

Board Meeting

Tuesday 12th September 2023

7.30-9.00pm via zoom.

Swim England
East Region

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

Also in Attendance: Lizzie Butcher (Swim England Club Governance Officer) in attendance for her learning and development.

REF	AGENDA ITEMS
23/99	Apologies and Introductions IC stuck traveling back from work, unable to attend. IM to chair the meeting in his absence
23/100	Declarations of conflicts of interest No conflicts of interest declare this time.
23/101	Minutes: Minutes approved by directors in attendance.
23/102	Matters Arising The current matters arising were reviewed and updated. 23/98 - Masters records – ACTION - JD to follow up with Records officer re wording across all swimming disciplines.
23/103	Finance 23/103.01 - KB delivered report stating that swimming no longer predicated to deliver the same level of surplus as in previous years. He has reviewed and amended a number of discipline budget lines to reflect a more accurate prediction on the finances (<i>Open Water, had yet to pay lake hire and Masters, assumption of pool hire payment, which had not been made</i>). He also updated that the predicted deficit of around £10k, not including salary costs for the new Regional Welfare Officer, which would impact this depending on recruitment and on boarding are completed. Water Polo is budget predictions and implementation / real costs have a high variance, which needs to be explored further. 23/103.02 - IM asked for clarification on Open Water loss – KB, increased costs and 2022 was a joint venture with London Region. 23/103.03 - YS asked if we have we included space in the swimming budget for additional pool hire increase? The pool hire for Luton in November 2023 has been adjusted to provide cover for a potential higher cost and we need to look during the budget writing period this year as to trying to ensure plans for 2024 are accounting for these increases. 23/103.03 - YS – Water Polo is a significant difference, do we know why this is and what the barriers to this being positive could be? – KB both Water Polo and Artistic Swimming are small disciplines that traditionally struggle to cover the costs, given the number of participants compared to swimming events. 23/103.04 – The directors agreed that budgets plans needed to start and that KB would produce the initial set of documents for support managers in starting their budget planning, with JD and lead from Regional Operations or Director to provide support on this process, as KB did not have capacity to support every group with their work this year. 23/103.05 – ACTION - JD to circulate budget planning documents to discipline managers. 23/103.06 – The directors discussed the potential impact of the regions SWOT and Strategy on budgets and planning looking ahead to 2024. YS and JD provided an overview of the strategy as things stand, with the work still being in the early days of gathering and reviewing data. This work would also include reviewing of terms of reference for a number of the regions governance structures such as the Regional Operations Committee, to ensure all groups where being utilised to their full potential. 23/103.07 – The directors agreed that they would like to have discipline budgets reviewed by the Regional Operations Committee, prior to the Board making final decisions at their December meeting. It was agreed that their next meeting would be prior to the next Board meeting. ACTION – JD to communicate with discipline managers regarding time lines for returning budgets.

23/104	<p>Safeguarding and Welfare</p> <p>23/104.01 - JD provided update on recruitment in the absence of IC. The face-to-face interviews set for Weds 27th September 2023, at Sport Park in Loughborough. The applicant breakdown is</p> <ul style="list-style-type: none"> • 14 applicants in total • 4 unsuitable • 5 met all essential or 90% essential, but weak – PD potentially will do a phone interview to see if any would be suitable to take forward to face to face • 5 top candidates = 1 from aquatics, 1 from police, 2 education, 1 the health and well-being sector <p>The interview panel will be Josh Devine (Regional Manager), Lewis Spencer (People Development), Lucy Doyle (Swim England National Welfare Officer)</p> <p>23/104.02 - JD also added that it is open to the board if they would like to have a member of the board attend the interview process. The directors approved YS joining JD for the interview given her existing process.</p> <p>23/104.03 – IM stated the new Regional Welfare Officer will be directly able to loop in with Counties and support where they do not have a County Welfare Officer in place.</p>
23/105	<p>Regional Strategy</p> <p>The directors agreed to move this item to the next meeting with the working group to feedback via correspondence, if they met before this meeting.</p>
23/106	<p>Regional Manager Update</p> <p>JD provided an overview of his written report and the directors discussed</p>
23/107	<p>Regional Reset</p> <p>The directors agreed to move this item to the next meeting.</p>
23/108	<p>Regional Calendar 2023-24</p> <p>ACTION – IC to provide access to the directors one drive for YS</p>
23/109	<p>Risk Register</p> <p>No changes at this time.</p>
23/110	<p>Next Board Meeting: The next Board Meeting is due to be held on 10th October 2023</p>
23/111	<p>Any Other Urgent Business</p> <p>23/111.01 - Athlete Bursary Scheme applications received – KB nothing through over the summer</p> <p>23/111.02 - Diving Fulcrums (attached) – The directors felt that the current plan, including a unexplained variance in the amount requested, was not sufficient for the board to make a decision. They request IC work with the Diving Leadership Group to return a more detail plan and business proposal to the October board meeting. ACTION – IC to work with LT and Southend re Business Plan and service history for existing boards.</p> <p>23/111.03 - Coach Bursary Scheme – The directors agreed postpone this item, until there was further understanding on the regional finances, following discipline budget submission and the regions strategy being published.</p> <p>23/111.04 - Club Health Tracker incentive – Board would like to move to one prize draw, with potential quality check on the data submitted. IM – could the ROC be asked to finalise the amount for the incentive / prize. – ACTION - JD to redo the paper for the ROC on the 26th September – 1 club of one pot of money.</p> <p>23/111.05 - YS not currently supporting a discipline group – ACTION - JD to liaise with YS and David Metcalf to confirm her appointment to the Swimming Officials.</p>