

Management Board Meeting Minutes

Tuesday 14th March 2023 // 7.30-9.00pm

In attendance: Ian Cotton, IC (*Chair*), Keith Belton, KB (*Finance Manager*), Ian Mackenzie, IM (*Director*), Josh Devine, JD (*Regional Manager*)

REF	Minutes for Publication
23/01	<p>Apologies and Introductions</p> <p><i>23/01.1 IC welcomed everyone to the meeting</i> <i>23/01.2 HC sent her apologies</i></p>
23/02	<p>Declarations of conflicts of interest</p> <p><i>23/02.1 JD noted he is still on London Board until their AGM April 1st, but is non-voting and on gardening leave since appointed to ER RM role.</i> <i>23/02.2 No other conflicts declared.</i></p>
23/03	<p>Minutes</p> <p>To approve the minutes of the meetings held on 14th February 2023. <i>23/03.1 No questions from last minutes, draft approved and ratified.</i></p>
23/04	<p>Matters Arising</p> <p>To note the actions from the minutes of previous meetings (attached) <i>23/04.1 The directors reviewed the matters arising register and updated the record;</i></p>
23/05	<p>Finance</p> <p>To discuss the budget reports for February 2023 (previously circulated) <i>23/05.1 KB noted nothing of concern or note at this time.</i> To discuss any requests for variations to the Plans and Budgets 2023 <i>23/05.2 Two variances at this time;</i> <i>Two variances noted across Disability and Artistic Swimming. The directors approved both variances.</i></p>
23/06	<p>AGM Preparation</p> <p>To receive update on nominations <i>23/06.1 IC updated the board on current nomination summary as circulated.</i> To confirm Annual Report and Accounts <i>23/06.2 IC confirmed the draft report has been shared and discussed with wording agreed via correspondence.</i> To finalise agenda <i>23/06.3 IC is working on the draft agenda</i> <ul style="list-style-type: none"> • <i>The board of directors agreed all nominations would be submitted to the nominations committee</i> • <i>IC will investigate arrangements for the Presidential handover to take place at a regional event.</i> </p>
23/07	<p>Sport England Governance Code</p> <p>To discuss action plan for region to work towards Tier 3 Governance Code <i>23/07.1 IC updated regarding the governance code regarding Tier 3.</i></p>
23/08	<p>Regional Manager Update</p> <p>To receive a report from the Regional Manager (attached) <i>23/08.1 JD provided update to the Board on the work and projects of the staff team</i> <i>23/08.2 JD to work with JS to review Health Check findings</i></p>

	<p>Regional managers Decision paper RE: Norwich LC Development Camp: <i>23/08.3 JD updated the directors on the progress of a development camp to take place on Saturday 22nd of April. With approval provided by the board to continue with this work</i></p>
23/09	<p>Regional Chairs Meeting Update</p> <p>To receive a report from the last Regional Chairs meeting (attached) <i>23/09.1 IC provided an update and went over notes from the last Regional Chairs meeting</i> <i>23/09.2 IC updated the directors and discussed the new Safeguarding and Heart of Aquatics</i> <i>23/09.3 Aligning Regional and National Strategies to be looked at down the line.</i></p>
23/10	<p>Risk Register</p> <p>To review updated Risk Register (attached) <i>23/10.1 IC overview, no official changes at this time and nothing significant at this time.</i> <i>23/10.2 Only change is successful recruitment of new Regional Manager.</i></p>
23/11	<p>Next Board Meeting</p> <p>To discuss a draft agenda for the Board Meeting to be held on 11th April 2023 <i>23/11.1 Directors happy with date of the next meeting and current agenda.</i></p>
23/12	<p>Any Other Urgent Business</p> <p><i>23/12.1 Athlete Bursary Scheme applications received; one received with JS to action upon return from A/L</i> <i>23/12.2 IC Shared draft agenda for the next Regional Operations Committee Meeting</i> <i>23/12.3 Next Discipline Managers meeting, 1900-2000 Wednesday 22nd April</i> <i>23/12.4 IM – now Chair of national WPLG and 4/8 regions have no WP manager/chair.</i></p>