

**Swim England East Region**  
**Minutes of the Regional Board of Directors Meeting**  
**Tuesday 14<sup>th</sup> November 2023**

In attendance:

Ian Cotton (IC)	Chairman
Keith Belton (KB)	Finance Manager / Director
Ian Mackenzie (IM)	Director
Helen Stephens (HS)	Director
Joshua Devine (JD)	Regional Manager

Also in attendance: 23/123 to 23/125 only

Lisa Whyte (LW)	Swim England Volunteering Manager
Ellie Conway (EC)	Swim England National Youth Advisory Panel Chair
Fran Vesztrocy (FV)	East Regional Welfare Officer

REF	Minutes
23/123	<p><b>Apologies and Introductions:</b>            IC opened the meeting and thanks everyone for attending, before going around the room for introductions.            Apologies received from Yvonne Stead, who was unable to attend due to last minute work commitments.</p>
23/124	<p><b>Declarations of conflicts of interest:</b>            No declarations of interest raised at the time of recording.</p>
23/125	<p><b>Regional Youth Advisory Panel:</b> Lisa Whyte and Ellie Conway joined the meeting to provide a brief overview of the panel to give us ideas for introducing in the region.</p>
23/125.01	LW provided a overview of the National Youth Advisory Panel for members aged 16 to 25 years old. LW discussed the challenges facing youth engagement with a regular recruitment cycle due to ages of panel members. The two main areas of work for the panel are Mental Health and cross sport discipline engagement with a big focus on engaging members with trials and taster sessions in other disciplines to help strengthen that lifelong participation.
23/125.02	LW detailed the work of the other regions with the West Midlands being the most successful while panels are also in place in the North West, North East, South East and London.
23/125.03	EC spoke about the need to focus on youth projects to help engage the largest membership base who normally do not have a voice within the decision making of the sport. IM asked if a Youth Panel or a youth member on each leadership group would be better at providing a youth voice and it was agreed that this is something we should consider.
23/125.04	
23/126	<p><b>Safeguarding and Welfare Update:</b></p>
23/126.01	IC welcomed Fran to the meeting. FV provided an introduction and discussed in more detail the specific aspects of her report to the board. This included how the role will work and the data being recorded will help to identify the support needed by our members, counties and clubs across the region.
23/126.02	HS asked if having a designated Welfare Officer at events would be beneficial. FV agreed with HS and said it would always be beneficial if possible, to have a Welfare Officer at all events.
23/126.03	IC stated that there are plans for the region to restart a Welfare Officer forum to help support county and club Welfare Officers.
23/127	<p><b>Minutes:</b></p>
23/127.01	IC stated that following support from Sheila Mackenzie, a standard format for minutes had been reinstated.

- 23/127.02 KB raised an amendment to the minutes regarding the finance section – these were updated accordingly.
- 23/127.03 It was agreed that actions raised at the meeting would be listed on matters arising.
- 23/128 **Matters Arising:**
- The current matters arising items were discussed with updates as follows –
- 22/8.3 - IC the online risk assessment portal is now live and in a trial phase with a number of clubs being supported by the national team.
- 22/130.3 - KB the card reader has been writing and KB will notify the team of where this can be sourced.
- 23/75.02 – KB has met with an examiner (Stephenson Smart) in Great Yarmouth, with them confirming they would be able to take on the work. KB would like to appoint this company as the independent examiners, and this was agreed.
- 23/129 **Regional Finance Update:**
- 23/129.01 KB has been working with Jo Stalley regarding the reconciliation for our larger swimming events over recent months to ensure allocated to the correct headings.
- 23/129.02 KB was considering the most appropriate way to record the costs related to the new role of Regional Welfare Officer. It was agreed that the salary and travel would be allocated in same way as other staff members. KB would also contact Brian Havill (Swim England Finance Director) to understand if the welfare officer expenditure is charitable.
- 23/129.03 KB has now generated a new budget line for the athlete bursary scheme so it can be classed as charitable functions of the organisation.
- 23/129.04 There were no budget variations received at the time of the meeting.
- 23/129.05 KB updated the board that Disability and Swimming Officials plans and budgets have been received so far, while Jo Stalley was working on Club Development. IM stated that Emma Winter was supporting the production of Water Polo budget.
- 23/130 **Regional Strategy:**
- 23/130.01 IC updated the directors on the progress with the regional strategy and that the key outcomes and objectives. These were discussed by those present, and several minor amendments were made to the final document.
- 23/130.02 There was a query raised about the number of pools with pool depth required for artistic swimming and water polo – this would be queried with Swim England who had provided baseline information.
- 23/130.03 The strategy will now be shared with Swim England to support the production of the final version and an Operational Plan will now be produced to support delivery of the strategy and be shared with the Board early in 2024.
- 23/131 **Regional Governance:**
- 23/131.01 IC shared the final version of the Regional Governance criteria agreed with other Regional Chairs. The next step is for the timescales to be agreed with other Regional Chairs at next meeting planned for 27<sup>th</sup> November 2023, and then the region can look to setup working group to oversee its completion.
- 23/131.02 KB raised a query over section six and the recording of the relevant volunteers and staff on the OMS system. We will need to make sure it is clear who will need to be included. IM and IC concurred that it is unlikely that all technical officials would need to be recorded but more likely to require us to record those on structured committees or groups.
- 23/131.03 KB currently the region does not have OMS Officer to manage the uploading and lapsing of members. It was agreed that this could be picked up by a member of staff and can be included within the operational plan.
- 23/132 **Regional Manager Update:**
- JD had shared his report and there were no questions.
- 23/133 **Risk Register:**
- IC stated that changes have been made to 5.4 and 5.5 within the risk register. These changes were agreed and updated version would be shared with the Audit, Risk and Probity Committee.
- 23/134 **Next Board Meeting**

The next Board Meeting is due to be held on 12<sup>th</sup> December 2023.

23/135

**Any Other Urgent Business**

- 23/135.01 A report had been received about supporting several coaches from the region wishing to attend the Home Nations Swimming Coaches Conference. After a discussion, it was agreed that we would fund the two coach developers working in the region.  
There were no athlete bursary scheme applications received this month.
- 23/135.02 It was agreed that the AGM would take place on the 24<sup>th</sup> April 2024.