

**Zarząd Okręgu (ZO) Wielka Brytania**  
**UK National Executive Council Meeting PSA (UK Region) Ltd**  
**Beavor House and Videoconference Call**

**Saturday 3<sup>rd</sup> December 11:00 – 15:00**

**Present:** Ali Szwagrzak hm (AS) - Chair  
Dzh Krystyna Buyukardicli – Friends of Scouting  
Teresa Ciecierska hm (TC) – Senior Scouts (Left 21:00)  
Wanda Petruszewicz-Allen hm (WPA) - UK Guide Commissioner  
Marcin Roth hm (MR)- UK Scout Commissioner  
Hania Clarke phm (HC) – Mental Health and Well-being  
Zosia Edmond pwd (ZE) – Safeguarding and HR  
Szymon Erdzik pwd (SE) – Data Protection  
Pawel Grabowiecki phm (PG)  
Leszek Indyk phm (LI) – Health & Safety  
Krzysztof Jakubowski hm (KJ) - St Briavels Project Manager  
Alicja Macheta pwd (ALM)  
Aneta Macheta hm (AM) – Treasurer Project St Briavels  
Dorota Matuszewska hm (DM) - Secretary  
Agnieszka Wojtkowiak phm (AW) - Media & communication  
Docia Zasadzka (DZ)  
Jerzy Zychowicz phm (JZ)  
Andrzej Ciuksza phm (AC) – joined 11:30

**Apologies:** Ks Roman Werner hm (RW) – Chaplain  
Jan Minor hm (JM) – Covid 19 Response  
Irena Sobolewska phm (IS) – Treasurer

**Absent:**

**Agenda:**

<b>1. Opening, welcome, quorum, acceptance of agenda, declaration of conflict of interest, apologies</b>	
<b>2. Minutes</b> 2.1. Minutes from meeting 24 <sup>th</sup> October 2022, 1 <sup>st</sup> November 2022.	11:00
<b>3. Matters arising from the minutes not covered on the agenda below:</b>	
<b>4. Finance -</b> 4.1. Financial Update – IS 4.1.1. Beavor House – AS 4.1.2. Aid for Ukraine – AS 4.2. Insurance – AC	11:30
<b>5. Operational</b> 5.1. Guide Commission – report, update, issues – WPA 5.2. Scout Commission – report, update, issues – MR 5.3. Senior Scouts – report, update, issues – TC 5.4. Friends of Polish Scouting – report, update, issues – KB 5.5. St Briavels project Phase III – KJ	12:00 to include lunch

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<b>6. Governance –</b> 6.1. Feedback from Zjazd Okręgu 8-9/10/2022 – DM 6.2. Health & Safety – LI 6.3. Safeguarding – ZE 6.3.1. DBS database update – MR 6.4. Mental Health – HC 6.5. Data Protection – SE 6.6. Human Resources – ZE 6.7. COVID Response Team – JM 6.8. Media & Communications – AW 6.8.1. Media Crisis Management Policy – AS	12:45 to include lunch
<b>7. Activity Centres</b> 7.1. St Briavels centre – Wye Valley Woodside Centre – AS 7.2. Fenton Centre – AS	14:15
<b>8. Any other business</b>	14:45
<b>Date of next meeting:</b> 7/2/2022 Zoom 19:30 – 21:30 and 15/2/2022 (if required)	

## Minutes

<b>1. Opening, welcome, quorum, acceptance of agenda, declaration of conflict of interest, apologies</b> Meeting commenced with a prayer for IS's mother and JZ's sister who are both very ill at the moment. AS welcomed everyone, quorum was agreed Agenda was accepted with two changes. DM will give the update from the Treasurer 4.1 and JZ will give update of DBS Database <b>xx</b> ZE and AS declared a pecuniary conflict of interest as both are governors at a school	
<b>2. Minutes from previous meetings</b> 2.1. 24 <sup>th</sup> October 2022 No updates requested. Minutes accepted by 16 abstain 1 2.2. 1 <sup>st</sup> November 2022 No updates requested. Minutes accepted by 15 abstain 2	<b>Actions:</b>

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<p><b>3. Matters arising from the minutes not covered on the agenda below:</b></p> <p>3.1. 24<sup>th</sup> October 2022 No actions</p> <p>3.2. 1<sup>st</sup> November 2022 2 AS asked Activity Centre Managers (ACM) if they wanted to raise anything at the meeting or attend. Both declined and said that everything was in their report. CLOSED</p> <p>3.1 DM registered ALM AM TC and AW as directors on Companies House Website and Trustees on Charity Commission. CLOSED</p> <p>5.1 AS scheduled meeting with SH, OPH and KCs. CLOSED</p> <p>5.4 DM confirmed that a new statute would need to be approved by PSA (UK Region) Board. CLOSED</p> <p>5.5 DM added review of biennial meeting to agenda. CLOSED</p> <p>5.6 JZ to suggest list of topics for Zoom conferences with the Instructors. OPEN</p>	<p><b>JZ</b> to suggest list of topics for Zoom conferences with the Instructors</p>
<p><b>4. Finance</b></p> <p>4.1. Financial Update – DM Mandate has been sent to bank requesting IS to be added as a signatory to PSA (UK Region) account. Books have been received from Auditors and Internal Audit and will be returned to the Treasurers There is £28k on the account.</p> <p>4.1.1. Beavor House – AS A face-to-face meeting is schedule after the committee meeting with PSA (Int'l) Marek Szablewski, Stas Berkiet and TC, and PSA (UK Region) KJ, DM and AS</p> <p>4.1.2. Aid for Ukraine – AS - Typo in first sentence in letter should read your and not our. - Last para change to France to countries in Europe - Para 2 add to list of activities Virtual choir performances - Para 2 change particularly to predominantly - ALM to send feedback to AK 1 against 1 abstain, 15 approved</p> <p>4.1.3. Insurance – AC Personal accident &amp; travel insurance for all members, to be renewed end of March 2023. Public Liability, employers and building, was renewed 29 September 2022, have received 5% discount from Zurich. It would be beneficial to do an asset check Activity Centres, to ensure that have the correct insurance. Both activity centres are named on the policy and Zurich are aware of the refurbishment of the White House. Do a review the Districts equipment and how and where it is stored. We have cover for £150k for PSA UK Region's equipment. Check if the equipment is insured where it is stored.</p>	<p>DM to send list of agreed changes to letter to AK by 10/12</p> <p>ALM to send stylistic changes to AK by 10/12</p>

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<p>Dental is not covered by our insurance. Double breakage of a bone, is from where the insurance starts. Anyone from PSA (Int'l) who is registered in PSA (UK Region) is included in UK insurance.</p>	
<p><b>5. Operational</b></p> <p>5.1. Guide Commission – report, update, issues – WPA Report sent in advance. AM – nothing about the actions from the conference which was held 9/10/2022. WPA replied that once minutes and actions from conference are signed off they will be distributed within the guide commission.</p> <p>5.2. Scout Commission – report, update, issues – MR Report sent in advance. No questions</p> <p>5.3. Senior Scouts – report, update, issues – TC Report sent in advance. No questions.</p> <p>5.4. Friends of Polish Scouting – report, update, issues – KB No report sent in advance. To date 4 groups have registered before the deadline of 30/11/2022. KB will chase the remaining groups. Template for the financial records has been introduced. KB with Konrad Kaptur's help currently looking at social media, there are many accounts, and looking at combining them to one.</p> <p>5.5. St Briavels project Phase III – KJ No report sent in advance. Project group meets every 2 weeks. Agenda items are safeguarding, finance, fundraising and comms. No issues with safeguarding. Currently have £50k on bank account and will receive £150k loan from PSA (Int'l). Plan to complete the windows, roof, insulation, flooring and walls before Christmas 2022, so will meet our donation obligation towards MSZ. Work will then stop until we have further funds. Next step is first fix and electricity. We have applied for further funding from MSZ, and also to SPK, Garfield Weston and Herbert Sunley. Each could give us £100k and we should hear back within a couple of months. If we do not have the money to pay back the loan to PSA (Int'l), we can get a loan from an instructor who approached KJ. Contractors will leave and will return when we have more funds. Suggestion to use volunteers for piecemeal work. ZE questioned the quality of the workmanship if use volunteers, however, KB suggested we could seek professional volunteers through KPH. PG – has a friend who is a gardener who could help. Keeping all Social Media up to date is a challenge. Suggestion to encourage a couple of young people to manage the FB, Instagram, as they will have more experience and grown up with it. ZE volunteered to manage Instagram and Facebook. HC suggested that we give some young people the opportunity to get experience in managing Instagram or Facebook. AM said that we are approaching young people, to date we have not been able to find anyone.</p>	<p><b>ZE</b> to contact KJ about managing Facebook and Instagram</p>

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<p>AM - Fundraising needs to aim at another group of people. If we get more funding from MSZ, we will need to deliver as per the agreement.</p> <p>AW – maybe organise ticketed events. KJ – ticketed events are hard work and time consuming to organise and don't yield a lot of money. The people who attend are the friends of the organisers, so you are not tapping into another group, however, there is always chance of reaching out to a larger donor. AM - suggested that we pay someone to organise events for us.</p> <p>AW – We are not fully utilising the potential of Social Media. Perhaps this could be added to the instructor's stopnie instruktorskie.</p> <p>ZE – to write a job description for Social Media Manager.</p> <p>DM – suggested that although Amazon Smile and Easyfunding do not give a lot of money, however, this is free money, and the more people who sign up, the more money we will get.</p>	<p><b>AW</b> and <b>PG</b> to put forward suggestions for ticketed events</p> <p><b>AM</b> to suggest a contractor who could help organise events</p> <p><b>ZE</b> to write job description for Social Media Manager</p> <p><b>DM</b> to send out links to sign up to Amazon Smile and Easyfunding</p>
<p><b>6. Governance</b></p> <p>6.1. Feedback from Zjazd Okręgu 8-9/10/2022 – DM</p> <p>DM – we have always had a biennial meeting, however, since 2015 when we became a legal entity, following the articles of association which state we must hold a general meeting every two years, we have combined the two to fulfil the requirement.</p> <p>AS thanked DM and IS for organising this biennial meeting.</p> <p>JZ – suggested it needs to be more modern. Certain parts cannot change, such as the voting but we need to look at other parts, like the talks, and conferences.</p> <p>AS – people want discussion.</p> <p>KJ – do discussions in smaller groups, not plenary as just takes too long. The presenters need to be prepared.</p> <p>JZ and ZE to present train-the-trainer sessions in advance of next meeting.</p> <p>KJ – to introduce the topics in advance of meeting.</p> <p>ALM - to subscribe to talks in advance.</p> <p>AW – feedback was not requested. Not too late to do so. ZE and JZ to create on line feedback and DM to send directly to delegates. Feedback should also include question on the duration.</p> <p>WPA – received feedback from Obozni, stating that quite a few people did not follow their instructions, refusing to help in the kitchen. The kominek was very enjoyable.</p> <p>KJ – Add to next meeting to review the actions from the Biennial Meeting.</p> <p>ALM – why only every two years, but Choragiew can do when they want to.</p> <p>PG – not everyone came. Get the people to pay for Zjazd at the time of registration.</p>	<p><b>JZ</b> and <b>ZE</b> to put together a questionnaire, to include timings to be sent out to delegates</p> <p><b>DM</b> to add review of actions from the Biennial Meeting to next meeting agenda</p> <p><b>AS</b> to book Fenton for next biennial meeting</p>

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<p>DZ – start on Friday. Date of next Zjazd. 5-6 October 2024</p> <p>6.2. Health &amp; Safety – LI Further promote this with District Commissioners; Check the H&amp;S for the employees at the Activity Centres. Plans to visit both centres in Feb 2023. Visit the summer camps. AS suggested that there are too many camps at the same time and so best to work with the Guide and Scout Commissioners and give guidance on what to check. Regarding food and mouth outbreak over the summer will be talking to St Briavels Activity Centre Manager and lessons learned. DZ – Following the pandemic and food and mouth over the summer, perhaps we should look at having a separate Infection Control policy.</p> <p>6.3. Safeguarding – ZE Handover meeting is scheduled on 15th December. AS - can co-opt more people into the sub-committee. Anna Gebska and Karina Kulawik have updated the policies to reflect the feedback from the Sagaciti review. - PSA UK Region Drugs and substances Policy 2022 - PSA UK Region Whistleblowing Policy pazd 2022 - Disclosure Scotland Making referrals Policy PSA UK Region - Anti Bullying Przemoc i agresja PolEng pazd 2022 - ZHP Zasady i Procedury Nov 2022 - ZHP Zasady zapobiegania przemocy Anti Bullying policy 2022 - Zgłoszenie dorosłej osoby do ZHP lipiec 2022. Policies approved by 16 and 1 abstain. Some of the translations e.g. district commissioner, are incorrect. DM to send list that is currently used.</p> <p>6.3.1. DBS database update – MR This is now completed and in use. Guide and Scout Commissioners and District Commissioners have access to their areas. Observations made, some people do not have a DBS, but have Level 1 training, JZ also noticed that his DBS had lapsed, and had to resubmit.</p> <p>6.4. Mental Health – HC Working with ZE on Diversity and Inclusion policy as currently there is one paragraph. MR - any policy should take into consideration our situation and our scouting rules . There is a course to learn how to support those with mental health issues available for £3k. HC to create a survey to get a view of the mental health awareness within our organisation and send to DM.</p> <p>6.5. Data Protection – SE Secure Handling Disclosure Information Policy needs to active from 1st December 2022.</p>	<p><b>LI</b> to visit activity centres in Feb 2023</p> <p><b>DM</b> to send updated list of translations to ZE</p> <p><b>HC</b> to create a survey and send to DM to send out a by the end of 01/23 to get an understanding of the level of mental health awareness.</p>
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<p>Policy approved subject to SE incorporating feedback received by the end of the week.  Agreed 9 abstain 8  In January SE will send two questionnaires, one to the board members and one to the instructors to understand the level of knowledge in the organisation.  ZE – most people need to complete data protection courses at work so should be familiar with the topic.  SE to write Subject Access Request Policy March/April 2023.  SE interested in attending a course to learn more about GDPR.</p> <p>6.6. Human Resources – ZE  Has received handover from IS and written to our employees to introduce herself.  DZ - HSE poster not in Wood House in St Briavels. ZE will send copy to Activity Centre Manager.</p> <p>6.7. COVID Response Team – AS  Nothing on Scouts England website. JM will have final COVID team meeting and give feedback at next meeting.</p> <p>6.8. Media &amp; Communications – AW  AW and PG presented a talk about social media. A draft of the Social Media Policy will be available by end of January. AS spoke to Ania Kucewicz about the Media Crisis Management Policy, who said would talk to Tina Malkowska and give an update. Further update at the next meeting.</p>	<p><b>SE</b> to send to DM to send out 2 questionnaires one to Board and one to Instructors by end of January 2023</p> <p><b>SE</b> to write Subject Access Request Policy by April 2023</p> <p><b>DZ</b> to send HSE poster to St Briavels ACM.</p> <p><b>Media &amp; Comms</b> to create a policy end of January 2023.</p> <p><b>AW</b> to send DM presentation to send out to all members.</p> <p><b>DM</b> to add Media &amp; Comms to earlier in the agenda for next meeting.</p>
<p><b>7. Activity Centres</b></p> <p>7.1. St Briavels centre – Wye Valley Woodside Centre – AS  Report was sent in advance.  St Briavels Committee are Wanda Osmond (WO), Bernie Szpala, DZ, Warden. WO is looking for more people. AC, WO and KJ are working on business plan for White House once it is completed.</p> <p>7.2. Fenton Centre – AS  Report sent in advance, no further questions.</p>	
<p><b>8. Any other business</b></p> <p>8.1. Loan Agreement with PSA Int'l - AS  Loan agreement for £150k from PSA Int'l has been received. It has been checked by KJ and IS. It is a standard loan agreement and states as verbally agreed that the money is to be returned by June 2023.  All (17) approved the signing of the loan agreement</p> <p>8.2. Operoo - DM  Operoo a Australian company used by Australia and Ireland Regions to manage their membership subscriptions, has changed business direction and will no longer be managing the subscriptions.</p>	

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<p>8.3. Apply for funds to ROHIS - AS Application to ROHIS for training for instructors in both the Guide and Scout Commissions in Scotland will be made. No objection from the committee.</p> <p>8.4. <b>Regulamin Okręgu and Zjazdu Okręgu (Procedures for PSA (UK Region) and the Biennial Meeting) - JZ</b> JZ to chair sub-committee, DZ, ALM, AM, AW, DM to be members</p>	<p><b>JZ</b> and sub committer to develop first draft of Procedures for PSA (UK Region) and the Biennial Meeting</p>
<p><b>Dates of next meeting:</b> 7/2/2022 Zoom 19:30 – 21:30 and 15/2/2023 (if required) 15/04/2023 Beavor House 11.00 – 16.00 10/06/2023 Beavor House 11.00 – 16.00</p>	

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