



**MINUTES OF BRANCH EDUCATION COMMITTEE HELD AT THE GUIDE HALL
ON Thursday 2nd April, 2009.**

PRESENT: Chris Stewart - MSH, Kerry Fisher – SWR BEO, Roger Wilkinson, Judy Spicer – Academy Support Officer, Kim Rayner – Director of Education

APOLOGIES: Anne Walsh, Ken Corbett, Sue Croad, Peter Daniels, Brett Anderson

BUSINESS ARISING FROM PREVIOUS MINUTES:

- Bar runners – Kerry presented the meeting with these. Well done Kerry.
- Policy on Proficiencies – As Bruce was not at the meeting, this will be looked into for next meeting.
- Internal Audits – concerted effort for remainder of season. Please note that these can be counted towards points in your log book, when you have had one completed on you and you have completed one on another assessor, training officer, or facilitator.

AGENDA ITEMS:

1. **Human Resources (Trainers, Assessors & Facilitators)** - Chase up from list of assessors to be reaccredited – being completed.
2. **State/National Assessment Tools** – IRB Resources were discussed and how we go about getting IRB Training Officers and Assessors up to date. Judy to advise next meeting as she has just returned from holidays.
3. **Training & Assessment Policies** – IRB resources to be looked into
4. **Improvements –Nil**
5. **Complaints/Grievances** – New Policy to be written by Bruce on not yet competent and how to arrange reassessment – this was reviewed and changes suggested and new policy to be brought to April meeting. Bruce made suggestion about December cut off date for awards – as this is so close to Xmas it creates a lot of work for him over xmas – we are looking into ways to alleviate this for him.
6. **Operation Breaches** – Discussions were held on this matter – no outcomes.
7. **Internal Audit Outcomes** – These will be conducted randomly throughout the remainder of the season. Now have all blue cards to start proficiency random audits. Still continuing.
8. **Physical Resource Management** – Nil



9. **Courses conducted/evaluations** – All paperwork for courses that we had were evaluated and no improvements need to be made. All in all, courses being conducted to SLSNSW standard and participants were happy with outcomes.
10. **Professional Development** – Kim attending combined Directors of Education and Lifesaving Meeting in May, 2009 at Sydney. Kerry requested that she also attend. Need to seek permission from Branch and State for this.
11. **New Resources/Technologies** – Nil
12. **Student Exits** – There was one presented by Chris Stewart for a candidate not following through with bronze course. This was because of swim component. Discussion was held on the importance of these forms being filled out. This is what prevented us from receiving full accreditation in our last audit from SLSNSW. It was decided to put a copy in the envelopes that are at the assessments as a reminder to everybody about them.
13. **Calender** – Dates have been set and sent out through Branch for distribution. Copy sent to Julie for inclusion in Branch Website.

General Business: -

- Kerry & Roger were inducted into the suction unit.
- It was requested that we purchase a second suction unit for the North of the Branch.

Next Meeting:-

- Next Meeting set for 7th May, 2009 at the branch office.

Meeting Closed:- 8.30pm.

These minutes were adopted as a true and correct record of the Education Committee Meeting of Surf Life Saving Mid North Coast Branch Inc. held on 7th May, 2009.

Kim Rayner
Director of Education
Chairperson