

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

Tuesday 7th & Thursday 23rd February 2023 19:30-21:30

Tuesday 7th February 2023

Present: Ali Szwagrzak hm (AS) - Chair
Teresa Ciecierska hm (TC) – Senior Scouts
Wanda Petruszewicz-Allen hm (WPA) - UK Guide Commissioner
Marcin Roth hm (MR)- UK Scout Commissioner
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, left 20:50
Dorota Matuszewska hm (DM) - Secretary
Jan Minor hm (JM) – Covid 19 Response
Irena Sobolewska phm (IS) – Treasurer
Agnieszka Wojtkowiak phm (AW) - Media & communication
Dacia Zasadzka (DZ)
Jerzy Zychowicz phm (JZ) 30 mins
Andrzej Ciuksza phm (AC) 8:40
Wojtek Bernasiński phm

Apologies: Ks Roman Werner hm (RW) – Chaplain
Dzh Krystyna Buyukardicli – Friends of Scouting
Hania Clarke phm (HC) – Mental Health and Well-being

Absent:

Circulation: Krysia Buyukardicli, T Ciecierska, H Clarke, 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 Szwagrzak, Chaplain: Rev. R Werner,
A Wojtkowiak, D Zasadzka, J Zychowicz



Thursday 23rd February 2023

Present: Ali Szwarzak hm (AS) - Chair
Teresa Ciecierska hm (TC) – Senior Scouts
Wanda Petrusiewicz-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
Pawel Grabowiecki phm (PG)
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
Docia Zasadzka (DZ)
Jerzy Zychowicz phm (JZ) left at 20:10
Wojtek Bernasiński phm (guest)

Apologies: Ks Roman Werner hm (RW) – Chaplain
Andrzej Ciuksza phm (AC) 8:40
Hania Clarke phm (HC) – Mental Health and Well-being
Krzysztof Jakubowski hm (KJ) - St Briavels Project Manager
Alicja Macheta pwd (ALM)
Agnieszka Wojtkowiak phm (AW) - Media & communication

Absent: Leszek Indyk phm (LI) – Health & Safety

Agenda:

1. Opening, welcome, quorum, acceptance of agenda, declaration of conflict of interest, apologies	
2. Minutes 2.1. Minutes from meeting 3rd December 2022.	19:30
3. Matters arising from the minutes not covered on the agenda below:	19:45
4. Finance - 4.1. Financial Update – IS 4.1.1. Beaver House – AS 4.1.2. Aid for Ukraine – AS 4.2. Insurance – AC	20:00
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	20:15
6. Governance – 6.1. Media & Communications – AW 6.1.1. Media Crisis Management Policy – AS 6.2. Health & Safety – LI 6.3. Safeguarding – ZE 6.4. Mental Health – HC	20:45

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6.5. Data Protection – SE 6.6. Human Resources – ZE 6.7. COVID Response Team – JM	
7. Activity Centres 7.1. St Briavels centre – Wye Valley Woodside Centre – AS 7.2. Fenton Centre – AS	21:15
8. Any other business	21:25
Date of next meeting: 15 th February 2023 – Teleconference (if required) 15 th April 2023 – Beavor House	

Minutes

1. Opening, welcome, quorum, acceptance of agenda, declaration of conflict of interest, apologies Agenda was accepted. Prayers said for LI's father, dhna Monika Dec who recently died and those who perished in earthquake on the Turkish/Syrian border especially KB's family friends. DZ – asked to include prayers for an English scout who had recently died	
2. Minutes from previous meetings 2.1. 3 rd December 2022 DM change dates of next meeting from 2022 to 2023; change action under 6.2 to from ZE to DZ. Minutes accepted by 17 all	Actions:
3. Matters arising from the minutes not covered on the agenda below: 3.1. As per table below.	
4. Finance 4.1. Financial Update – IS KW continues to help while IS is being added to the bank account. IS started to receiving books for the consolidated accounts, books from everyone whose figures need to be incorporated. She will check the cashbooks then send on to Olena Zakrzewska (OZ). At next meeting the budgets, will be presented for discussion and board approval. 4.1.1. Beavor House – AS A face-to-face held meeting 3 rd Dec 2023 PSA (Int'l) Marek Szablewski, Stas Berkiet and TC, and PSA (UK Region) KJ, DM and AS. Meeting was positive, agreed to work in partnership with Naczelnictwo, which was accepted. The next meeting is suggested for 12 th March, need a confirmation from Naczelnictwo to start agreeing the details of the partnership. Since the last committee meeting the sub committee which includes KJ, AS, DM, IS, DZ, Ania Gebska and	

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<p>Andrzej Borowy has met twice, to write the partnership agreement, which will form the basis of discussion.</p> <p>4.1.2. Aid for Ukraine – AS Letter to Ukrainian scouts was sent end of January. Komunikat and thanks received from ZHR was sent out. £621.08 will be send to Ukraine AS to ask Naczenictwo whether we are still to collect for the Ukraine.</p> <p>4.1.3. Insurance – AC Not present, and no update.</p>	<p>AS to check with Naczelnictwo whether we are still to collect for Ukraine</p>
<p>5. Operational</p> <p>5.1. Guide Commission – report, update, issues – WPA Report sent in advance. WPA requested that Safeguarding courses are scheduled LI requested that he sees that Risk Assessments.</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. No update as KB was unable to attend.</p> <p>5.5. St Briavels project Phase III – KJ. Report sent in advance The report indicated that KJ is looking into securing a loan to be able to completed the refurbishment this year. A decision would need to be voted by the board. IS requested that we get a full business case and any information for meeting, and that we have a meeting prior to the decision meeting, so that everyone is fully familiar with the business case, the benefits and risks of the St Briavels Project Team proposal. The business case to be submitted at least 5 days before said meeting. KJ said that he has not had experience in writing business cases. DM suggested that OZ and TC could help. WPA said that there were business plans written for phase 1 and 2. According to Charity Commission, members of PSA (UK) do not need to vote on whether to take the loan, this a board decision, however need to be informed. Meeting to explain the business case and the proposed loan details, scheduled for 28th March</p>	<p>KJ to write full business case showing the various financing options available to complete Phase III of the project.</p> <p>KJ to send business case to DM to send to board before 23/03/2023.</p>
<p>6. Governance</p> <p>6.1. Media & Communications – AW AW and PG wanted to arranged a date for a dance, fund raising for St Briavels and also for the committee members to meet socially. The original date of 21/01/2023 had to be changed and the date of 18th February was chosen. Only 5 people showed interest in going, and the dance had to be cancelled. ZE there was a dance in Swindon and in Bristol and people</p>	

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<p>evening. AS all four organisations, who is over 18, needs to do a DBS.</p> <p>6.4. Health & Safety – LI LI was not present. No further updates from those received 07/02/2023</p> <p>6.5. Mental Health – HC HC not present and no update received.</p> <p>6.6. Data Protection – SE No updates received for Secure Handling Disclosure Information Policy. Policy document is now on ZHPWB Website.</p> <p>6.7. Human Resources – ZE, ZE - No forms for formal reviews. DZ stated that when she was St Briavels ACM she had formal reviews and used a template.</p>	<p>include Level 2 course requirement.</p> <p>ZE – to obtain copy or create formal review form for ACMs.</p>
<p>7. Activity Centres</p> <p>7.1. St Briavels centre – Wye Valley Woodside Centre – AS Report was sent in advance. DZ – Voluntary Working Group spent a weekend tidying up the site. Will be receiving free saplings from Woodland trust. AS White House external work is finished. Next stage is the plumbing and electrics</p> <p>7.2. Fenton Centre – AS Report sent in advance, no further questions. WM has requested and received £7300 from Naczelnictwo PSA (Int'l), for works. AM If we want to request money from MSZ for Fenton, we need to look at what the money required, and breakdown as costs. DZ – asked about feedback about the new caretaker. No feedback received. IS – asked if the monthly formal reviews as per her contract have been taking place. If not, we could potentially be in breach of contract.</p>	<p>ZE – check with Fenton ACM, if reviews have been completed.</p>
<p>8. Any other business</p> <p>8.1. SE – Is there a process of getting information back from leavers to the organisation. IS there is nothing currently available, but can help develop a process.</p> <p>8.2. JM – dealing with problem children. Do we have a list of Polish organisations that we can direct them to? WPA – yes, a list is available in the documentation on website</p> <p>8.3. DBS database DM – is there an intention to extend the information held on adults in the organisation. SE – There is an app called Scouts manager used by scouts that we could investigate. AS – to set up a sub committee.</p>	<p>SE with IS's help. Document a process for getting information back from leavers.</p> <p>AS to set up a sub-committee responsible for identifying our data management needs and next steps.</p>

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<p>MR – Operoo only using educational sector, so is no longer an option.</p> <p>8.4. Budget ZO - MR IS – has requested info from everyone. Budget will be presented at next meeting.</p> <p>8.5. Festyn at St Briavels - AS AS, AW, AM and PG meet Tuesday 28/2 7:30 to agree next steps.</p>	<p>IS to present ZO budget at next meeting</p>
<p>Dates of next meeting: 15/04/2023 Beavor House 11.00 – 16.00 10/06/2023 Beavor House 11.00 – 16.00</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.
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.

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Action	Who	Update
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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