

Swim England East Region
Minutes of the Regional Board of Directors Meeting
Tuesday 12th December 2023

In attendance:

Ian Cotton (IC)	Chairman
Keith Belton (KB)	Finance Manager / Director
Ian Mackenzie (IM)	Director
Helen Stephens (HS)	Director
Yvonne Stead (YS)	Director

Also in attendance: Emma Winter (EW) Regional administrator

REF	Minutes
23/136	Apologies and Introductions:
23/136.01	IC opened the meeting and thanked everyone for attending and EW for attending in JD absence to take the minutes.
23/137	Declarations of conflicts of interest:
23/137.01	No declarations of interest raised at the time of the meeting.
23/138	Minutes:
23/138.01	Minutes from the previous meeting held on the 14 th November 2023 were approved.
23/139	Matters Arising:
23/139.01	The current matters arising items were discussed with updates as follows – 22/8.3 – IC not had any more information, trial phase is underway and should be launched in the New Year. 22/70.3 – KB had an email from JS to confirm that the forms have been posted. 23/22.3 – EW attend the National YAP face to face day in Loughborough. To be picked up in the New Year. 23/129.02 – KB has emailed BH but has had no reply, KB to chase.
23/140	Regional Finance Update:
23/140.01	KB updated the directors that the reports have gone out and KB has looked and the one thing that stuck out was invoices not coming in, with three invoices outstanding as of the 5 th December. KB asked EW regarding the invoices as EW would have made the bookings. Disability, Masters Championships and Masters Inter-Counties all received on the 5 th December. EW confirmed that JS has invoiced SE for the Masters Inter-Counties.
23/140.02	YS asked if her questions which she sent in regarding the Discipline Budgets were raised at ROC as the budgets do not show how the figures are worked out i.e. with the number of swims/divers or officials.
23/140.03	There were no budget variations received at the time of the meeting.
23/140.04	KB shared his screen with the finalised management budget and went through each point. In terms of expenditure there is always a spend around the AGM and around September time for Regional award winners and for the SE staff conference. IM asked about Fran's mobile phone is it Regional or National phone, IC is going to check.

- 23/140.05 KB shared the 2024 summary budget which includes all the individual budgets within it in terms of income. The spreadsheet shows the history over the past couple of years. KB went through each individual income, expenditure figures and surplus figures.
- 23/140.06 IC stated that there was no budget put forward from the Water polo committee and that EW put the budget together based on last year's budget but things have changed over the last few weeks which will change the incoming and expenditure of 2024 budget.
- 23/140.07 KB asked if everyone is happy with the budgets subject to Masters. All agreed and happy. KB to contact LM regarding Masters budget and IM to pick up the Water polo changes.
- 23/141 **Regional Governance:**
- 23/141.01 IC updated the directors that the Governance code for Regions has now been ratified at the Regional Chairs meeting.
- 23/142 **Director Roles**
- 23/142.01 HS to carry on with the work within the workforce and volunteers.
YS to work with the safeguarding and welfare.
IC to carry on with the staff support.
Regional Governance may need more of a working group rather than one or two people, IC suggested to pull together people from the ROC and the audit, risk and probity group to make a working group. KB is happy to be involved in the working group. IC to speak with JS to see if she would be interested.
- 23/143 **Terms of Reference – Regional Operations Committee**
- 23/143.01 IC circulated the TOR prior to the meeting. It went the ROC meeting on the 5th December and the ROC are happy with the changes. IC went through the changes within the document.
- 23/143.02 IM pointed out that in the TOR it has a bit about the agenda and that two directors attend the ROC, can it be included that the agenda be circulated with all directors in case one of the other directors needs to stand in last minute.
- 23/143.03 IM asked that the point regarding the discipline managers attending, shall there be something added about a substitute in case a manager cannot attend. IC to look at putting something in.
- 23/144 **Regional Manager Update:**
- 23/144.01 JD shared his report prior to the meeting. IM had a question regarding the Learn to swim, IM will pick it up with JD.
- 23/144.02 FV shared her report prior to the meeting. FV will share her report each month to the Board, she now has access to the central system. FV will work with YS with the Safeguarding and Welfare working Group. FV will attend the Board meeting once a quarter as needed.
- 23/145 **Risk Register:**
- 23/145.01 IM asked if the loss of pools should be on the Risk Register. IC to revisit to check and report back.
- 23/146 **Next Board Meeting**
- 23/146.01 The next Board Meeting is due to be held on the 13th February 2024.
- 23/146.02 HS sends her apologies for the next meeting as she will be in Doha.
- 23/147 **Any Other Urgent Business**
- 23/147.01 YS asked if the AGM will be online or in person. IC it will be online at 7pm.
- 23/147.02 KB mentioned that the Board need to start looking at nominations for the AGM. IC to look at over Christmas.
- 23/147.03 IM asked IC to check with the President elect to see if he is still happy to take on role in 2024.
- 23/147.04 IC thanked everyone for their hard work during 2023 and wished everyone a Happy Christmas and New Year.