

Minutes of the Board of Directors

13th December 2022 at 7.30 pm

By Zoom

Members Present:

Ian Cotton (IC)	Chairman
Keith Belton (KB)	Finance Director
Ian Mackenzie (IM)	Director
Helen Stephens (HS)	Director

Also Present:

Emma Winter (EW)	Regional Administrator
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22/137		Apologies and Welcome
	22/137.1	There were no apologies.
22/138		Declarations of conflicts of interest
	22/138.1	There were no declarations of conflicts of interest.
22/139		Minutes
	22/139.1	The minutes of the meeting held on 8 th November 2022 were confirmed as a correct record of the meeting.
22/140		Matters Arising
	22/140.1	The Directors went through the Matters Arising report that had been circulated prior to the meeting and updated it accordingly.
22/141		Finance
	22/141.1	i) <u>To discuss the budget reports for November</u> Detailed budgets had been previously circulated. There were no areas of concern.
	22/141.2	ii) <u>To discuss any reports for variations to the Plans and Budgets 2022</u> There were no variations to the plans and budgets 2022.
	22/141.3	iii) <u>To discuss Plans and Budgets for 2023</u> All discipline budgets are in apart from the Swimming budget and plan is still outstanding. KB to get in contact with LM regarding the Masters budget and plan and to also get in contact with PW regarding the Disability budget and plan.

		<p>Diving would like to add to their budget to cover the cost for a coach to attend a Diving tutor course. All agreed.</p> <p>KB has written a draft Management budget for 2023 which was shared prior to the meeting.</p> <p>All budgets and plans have been approved.</p> <p>Action – KB to write to all discipline managers to inform them that the budget and plan has been approved.</p> <p>Action – IC to check that the Regional development plan ties in with all the other discipline plans.</p>
22/142		Regional Chairs Meeting Update
	22/142.1	<p>i) <u>Sport England Tier 3 Governance Code</u></p> <p>Swim England are working towards Tier 3 Governance code, and as a Region will need to start looking at working towards it as well. This is looking to be in place by 2024.</p> <p>The Counties are looking to sit around the Tier 1.</p>
	22/142.2	<p>ii) <u>County Governance Workshop</u></p> <p>The East Region’s workshop is likely to be on the 11th February 2023 and likely to be held Huntingdon area.</p> <p>It will be run by the Club Development team. HW is organising the workshops.</p>
		<p>iii) <u>Safeguarding and Welfare – role of the region</u></p> <p>The restructure is now in place with Swim England and they are now starting to look at what role the Regions play in it and how the role of the welfare officers are more supported.</p>
		<p>iv) <u>Judicial Review update</u></p> <p>The judicial review is now underway. The process is going to be more robust with time scales put in place, there will also be more training put in place to help with the processes.</p> <p>The minimum depth guidance has now been released, Clubs and Counties have been informed.</p> <p>The Swim England strategy is near completion. Hopefully will be released in the New Year.</p> <p>Swim England are considering having a National Swimming conference in 2023 and bringing the awards all back together again.</p>
22/143		AGM Preparation
	22/143.1	<p>i) <u>To discuss format and date for AGM</u></p> <p>The 2023 AGM will be held on line on Wednesday 26th April 2023 at 7pm.</p> <p>In early January to contact Counties to confirm their County Representatives with names and contact details.</p> <p>Start to look at considerations for the Regional pins and start to look at nominations.</p> <p>Discipline managers need to produce their reports for 2022.</p>
		<p>ii) <u>To discuss roles due for election</u></p> <p>Two Directors due for re-election, and a few other roles up for election.</p>

		Action – IC to put a list together of the roles that will be up for re-election.
22/144		Athlete Bursary Scheme
	22/144.1	There have not been any more applications for the Athlete bursary scheme.
22/145		Swim England East Region Recovery Plan
	22/145.1	<p>i) <u>To discuss feedback on recovery plan from ROC</u></p> <p>To make sure that the development plans a-lines with the correct disciplines and to make sure the disciplines take ownership of their own plan.</p> <p>To arrange a discipline managers meeting for the New Year to discuss the development plan.</p>
		<p>ii) <u>To discuss plan for developing longer term strategy</u></p> <p>To look at the Swim England strategy in the New Year and try to A-line with it and to look at the Regional strategy.</p> <p>The Regional Manager role will be re-advertised with the closing date of the 8th January 2023.</p>
22/146		Next Board Meeting
	22/146.1	The next meeting will take place on 10 th January 2023, 7.30pm via Zoom to include AGM, Regional Development plan and Regional Manager position.
22/147		Any Other Urgent Business
	22/147.1	The ROC have a few actions from the meeting. Minutes from previous discipline meetings and the County Forum to be circulated along with a list of what minutes that have been circulated from meeting which have taken place.