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 Petrusewicz-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

Docia Zasadzka (DZ)

Jerzy Zychowicz phm (JZ) 30 mins Andrzej Ciuksza phm (AC) 8:40

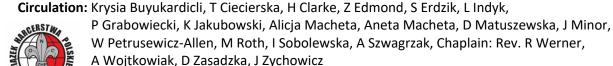
Wojtek Bernasiński phm

Apologies: Ks Roman Werner hm (RW) – Chaplain

Dzh Krystyna Buyukardicli - Friends of Scouting

Hania Clarke phm (HC) – Mental Health and Well-being

Absent:



Thursday 23rd February 2023

Present: Ali Szwagrzak hm (AS) - Chair

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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, declarat interest, apologies	ion of conflict of
2.	· 1 · 9	19:30
	2.1. Minutes from meeting 3rd December 2022.	
3.	Matters arising from the minutes not covered on the agenda	19:45
	below:	
4.	Finance -	20:00
	4.1. Financial Update – IS	
	4.1.1. Beavor House – AS	
	4.1.2. Aid for Ukraine – AS	
	4.2. Insurance – AC	
5.	Operational	20:15
	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	
6.	Governance –	20:45
	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	

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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) 15th 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	Actions:
	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	
3.	Matters arising from the minutes not covered on the agenda below:	
	3.1. As per table below.	
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4.	Finance	
	4.1. Financial Update – IS	
	KW contines 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 3rd Dec 2023 PSA (Int'l)	
	Marek Szablewski, Stas Berkieta 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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Andrzej Borowy has met twice, to write the partnership agreement, which will form the basis of discussion.

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.

4.1.3. Insurance – AC

Not present, and no update.

AS to check with Naczelnictwo whether we are still to collect for Ukraine

5. Operational

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.

- 5.2. Scout Commission report, update, issues MR Report sent in advance. No questions
- 5.3. Senior Scouts report, update, issues TC Report sent in advance. No questions.
- 5.4. Friends of Polish Scouting report, update, issues KB No report sent in advance. No update as KB was unable to attend.
- 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

KJ to write full business case showing the various financing options available to complete Phase III of the project.

KJ to send business case to DM to send to board before 23/03/2023.

6. Governance

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

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cannot afford to go to more. Given the choice they would prefer to go closer to home.

WPA suggested that it was the wrong time

MR – more notice should be given, and dates should be agreed with the commissions to ensure that there aren't any clashes.

AW and DM attended training with Konrad on updates. English pages are not updated.

DM suggested that the administrator is not responsible for content and a content manager needs to be identified for each of the areas.

At previous ZO agreed that there was not a need a

6.2. COVID Response Team - JM

Nothing on Scouts England website. Committee agreed to remove restrictions and change the content on how to deal with infectious disease.

AS thanked for the work of the sub-committee and Anna Gebska, and how it helped with the recommencing face to face meetings and overnight camps.

MR need to update all the documents.

KJ Communication with parents document needs to be done. Need to be done by the commissions JM will review with covid committee and COVID pages and will inform DM or AW.

DM suggested that the meeting is closed at this point, it was 21:25 and continue at another date. Agreed by ALL, new agreed date is 23/02/2023

6.3. Safeguarding - ZE

- 6.3.1. AS Introduced Wojtek Bernasinski (WB) who presented the new DBS and safeguarding database. Feedback received was positive, and some changes to do with access were noted by WB to implement
- 6.3.2. ZE received an email from a venture scout leader, asking if needs to attend a L2 safeguarding course. ZE has replied that it is a requirement, but has not had any further communication. ZE said that we need to be more vigilant, and ensure, that all leaders have attended the relevant courses. If they have not, they should not be allowed to be leaders on the camp. Following courses have been scheduled. L1 in March where there are 38 places and L2 in June, where there are 25 places. These are Sunday courses.

MR – requested and another earlier course date for L2. ZE to check if the course can be held on a weekday evening.

SE – where mentioned on RA and meldunek (camp notification), it only states safeguarding course requited. Documents need to be updated.

AS to send out a communication Zarzadanie re DBS and Safeguarding have L1 and L2. Last letter, 8th June 2022, just mentioned L1.

Courses on Sunday 4 hours, will check if can in an

AS to identify content managers for each section of the website.

ZE to schedule an L2 course, before June.

LI, WPA and MR to update RA and other docs to indicate that L2 is required by at least 1 leader on a camp.

AS to send out another letter Zarzadanie, stating the importance of DBS and Safeguarding, to

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evening.

AS all four organisations, who is over 18, needs to do a DBS.

include Level 2 course requirement.

6.4. Health & Safety – LI

LI was not present. No further updates from those received 07/02/2023

6.5. Mental Health - HC

HC not present and no update received.

6.6. Data Protection – SE

No updates received for Secure Handling Disclosure Information Policy. Policy document is now on ZHPWB Website.

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.

ZE – to obtain copy or create formal review form for ACMs.

7. Activity Centres

 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

7.2. Fenton Centre – AS

Report sent in advance, no further questions.

WM has requested and received £7300 from Naczelnictwo PSA (Int'I), 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.

ZE – check with Fenton ACM, if reviews have been completed.

8. Any other business

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.

8.2. JM – dealing with problem children. Do we have a list of Polish organisations that we can direct them toć WPA – yes, a list is available in the documentation on website

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.

SE with IS's help. Document a process for getting information back from leavers.

AS to set up a subcommittee responsible for identifying our data management needs and next steps.

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

Outstanding Actions

From meeting 1st November 2022 JZ to suggest list of topics for Zoom conferences with the Instructors. 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. ALM to send stylistic changes to AK by 10/12. ALM to send stylistic changes to AK by 10/12. ZE to contact KJ about managing Facebook and Instagram. AW and PG to put forward suggestions for ticketed events. 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. ZE to write job description for Social Media Manager. DM to send out links to sign up to Amazon Smile and Easyfunding. 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. DM to add review of actions from the Biennial Meeting to next meeting agenda. DM to add review of actions from the Biennial Meeting to next meeting agenda. MI to suggestions at next meeting agenda. DM to add review of actions from the Biennial Meeting to next meeting agenda.	Action	Who	Update
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been received and approved by J7			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	AS	07/02/2023 – OPEN
biennial meeting.		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	LI	07/02/2023 - CLOSED
2023.		Visits have been arranged for March.
DM to update and send list of	DM	07/02/2023 – OPEN
translation of Polish Scouting titles to		Titles and names have been updated
ZE.		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	HC	07/02/2022 – OPEN
DM to send out a by the end of		Not completed, no update.
01/23 to get an understanding of the		
level of mental health awareness.		
SE to send to DM to send out 2	SE	07/02/2022 – OPEN
questionnaires one to Board and		Not completed, outstanding.
one to Instructors by end of January		
2023.		
SE to write Subject Access Request	SE	07/02/2022 – OPEN
Policy by April 2023.		To be completed by April.
DZ to send HSE poster to St	DZ	07/02/2022 – OPEN
Briavels ACM.		Not completed, will be sent.
Media & Comms to create a policy	AW	07/02/2022 – OPEN
end of January 2023.		Not completed. AW thought that the
		presentation would be the policy,
		however committee agreed that a
		policy needs to be created and
ANALA I DNA	A \ A /	presented to team for feedback.
AW to send DM presentation to	AW	07/02/2022 – CLOSED
send out to all members. DM to add Media & Comms to	DM	07/02/2022 - CLOSED
	DIVI	01/02/2022 - CLOSED
earlier in the agenda for next meeting.		
JZ and sub committee to develop	JZ	07/02/2022 – OPEN
first draft of Procedures for PSA (UK	JZ	Not completed.
Region) and the Biennial Meeting.		ivot completed.
rregion) and the diennial weeting.		

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