

May Board Meeting

Tuesday 9th May 2023

7.30-9.00pm, By Zoom.

Swim England
East Region

In Attendance: Ian Cotton (*Chair, IC*), Keith Belton (*Finance Manager, KB*), Ian Mackenzie (*Director, IM*), Helen Stephens (*Director, HS*), Yvonne Stead (*Director, YS*), Joshua Devine (*Regional Manager, JD*)

REF	Detailed Minutes
23/49	Apologies and Introductions 23/49.01 – Apologies had been received from YD who may only be able to listen in from car
23/50	Declarations of conflicts of interest 23/50.01 – No declarations of interest at this time.
23/51	Director Appointments 23/51.01 – The three remaining Directors and Charity Trustees agreed to the appointments of Ian Mackenzie and Yvonne Stead as a Director and Charity Trustee with effect from 9 th May 2023. Companies House and the Charity Commission will be notified.
23/52	Minutes: To approve the minutes of the meetings held on 11 th April 2023 23/52.01 – IC asked KB for clarification of Stephen from Hasting Wades Surname, Stephen Wade. The minutes were updated accordingly. 23/52.02 – With this one amendment, the minutes were agreed.
23/53	Matters Arising: 23/53.01 – IC provided update on the Online Risk Assessment Portal, which is now back on track, with the aim to complete for Summer 2023. This was seen as positive step forward. 23/53.02 – There remains a vacancy for position on the ROC. Discussed as agenda item. 23/53.03 – Sport Governance code remains under discussion with the Regional Chairs and Swim England 23/53.04 – KB and JD to address staff recharge in due course 23/53.05 - £35.00 discrepancy had been addressed 23/53.06 – OW Championships, online entry system is tested and working, there are some final edits to be done, but the system is looking promising and now just needs a go live date. JD – to confirm with Counties to be invited to attend the OW championships and be involved. It was confirmed that counties had been made aware of the charge at the last Regional Open Water meeting.
23/54	Finance Update: 23/54.01 – Jo Stalley shared the reports a week ago and there is nothing for concern. 23/54.02 – No concerns or queries were raised. 23/54.03 – No variances within budgets raised to be addressed.
23/55	Vacancies Following AGM: (Yvonne Stead joined the meeting) 23/55.01 – No nomination was received for vacant position on the ROC and so a short discussion took place on next steps. 23/55.02 – It was agreed to re-advertise and we would look to raise the profile of the advert to encourage noninations 23/55.03 – IC welcomed Yvonne to the meeting.
23/56	Safeguarding and Welfare Update: 23/56.01 – IC provided an overview for the previous decision for the region to employ a member of staff. 23/56.02 – Further discussions have taken place with other regional chairs to express opportunity to joint employment with another region should anyone be interested. This will be discussed further at the next regional chairs meeting. 23/56.03 – consensus within the board that an employed role is the right direction for us as a region and we will give it a few weeks to see if any other regions come forward.
23/57	Strategy Planning / Sport England Governance Code: 23/57.01 – A regional chairs meeting took place recently to discuss Tier 3 and look to see which elements Helen Weeks and Claire Coleman had identified as potential difficulties for regions to comply with.

	<p>23/57.02 – This remains back on the drawing board with Claire Coleman and Helen Weeks leading on this, until Swim England are able to identify a tier make up applicable for regions. It is envisaged regions will have until December 2024 to then bring this into action.</p>
23/58	<p>Regional Manager Update</p> <p>23/58.01 – JD Provided an overview of regional activity</p> <p>23/58.02 – Conducting Team PDRs this week and providing back to People Development. Jo Stalley was conducted today, Emma Winters tomorrow.</p> <p>23/58.03 – As per the newsletter for this month, last week Swim England release updated Safeguarding and Supervision guidance.</p> <p>23/58.04 – Ongoing project in Cambridge working with Business Engagement and The Perse School, Cambridge, in supporting the development of the schools brand new pool and its new operating procedures, due to open in Sept 2024.</p> <p>23/58.05 – Drafted a Regional Welfare Officer job description based on the National Welfare Officer advertisement and details from the extraordinary meeting to discuss this role.</p> <p>23/58.06 – Open Water Championships. Helen has kindly offered to manage volunteers for the event and met with Paul and his wife last night to discuss. Keith in exploring online entry systems.</p> <p>23/58.07 – Staff team are due to attend the Development Directorate Day at Sport Park on Wednesday 17th May.</p> <p>23/58.08 – Meeting with the Swim England Talent Team on May 19th to discuss Regional Develop Plan and Regional Distance Development Plans</p> <p>23/58.09 – Swim England’s Strategy 2023-2033 “Access Aquatics”. Three Pillars = Capability, People, Water. Making Change: Collaboration, Advocacy & Influence, Learning and Focus & Alignment. Meeting tomorrow evening for Discipline Managers and I believe regional Vols.</p>
23/59	<p>Risk Register Update:</p> <p>23/59.01 – A date correction had been made following error on latest version - no other items were raised by the directors.</p>
23/60	<p>Next Board Meeting: 13th June 2023 <i>(Please note the meeting was subsequently rearranged for 21st June due to Chair no longer available for the original date)</i></p>
23/61	<p>Any Other Urgent Business</p> <p>23/61.01 - Athlete Bursary Scheme applications received – one since the last meeting.</p> <p>23/61.02 – KB, mentioned that we have one past president pin remaining with the old logo on it as well as a small number of old silver pins, as spare, along with 30 embroidered blazer badged all with the old logo. For any new items, we will look to utilise the new regional logo</p> <p>23/61.03 – The board agree to write off the past badges/pins as having no value.</p> <p>23/61.04 – IM mentioned that George Wood had resigned from Swim England and would leave in July 2023.</p> <p>23/61.05 – HS raised that there had been very little uptake in the bursary scheme.</p> <p>23/61.06 – JD asked if we could do a coaching bursary, as while we have very little interest in athletes bursaries we do have weekly interest for coaching courses. – JD to bring paper to the next board meeting for both reviewed athlete bursary and coach bursary</p> <p>23/61.07 – It was also agreed to push the athlete bursary on socials, newsletter and in general comms – JD to pick up with the team to put back at the top of the website and push on socials</p> <p>23/61.08 – YS – do we only have one level and how many applications can be made. – JD to investigate if there is a regional IOS account to enable vouchers.</p> <p>23/61.09 – YS – as directors do we have a specific area of interest to focus on? Also added support for coaching bursaries for disciplines. Each director sits on a leadership group and we will look at this at the next meeting as well as then dividing up the governance work when it comes in.</p>