

Board Meeting

Tuesday 8th August 2023

7.30-9.00pm - By Zoom



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

Also in attendance: Joshua Devine (Regional Manager, JD)

REF	AGENDA ITEMS
23/86	Apologies and Introductions
23/87	Declarations of conflicts of interest No declarations made
23/88	Minutes The minutes from 11 th July 2023 were agreed as true record without any amendments.
23/89	Matters Arising: The current matters arising were reviewed and updated with key updates as follows - 23/89.01 - Stock insurance – KB liaised with JS and looking to start from scratch 23/89.02 - Card reader instructions – KB – ongoing with final steps required for on the day set up. 23/89.03 - YAP – will see how this can fit with the national group and align going forward 23/89.04 - Health Tracker – this is due to open again in October 2023 23/89.05 - Athlete and Coach Bursary: a spreadsheet showing what is offered other regions collated by JD had been shared. JD to look at drafting Coach Bursary scheme for the region
23/90	Finance 23/90.01 – KB had found an error in the formula on the report sheets which has now been corrected to show revised figures. KB highlighted the following - 23/90.01.1 - Expected overspend for the current financial year 23/90.01.2 – Swimming suffering from increased costs compared to other years, due to increased pool hire costs, expenses and investment in areas such as live streaming. 23/90.02 – It was noted that due to the surplus in 2022 and current bank balances, the directors can take time to review finances for the longer term. 23/90.03 – No variances have been received this month in relation to the plans or budgets from the Leadership Groups. It was noted that ROC members who site on various Leadership Groups are willing to support Directors with anything in relation to plans and finances of these groups.
23/91	Safeguarding and Welfare: 23/91.01 – IC updated the board that London have chose to go in a different direction to us with Regional Welfare Officer. 23/91.02 - The final draft job description was shared with directors for a 24hr per week post and following a minor adjustment and short discussion, it was agreed that to go ahead with advertising the role. The interview panel will consist of one Director, Regional Manager, member of Swim England National Safeguarding and Welfare team and support from Swim England People Development. 23/91.03 – YS did ask what the alternative plan maybe if we do not receive suitable applicants. It was noted that we do have a volunteer Regional Welfare Officer in place at present, and so could look to go out to advert again if required.
23/92	Regional Strategy: 23/92.01 – The Vision and Mission wording was agreed. 23/92.02 – A timeline has been produced and shared with Swim England. This meets their requirements. 23/92.03 – IC also reported that all other regions are now working towards strategy aligned to Swim England's Access Aquatics document. 23/92.04 – The SWOT analysis has been circulated to all relevant regional members, staff and volunteers with initial deadline for these to be returned by Sunday 27 th August. It was noted that this could be extended as taking place over the summer holiday period.

23/93	Regional Manager Update:
23/94	Regional Governance Code: 23/94.01 – IC gave an update on the progress that has been made with other Regional Chairs to agree template for Regional Governance. It was agreed to give Directors several weeks to review and feedback any comments to the Chairman by end of August 2023. 23/94.02 – There was a short discussion about county governance where it was confirmed that counties were being supported by central Swim England staff, although concerns on whether all counties will be able to implement. 23/94.03 – It was also agreed to share the insight data with the counties to aid them with governance and also in their own planning.
23/95	Members Raising Issues: 23/95.01 – A query had been raised at the last ROC meeting about the best route for members to raise concerns or queries over the decisions or direction of the region. A discussion took place and the feeling was that we should look to use all available avenues including ROC, County Forum and members of the Members Forum. 23/95.02 – It is vital that we keep these groups engaged and ensure they are structured and support in their work. An example is ensuring ROC are a check and challenge for the board and that the County Forum is proactive. 23/95.03 – It was agreed to produce an overview document to support this and review the ToR of several groups. JD and IC to also conduct a review of the Terms of Reference for these groups (ROC, County, Members).
23/96	Risk Register There were no changes to the current risk register.
23/97	Next Board Meeting: The next Board Meeting is due to be held on 12 th September 2023
23/98	Any Other Urgent Business 23/98.01 – A report from Swim England CEO report to Regional Chairs meeting had been shared with Board papers. 23/98.02 – KB had made a minor adjustment to Athlete Bursary scheme criteria 23/98.03 – Swim England have accepted out offer to support with hosting the National Diving Skills Championships in 2024 and 2025. Two other requests had been received from the Diving LG just prior to the meeting – it was agreed the Director would feedback any thoughts following the meeting. 23/98.04 – IM mentioned that the Masters Records paper needed minor change to wording in relation to Swim England Laws change to Regulations (Masters Records). It was also agreed that the change in relation to gender needed to made to other records guidelines. JD to follow this up with Records Officer.