpersons, Member Protection Information Officers, Chief Training Officers and/or members who are emerging leaders within the Club. Registrations are now open. https://www.surflifesaving.com.au/events/2018-slsnsw-state-conference</p>		

Meeting Closed: 8.10pm
Next Meetings: BoE, Thursday 21st June – Season Review
No July BoE
BoE, Thursday 15th August
CTO Meeting, Thursday 20th September