

ELISABETH CURTIS CENTRE RIDING FOR THE DISABLED

Minutes of the Coaching Committee 6.30pm Monday 24th January 2022 Microsoft Teams

Present: Kyle Palmer (**KP**) (Chairman); Charlotte Dunham (**CD**) (Secretary); Gina Dunn (**GD**) (PWO); Pearl Farr (**PF**) Session Organiser, Trustee; Debbie Saunders (**DS**); Sarah Armstrong (**SA**) Coach in Training, Trustee

1. Apologies for absence: Victoria Liston (**VL**). Alex Greene (**AG**)

2. Minutes of last meeting: Approved

3. Update and Matters arising since last meeting:

- 1. Review of action tracker and updates on actions outstanding.** **KP:** ongoing. All will be updated with an excel spreadsheet once it has been produced. **Action: KP**

4. Management update: KP

- The Centre has a circa £20k deficit up to March 2022, there is a predicted circa £40k funding gap which needs to be found for the next financial year. Actions: **MC** Grant opportunities are being explored; the Centre is looking at ways to cut expenditure and how the centre can be made more financially efficient. A possible large event is needed to raise as much money as possible. Participants' fees have been reviewed and there will be an increase in cost from the Summer Term which will be from £12.00 to **£13.00** per session, for independent participants. Schools will continue at £10.00 per person for a minimum of 4 riders. Participants will be invoiced via Xero and **KP** would like to thank all coaches and organisers for providing Claire Pendall (**CP**), who will be co-ordinating the invoicing, with the correct information to facilitate this. **CP** is also managing the spreadsheet so could all new riders/changes of email addresses etc be sent to her: claire.pendall@elisabethcurtiscentre.co.uk Monday participants who have paid for ½ term will get an invoice for the remaining ½ term. Thanks to **CP** for taking this on.
- The Waiting List and Volunteering requests are being monitored by Veronica Bradley (**VB**) so that she can direct volunteers accordingly.

5. Pony Welfare Officer Report:

PONY WELFARE REPORT 23/01/2022

21/12/21 Muscadeu and Bobby had routine vaccinations, Huggy and Rupert had routine blood tests and Rupert had his 2nd hormone injection.

23/12/21 Huggy and Rupert's blood results were fine. Lolly's blood results showed raised levels of encysted small redworm, vet advised on treatment.

07/01/22 Farrier attended.

08/01/22 Lolly was treated for worms; she is due to have a blood test in 6 months.

Bobby had been reluctant to accept his bit, this issue has much improved since we have been using a bit ointment.

Rio has settled well into the herd, and he has worked well with participants in sessions over the past week.

20/01/22 Muscadeu lost a shoe, farrier replaced it.

Lolly has been a bit grumpy recently. Bobby has been irritating her in the field. 21/01/22 Lolly was moved in to field 2 with Rupert to give her some respite from Bobby, and Sam returned to the main herd. Lolly's demeanour has been improving over the last couple of days.

We have recently started feeding hay in the fields, several weeks later than we have previously started haying in the fields, due to the grass growth.

01/02/22 Vet due for routine vaccinations, routine dentals, Bobby's hormone injection, and to vet Rio.

18/02/22 Farrier due.

Thank you to our grooms for all their hard work, and thank you to the volunteers who help exercise the ponies.

Gina Dunn - PWO

24/1/22 Lolly was happier being led in a session with no rider.

RIO

Rio will be vetted on 1/2/22. He has been used in all session's w/b 17th January 2022 and all coaches reported that he behaved well and responded positively to work and activities in the sessions. He will be on loan to the Centre and if there are any problems in the future, he can be returned at 1 months' notice. It was unanimously agreed that Rio should stay at ECC and all are looking forward to working with him. Coaches would like to thank the grooms for their input with Rio in the sessions, especially with the tacking up and mounting procedure and getting him used to working in the indoor arena.

A potential pony was offered to the Centre but unfortunately went to a private rider. A pony was viewed on 15/1/22 by **GD, KP** and **CD** and ridden by **Emma**, a volunteer from Tuesday evening, was unfortunately not suitable for the Centre. Thanks to all who attended the viewing.

19.15 SA left the meeting

6. Session Updates:

Session	Participants	Volunteers that attend	Volunteers on books	Volunteers needed
Monday morning	8	8-15	15	12
Tuesday evening	15	11	11	12
Wednesday morning	7	8	9	8+
Wednesday afternoon	8	11-12	12	12
Thursday morning	4	6	12-14	12
Saturday	8	6-9	15	12

For rides outside:

- Ponies should wear and be led from couplings
- For the Sensory Ride, as an H&S precaution, parents/carers should stay on the outside path or by the benches at the arch to view
- Parents/carers can come into the back field and stay by the gate
- **GD** has taken all ponies into the Sensory Garden on ET

PF has asked that all coaches/organisers add new volunteers to the register so that she is able to get information regarding DBS checks. **Action: all**

7. Coaching Strategy Update: KP

'What have we achieved'

1. We have a new coach **DS**, plus 1 coach in training and 2 working to attain Coach In Training status.
2. LMS training and e-learning launched with great uptake and feedback to date.
3. ECC has secured finances for purchasing ponies
4. ECC has advertised for new ponies and continues to do so to great success in recent months.
5. ECC has provided some non-riding sessions in order to maximise a return to the centre for our participants.
6. ECC has made new connections with other service providers in the area.

What we plan to focus on over the coming year(s):

The Strategic Stable - 2022



'Embracing ways of Working'

- Continue to embrace new digital ways of working including database and progress reporting.
- Expand services to potential new participants including through driving, non-ridden activity
- Working with other service users in the borough to support trauma, mental health and dementia support.

'Giving our participants the best experience'

- Reach out to participants to understand their experience and make improvements. This could be through an annual survey and comment cards.
- Include participant friendly language and engagement in volunteer training.
- Collaborate across sessions to deliver consistent service and participant goals.
- Support the waiting list with regular keep in touch and some experience days.

'Giving our volunteers and coaches the best experience'

- Launch a volunteer reward/appreciation scheme/event. This shall include the use of WOW cards for coaches and everyone to be involved. And shorter year recognition certificates.
- Minimum twice yearly volunteer thank you cards from the centre and signed by coaches.
- Listen to volunteer ideas and concerns and embrace new suggestions / work on feedback. This could be through surveys and comment cards.
- Focused volunteer recruitment, making partnership with local organisations.
- Development of focused, efficient annual mandatory training.

'Investing in equine power'

- Better equine led training included in volunteer training. This includes in welcome packs, recruit e-learning and in lesson support.
- Reach out to optional equine lecture led training sessions such as our Vets and local organisations.
- Be a leader in area for equine welfare.

8. AOB:

1. **PF** has asked that CC minutes to be sent to all trustees and grooms. **Action: CD**
2. **GD** asked coaches to check that girths are removed from the saddles and put on top of saddles in the tack room.
3. **GD** has requested that all help with keeping sanitisers and tack cleaners topped up. **CD** requested that some guidance on how to do this should be available. **KP** notified where instructions are.
4. **GD** will be attending the Monday session on 31/1/22 to assess 3 riders for Grade 1 riding and horse Care. **DS** is an accredited coach for Proficiency Tests, as well as **GD**
5. The Centre is out of Green cards at the moment. **KP** has photocopied more and ordered replacements which have been updated by RDA
6. RDA have launched its own volunteer guidebook. It is not as comprehensive as our original guidebook launched in 2021 and so we have combined the new bits of RDA UK information into ours.
7. **PF** will use old safeguarding cards to give to volunteers whilst awaiting updated versions. Action: **KP** to update
8. The date for the face-to-face RDA Regional Dressage/Countryside Challenge is Sunday 8th May 2022 and it was agreed that the ECC would like to participate Action: **KP** to raise at MC

Meeting finished at 20.17pm

Date of next meeting: Monday 7th March 2022 6.30pm via Microsoft Teams