

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

Saturday 15th April 2023 11:00 – 15:00

Present: Ali Szwagrak hm (AS) - Chair
Teresa Ciecierska hm (TC) – Senior Scouts (Zoom)
Wanda Petruszewicz-Allen hm (WPA) - UK Guide Commissioner
Marcin Roth hm (MR)- UK Scout Commissioner
Dzh Krystyna Buyukardicli – Friends of Scouting
Zosia Edmond pwd (ZE) – Safeguarding and HR
Szymon Erdzik pwd (SE) – Data Protection (Zoom)
Pawel Grabowiecki phm (PG)
Leszek Indyk phm (LI) – Health & Safety (Zoom)
Krzysztof Jakubowski hm (KJ) - St Briavels Project Manager (Zoom)
Alicja Macheta pwd (ALM)
Aneta Macheta hm (AM) – Treasurer Project St Briavels
Dorota Matuszewska hm (DM) - Secretary
Jan Minor hm (JM) – Covid 19 Response
Irena Sobolewska phm (IS) – Treasurer
Agnieszka Wojtkowiak phm (AW) - Media & communication
Docia Zasadzka (DZ)
Jerzy Zychowicz phm (JZ)
Andrzej Ciuksza phm (AC) (Zoom)

Apologies: Ks Roman Werner hm (RW) – Chaplain

Absent:

Circulation: Krysia Buyukardicli, T Ciecierska, A Ciuksza, Z Edmond, S Erdzik, L Indyk,
P Grabowiecki, K Jakubowski, Alicja Macheta, Aneta Macheta, D Matuszewska, J Minor,
W Petruszewicz-Allen, M Roth, I Sobolewska, A Szwagrak, Chaplain: Rev. R Werner,
A Wojtkowiak, D Zasadzka, J Zychowicz



Agenda:

1. Opening, welcome, quorum, acceptance of agenda, declaration of conflict of interest, apologies	
2. Minutes 2.1. Minutes from meeting 7 th February 2023.	11:00:
3. Matters arising from the minutes not covered on the agenda below:	11:15
4. Finance - 4.1. Financial Update – IS 4.1.1. Budget Review and Approval - IS 4.1.2. Beavor House – AS 4.2. Insurance – AC	12:00
5. Operational 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 5.5.1. Loan Proposal	12:20
6. Governance – 6.1. Review of actions and desideratum from Biennial meeting October 2022 6.2. Media & Communications – AW 6.2.1. Media Crisis Management Policy – AS 6.3. Health & Safety – LI 6.4. Safeguarding – ZE 6.4.1. Whistleblowing Policy - AS 6.4.2. What is the safeguarding process for those helpers - AS 6.5. Mental Health – AS 6.6. Data Protection – SE 6.7. Human Resources – ZE	13:15
7. Activity Centres 7.1. St Briavels centre – Wye Valley Woodside Centre – AS 7.2. Fenton Centre – AS	14:00
8. Any other business	14:30
Date of next meeting: 10 th June 2023 – Beavor House	

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Minutes

<p>1. Opening, welcome, quorum, acceptance of agenda, declaration of conflict of interest, apologies</p> <p>The meeting commenced at 14:30, because it was decided that item 5.5.1 (the St Briavels Loan Proposal discussions) was a higher priority and to continue the discussion on that point which took up to this time. Minutes for this discussion are covered separately in St Briavels Proposal discussion minutes 15/04/2023.</p> <p>DM read the agenda and the board agreed to cover the following points only:</p> <ul style="list-style-type: none"> - Travel and accident insurance - Update on safeguarding - Update on HR <p>It was agreed that all remaining points will be added to the agenda for the meeting 10th June 2023.</p>	<p>4. Finance</p> <p>4.1. Travel and accident insurance (T&A) – AC</p> <p>With the increase in the estimated overnight and overseas trips, the T&A insurance premium has increased from £3,000 to £11,000. On submitting the data the insurance company realised that they have been misinterpreting the data over many years that we had previously submitted and so the premiums needed to be considerably increased, they extended the insurance, which expired 12/04/2023 by a couple of weeks to allow us to gather further information and have agreed to a further extension if necessary.</p> <p>AC requested each organisation to review the estimates, and the number of trips has gone down by 40% from 53,000 overnight stays per person. In view of this AC expects the premium to be less than £5,000.</p> <p>Board agreed to permit AC to pay up to £5,000 premium for the year. If the premium is higher, permission will need to be sought from the board. All (18) Agreed.</p>	<p>Actions:</p> <p>AC to pay the insurance premium if less than £5,000. If more than £5000, to seek board approval.</p>
<p>6. Governance</p> <p>6.1. Safeguarding – ZE</p> <p>6.1.1. Level 1 course was delivered 25/03/2023:</p> <ul style="list-style-type: none"> - 56 people put their names down for the course - 37 attended – 2 were late - 3 informed ZE in advance that they could not attend - 8 were under the age of 18 and only 3 of them had consent to attend letters. <p>We have to pay for all those booked regardless of whether they attended or not.</p> <p>6.1.2. Following courses have been scheduled</p> <ul style="list-style-type: none"> - Level 1 03/05/2023 - Level 2 14/05/2023 and 25/06/2023 <p>6.1.3. JZ asked if anyone who has not got a Safeguarding course, is still allowed to run scout/cub meetings. It was agreed that it was not possible and implementing this policy was the responsibility of the Guide and Scout Commissions. MR to talk to individual concerned.</p> <p>6.1.4. SE asked if scouts under the age of 18 were allowed to attend the Safeguarding course. ZE stated that this was not legally possible as they were too young to be</p>	<p>MR to talk to individual who is running meetings and has not completed Level 1 safeguarding course.</p> <p>AS to schedule meeting with ZE, IS, and St Briavels ACM.</p>	

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<p>exposed to the issues discussed on the course (as they would be under 18 they should always have an over 18 instructor at all their events who would be for dealing any issues that might arise. The only exception to this is someone who is nearly 18 years old and would be 18 by the time they are running and event (camp etc), they would need a letter of permission from their parents.</p> <p>6.2. Human Resources – ZE</p> <p>6.2.1. ZE has written to both Fenton and St Briavels Activity Centre Managers (ACM) asking them for copies of the performance reviews with the Caretakers. ZE, IS, AS and St Briavels Activity Centre Manager ACM to meet to explain the roles and responsibilities of Landlord and ACM.</p>	
<p>Dates of next meeting: 10/06/2023 Beavor House 11.00 – 15.00</p>	

Outstanding Actions

Action	Who	Update
From meeting 1st November 2022		
JZ to suggest list of topics for Zoom conferences with the Instructors.	JZ	03/12/2022 – OPEN Not completed, no update. 07/02/2023 – OPEN Not completed, no update.
From meeting 3rd December 2022		
DM to send list of agreed changes to letter to Ukrainian Scouting UK to AK by 10/12.	DM	03/12/2022 – CLOSED
ALM to send stylistic changes to AK by 10/12.	ALM	03/12/2022 – CLOSED
ZE to contact KJ about managing Facebook and Instagram.	ZE	07/02/2023 – OPEN DM has scheduled a meeting for 09/02/2023 with KJ, ZE, AW and DM.
AW and PG to put forward suggestions for ticketed events.	AW & PG	07/02/2023 – OPEN One event was scheduled for 18/02/2023, but has to be cancelled as not enough interest. Further suggestions at next meeting.
AM to suggest a contractor who could help organise events.	AW	07/02/2023 – OPEN Not completed, no update.
ZE to write job description for Social Media Manager.	ZE	07/02/2023 – OPEN Not completed, no update.
DM to send out links to sign up to Amazon Smile and Easyfunding.	DM	07/02/2022 – CLOSED
ZE and JZ to create on line feedback and DM to send directly to delegates of the Biennial Meeting. Feedback should also include question on the duration.	ZE & JZ	07/02/2023 – UPDATED At the meeting agreed it was now too late a questionnaire will be prepared by ZE and JZ to send out to all instructors 9 months in advance of the 2024 Biennial meeting.

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Action	Who	Update
DM to add review of actions from the Biennial Meeting to next meeting agenda.	DM & MR & JZ	07/02/2023 – OPEN Action cannot be completed until minutes of Biennial Meeting 2022 have been received and approved by JZ . MR to chase those who have.
AS to book Fenton AC for next biennial meeting.	AS	07/02/2023 – OPEN Not completed. Fenton ACM knows the dates of the biennial meeting and will inform AS if anyone wants to book it then.
LI to visit activity centres in Feb 2023.	LI	07/02/2023 – CLOSED Visits have been arranged for March.
DM to update and send list of translation of Polish Scouting titles to ZE.	DM	07/02/2023 – OPEN Titles and names have been updated and approved by KJ, AS, WPA and MR. DM to update document on website and inform ZE when completed.
HC 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.	HC	07/02/2022 – OPEN Not completed, no update.
SE to send to DM to send out 2 questionnaires one to Board and one to Instructors by end of January 2023.	SE	07/02/2022 – OPEN Not completed, outstanding.
SE to write Subject Access Request Policy by April 2023.	SE	07/02/2022 – OPEN To be completed by April.
DZ to send HSE poster to St Briavels ACM.	DZ	07/02/2022 – OPEN Not completed, will be sent.
Media & Comms to create a policy end of January 2023.	AW	07/02/2022 – OPEN Not completed. AW thought that the presentation would be the policy, however committee agreed that a policy needs to be created and presented to team for feedback.
AW to send DM presentation to send out to all members.	AW	07/02/2022 – CLOSED
DM to add Media & Comms to earlier in the agenda for next meeting.	DM	07/02/2022 – CLOSED
JZ and sub committee to develop first draft of Procedures for PSA (UK Region) and the Biennial Meeting.	JZ	07/02/2022 – OPEN Not completed.

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