

## Minutes of the Board of Directors

14<sup>th</sup> April 2021 at 9.30 am

By Zoom

### Members Present:

Joan Wheeler (JW)	Chairman
Keith Belton (KB)	Finance Director
Ian Mackenzie (IM)	Director
David Metcalf (DM)	Director

### Also present:

Leanne Brace (LB)	Regional Development Manager
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**21/53**

### Apologies

21/53.1 All were present.

**21/54**

### Declarations of conflicts of interest

21/54.1 LB declared a conflict of interest in item 10 Staffing.

**21/55**

### Minutes

21/55.1 The minutes of the meeting held on 10<sup>th</sup> March 2021 were confirmed as a correct record, with the following amendment:

21/47.1.2 With regard to members of the Regional Members Forum, the Directors discussed the issue of membership of multiple clubs, and agreed that calculations should be based on the fee paying club.

**21/56**

### Matters Arising

21/56.1 A Matters Arising Report, circulated with the agenda was noted. The report was updated to reflect actions confirmed at the meeting.

**21/57**

### Ratification of Decisions Taken Between the Meeting

21/57.1 The following decisions, taken by email between meetings were ratified:

21/57.1.1. The award of Silver Pins at the SCM on 22<sup>nd</sup> April 2022

21/57.1.2 The appointment of Dean Walker as Acting Water Polo Manager. The Board agreed that, if no other applications were received, Dean Walker could be appointed as the Water Polo Manager without the need for further discussion.

21/57.1.3 The appointment of the Swim England Members Forum members

## 21/58

### Finance

#### 21/58.1

##### Budget Reports

21/58.1.1 The Budget Reports for March for the former Association, circulated with the agenda, were noted.

21/58.1.2 The Budget Reports for March for the Company, circulated with the agenda, were noted.

21/58.1.3 JW reported that, given that there was little financial activity, she had advised Jo Stalley to circulate reports to the Board until after the first meeting of the ROC. Reports would be circulated to the ROC from thereafter.

21/58.1.4 KB reported that, following receipt of membership income, the loan of £25k would be repaid to the old association.

21/58.1.5 KB proposed that, following discussion with Brian Havill, Swim England CFO, the loan to Swim England, now standing at £40k, be repaid to the old association and that the new Company enters into a new loan to Swim England of £40k on the same terms. The Directors approved this proposal.

21/58.1.6 It was noted that, as a result of online development activities, there had been some income and expenditure for Diving. Although this was no problem, as there was no financial loss, Managers should be asked to include details of plans in the Leadership Group minutes, together with budget implications. **(Action JW to email Managers)**

#### 21/58.2

Bank Accounts – no further progress. The Co-operative Bank had been unable to give an update on the application and it had not yet been possible to make an appointment at a Santander Branch.

## 21/59

### Membership

#### 21/59.1

KB had previously circulated an analysis of membership fees, showing renewals by club, and highlighting those clubs where there had been a significant lapse of members, or a significant downgrade to category 1. The net result was that, compared to this time in 2020, there was a 30% drop in membership income. KB predicted that, further payments would be slow, with an optimistic view that, by the end of 2021, the numbers will have received to the December 2020 level.

#### 21/59.2

JW reported that for clubs, all outstanding fees had now been paid, with the exception of Bedford Modern School.

#### 21/59.3

LB gave a background to the failure of Bedford Modern School to comply with the requirements of Stronger Affiliation, despite a three month extension. The Board agreed that, in the circumstances this school must be deemed to have resigned. A letter would be sent by IM and copied to the Headteacher. **(Action IM)**

#### 21/59.4

It was also noted that Eastern Junior League and Hertfordshire Swimming League had not paid their association fee. It was agreed that these associations should be deemed to have resigned.

#### 21/59.5

The Directors expressed concern that it had recently transpired that Swim England had not charged county or regional fees when members upgraded their membership category during the year, neither had county or regional fees been included with fines for late payment of membership fees. JW reported that these issues, together with the discount for fees for members joining or upgrading during the final quarter, were agenda items for the forthcoming Regional Chairs meeting.

## 21/60

### Report from the Regional Development Manager

- 21/60.1 A report from LB, summarising activity over the past month, had been circulated and was discussed.
- 21/60.2 Monitoring Performance – A spreadsheet of proposed performance measures, circulated with the agenda, was discussed. A few changes were made to this, and it was agreed that LB should start to populate the 2019 baseline to check how easy it was to obtain data. **(Action LB)**

## 21/61

### Roadmap to Normality

- 21/61.1 The Board discussed return to competition. JW and DM had attended a meeting for regional Chairs and Swimming Managers hosted by the Swim England Swimming Leadership Group where a Regional Festival, to take place late July/ early August was discussed. Jo Stalley and SE were currently exploring options for pool bookings.
- 21/61.2 The Open Water Leadership Group would meet on the 15<sup>th</sup> April to decide about the 2021 competition. DM and KB would attend this meeting to ensure that the requirements of the SE Return to Competition guidance was fully considered.
- 21/61.3 Development – the Diving Leadership were doing an excellent job in preparing members for Level X and the Artistic Leadership Group have a development event organised for May. Neither were likely to plan to hold face to face events before September.
- 21/61.4 In discussion of officials, it was agreed that DM would arrange to circulate information to Swimming Officials, possibly to include a questionnaire prior to return to competition. LB would check with Claire Coleman about plans for a national survey. **(Action DM and LB)**
- 21/61.5 Some regions were planning to resume Regional Water Poly Academy sessions. The concerns about how East Regional Academies would be run safely, and afforded, would be discussed with the new manager.

## 21/62

### Staffing

- 21/62.1 The Board had a preliminary discussion about staffing. It was agreed that JW should meet with LB and Jo Stalley to discuss options and that this should be an agenda item for the next meeting.

## 21/63

### Governance

- 21/63.1 Regulations – proposed amendments to the December 2020 Regulations, discussed at previous meetings, were considered.
- 21/63.1.1 The Board approved the changes to the Regulations, shown on a tracked change copy of the December 2020 Regulations.
- 21/63.1.2 The Board also agreed that, in 9.4.1.2 ‘Synchronised Swimming’ should be changed to ‘Artistic Swimming’ and that the officer and manager roles should be amended to alphabetical order, within each category.
- 21/63.1.3 It was also noted that the footer was incorrect.
- 21/63.1.4 Agreed that JW would make the changes and would file the tracked change and approved documents on the One Drive, and would arrange for the updated Regulations to be posted on the website. **(Action JW)**
- 21/63.2 Governance Update – JW gave an update on Governance.
- 21/63.2.1 ROC - Members of the ROC had been canvassed for suitable dates for the first meeting. Most preferred an evening, weekday meeting. The first meeting would take place in mid-June, with other meetings in September, December and March. JW would

send proposed dates to the ROC this week. **(Action JW)**

21/63.2.2 Leadership Group Terms of Reference – these were almost complete, just waiting for Water Polo and Swimming. **(Action JW)**

21/63.2.3 County Forum – it was proposed to hold a meeting in late May. LB would arrange with Chris Vinter and send a date to counties. **(Action LB)**

21/63.3 Issues raised by ARP

21/63.3.1 The minutes of the recent ARP meeting had been circulated with the agenda, together with an email from Simon Lever, Chairman of ARP. JW reported that she was meeting with Simon Lever on 16<sup>th</sup> April, and would discuss the Board's concerns with regard to DBS checks for trustees.

21/63.3.2 JW had sent an email to the DBS advice line at Swim England but had received no reply. Given that the SE Board Members did not have DBS checks, she would raise the issue with Brian Havill and Richard Barnes and ask whether SE had considered the issue. **(Action JW)**

21/63.4 Complaints Procedure

21/63.4.1 JW had drafted a Complaints Policy. In discussion it was agreed that most complaints should be received by the Directors, with complaints to the Chair of ARP being restricted to allegations that the Directors were failing to act in accordance with the Articles and/ or Regulations.

21/63.4.2 JW would amend the policy and circulate it prior to the next meeting. **(Action JW)**

**21/64 SCM and General Meeting**

21/64.1 The Board discussed the arrangements for the SCM and General Meeting to be held on 22<sup>nd</sup> April 2021, and agreed who would lead on which items. **(Action JW, KB, DM and LB)**

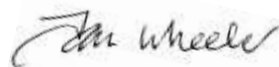
**21/65 Disputes in Clubs**

A document regarding Disputes in Clubs, drafted by JW, was discussed. It was agreed to refer this to the East Club Leadership Group for comment. **(Action LB)**

**21/66 Next Meeting**

21/66.1 The next meeting would take place on 5<sup>th</sup> May 2021 at 9.30 am.

21/66.2 Meetings had also been planned for 9<sup>th</sup> June and 14<sup>th</sup> July. JW would circulate proposed dates for meetings until the end of 2021. **(Action JW)**



Signed

5<sup>th</sup> May 2021