

Board Meeting

Tuesday 11th April 2023

7.30-9.00pm by Zoom:

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

Also in attendance: Stephen Wade (Hastings Wade, Independent Examiner)

REF	AGENDA ITEMS
23/35	Apologies and Introductions 23/35.01 - IC Welcomes everyone to the meeting and welcomed Stephen from Hastings Wade.
23/36	Declarations of conflicts of interest 23/36.1 - No declarations raised at this time.
23/37	Director Identification 23/37.01 - Stephen from Hastings Wade to join meeting to confirm identity of two Directors (<i>IC and HS</i>) 23/37.02 - Stephen attended and confirmed the identity of IC and HS matches their identification documents. 23/37.03 - Stephen then left the meeting.
23/38	Minutes To approve the minutes of the meetings held on 14 th March 2023 (attached) 23/38.01 - IC noted that the referencing for minutes had fallen out of synch, this is now being addressed by JD and IC
23/39	Matters Arising To note the actions from the minutes of previous meetings (attached) 23/39.01 - IC - Chris Vinter confirmed he would take on Chair of Nominations Committee 23/39.02 - IC – Vacant roles to be discussed in AGM prep item 23/39.03 - KB – Joan unable to find a signed copy of signed accounts from last year. KB will continue to explore and speak with JS. All registration correct with Companies house. 23/39.04 - Long service pins to remain 23/39.05 - President Handover – to be picked up during AGM prep item. 23/39.06 - IC - Code for Sport Governance item on hold for a Regional Chair briefing in the coming weeks 23/39.07 - Health Tracker – ongoing for next cycle 23/39.08 - Norwich Development Activity, to be addressed in RM update
23/40	Finance To discuss the budget reports for March 2023 (previously circulated) 23/40.01 - KB – management budget over spend in staff charge due to bonuses being paid 23/40.02 - KB – Noticed in staff recharges that a number of staff expenses through paperwork that could be declared as charitable expenses, rather than running costs. KB to work with JD to ensure allocation is accurate so that staff recharge is just salary. Use management miscellaneous travel when not allocated to discipline. 23/40.03 - KB - Disability, unclear on training costs associated with discipline between pool and coaches.

	<p>23/40.04 - KB – Master and Artistic on track at this time</p> <p>23/40.05 - KB – Open Water toilet and chip timing deposits are not yet in, which normally would be in.</p> <p>23/40.06 - KB – Swimming, Luton did not send full invoice for previous year, so will be paid and shown on this account.</p> <p>23/40.07 - KB – Water Polo currently looking low on development income. IM confirmed academy is happening, not as busy as normal.</p> <p>23/40.08 - IM – There is a variation of £2000ish – KB/JD this is due to Hatfield paying membership fee to us rather than National, which JS allocated.</p> <p>23/40.09 - KB – There is also a £35.00 variance, which is not yet allocated. KB to pick up with JS</p> <p>To discuss any requests for variations to the Plans and Budgets 2023</p> <ul style="list-style-type: none"> - 23/40.10 - KB – approve small variation in lake cost for Open Water.
23/41	<p>1. AGM Preparation</p> <p>To finalise Annual Report and Accounts</p> <p>23/41.01 - KB – Please can IC three copies se to sign and send to Hastings Wade, to then be sent to Companies House etc.</p> <p>23/41.02 - KB – Once completed a PDF can be circulated for the AGM</p> <p>23/41.03 - KB - Called for a vote to approve the account which passed unanimously</p> <p>To finalise Elections document (attached)</p> <p>23/41.04 - IC – Election Doc sent out last week, with amendment to director’s names being changed since circulation to amend.</p> <p>23/41.05 - IC – Still a ROC vacancy, shall we re advertise. IC had some confusion on Disability and Water Polo managers, with current incumbents not being advertised, but with individuals standing. IC has referred this to the nominations committee to confirm if they are happy with the nominations or if they would like us to advertise. Chris Vinter to speak with IC tomorrow.</p> <p>Regional Pins</p> <p>23/41.06 - IC – list has been located and will be reviewed</p> <p>23/41.07 - KB – guidance on pins, is for those who have done good service for the region over a period of time. There was a catch up in 2022 to reflect on old pins with those continuing to provide service being caught up with. IC to circulate list of individuals for Pins</p> <p>Jeff Cook Salver award</p> <p>23/41.08 - IC – this has been out for nomination with non-yet received.</p> <p>23/41.09 - HS – What is the plan for this?</p> <p>23/41.10 - IC – with no nominations we are unsure at this time.</p> <p>23/41.11 - KB – the one who springs to mind is Lottie Thompson, with agreement from all other directors for her services to the region during incorporation and her continued work on diving and the regions committees.</p> <p>Presidential Change over</p> <p>23/41.12 - IC – formally to be done at AGM, but will work with HS to do at one of the Long Course Champs Dates.</p>

23/42	<p>Appointment to Swim England Judicial Appointments Panel To confirm the nomination of Chris Galer as regional representative on the Swim England Judicial Appointments Panel (attached) 23/42.01 - IC – has spoken with Chris Galer and he has confirmed he would like to continue. Approved by the Board.</p>
23/43	<p>Safeguarding and Welfare To discuss employment of Regional Welfare Officer 23/43.01 - IC – Open the floor for thoughts since the last meeting. Updated the directors that he has spoken with Kevin Suckling at SE, to see what they could assist with regarding a job description. 23/43.02 - KB – Is there enough work there for one person? 23/43.03 - IC – This is a good question which was raised last week, and JS attended last week’s meeting and she is exploring the workload counties received. IC provided KB an overview of the meeting last week. JS has had responses from four counties also receiving a three to four queries a month. 23/43.04 - KB - Raised sharing with another region, which was supported by JD. KB could these also be national individuals who are dedicated to regions, but are part of the central team. 23/43.05 - HS – sought clarification from KB 23/43.06 - KB – Yes another option is the national team increase their workforce centrally and each region is allocated a specific point of contact for work and concerns. 23/43.07 - IC – let’s explore this further and see what comes out. Will update as we go. 23/43.08 - HS – it is vital we keep the ball rolling on this and ensure we do not let it drop off. 23/43.09 - IC – looking to raise this in brief with counties at the forum next week. 23/43.10 - JD to confirm agenda with Chair of County Forum. Also to ensure David Metcalf to attend to talk on Swimming Officials. KB will also report on Long Distance support following discussions with TB.</p>
23/44	<p>2. Strategy Planning / Sport England Governance Code To discuss latest information received from Swim England 23/44.01 - IC – hold to await results from next Regional Chairs 23/44.02 - IC – SE looking to hold a strategy day on Saturday 20th May – JD unable to attend due to prior commitments. KB to see if he can attend.</p>
23/45	<p>3. Regional Manager Update JD provided update to the board on ongoing work of the team 23/45.01 - Swimming Development/AP Race Norwich: invitations will go out in coming days. Venue is confirmed, Tom Baster has confirmed athletes for selection and AP to send delivery plan tomorrow. 23/45.02 - Counties: Helen Weeks yet to confirm dates for meetings with counties. Zoom mop up session for counties officers who could not attend roadshow now released. 23/45.03 - Diving Development: Lottie Thompson has requested I explore CPD options directly with presenters for Dry and Wet Rigging courses.</p> <p>Team Update: 23/45.04 - Jo continues to power away with Swim Mark, Club Affiliation and supporting Chris Galer, as well as completing regional finances for the month</p>

	<p>23/45.05 -Emma returns from leave tomorrow and is working closely with Water Polo and Artistic, to ensure they are delivering as planned.</p> <p>23/45.06 -HS – Only 1 volunteer for Champs at the moment, can Emma Support.</p> <p>23/45.07 -IM – nothing on the website yet. We need to speak to counties. JD to ensure dates go on the website and change the entry pack. – Has this gone to counties?</p>
23/46	<p>4. Risk Register</p> <p>To review updated Risk Register.</p> <p>23/46.01 - IC – nothing has changed as yet, but should we add safeguarding and welfare as its own point with the release of Heart of Aquatics?</p> <p>23/46.02 - Directors agree for Safeguarding and Welfare to be included in risk register. IC to add this week.</p> <p>23/46.03 - IC - Audit, Risk and Probity Committee, attended the last meeting and there is now a one drive set up to ensure all minutes and documents they need are dropped in there, with access to committee members. We are going to allocate a member of staff to support this committee to ensure timelines are maintained. JD to pick this up and support.</p>
23/47	<p>5. Next Board Meeting</p> <p>To discuss a draft agenda for the Board Meeting to be held on 9th May 2023</p> <p>23/47.01 - KB - Need to formally appoint Yvonne as a director and record continued appointment of IM.</p> <p>23/48.02 - KB – Post AGM, KB will share regulatory documents required by Yvonne Stead with Companies House and the Charities Commission.</p>
23/48	<p>6. Any Other Urgent Business</p> <p>Athlete Bursary Scheme applications received</p> <p>23/48.01 - IC – One since the last meeting and all in hand</p> <p>23/48.02 - HS – Following British Champs, attended for four days, with only two days for her daughter swimming. HS had emailed the events team and there was no representation from the home NGB Presidents - The board agreed happy for HS to claim expenses and travel.</p> <p>23/48.03 - No other business at this time.</p>