

**Swim England East Region**  
**Minutes of the Regional Board of Directors Meeting**  
**Tuesday 13<sup>th</sup> February 2024**

In attendance:

Ian Cotton (IC)  
 Keith Belton (KB)  
 Ian Mackenzie (IM)  
 Joshua Devine (JD)

Chairman  
 Finance Director  
 Director  
 Regional Manager

REF	Meeting Minutes
24/01	<p><b>Apologies and Introductions:</b></p> <p>24/01.01 IC welcomes everyone to the meeting and apologies have been received from Yvonne Stead and Helen Stephens.</p>
24/02	<p><b>Declarations of conflicts of interest:</b></p> <p>24/02.01 No declarations made by those present.</p>
24/03	<p><b>Minutes from the last meeting:</b></p> <p>24/03.01 No questions or concerns raised.</p>
24/04	<p><b>Matters Arising:</b></p> <p>24/04.01 The current Matters Arising were updated with progress to date. A number of items are now complete with progress being made of outstanding items.</p>
24/05	<p><b>Finance:</b></p> <p>24/05.01 KB noted that there had been no notable action with finances since the December Board meeting as the new financial year is underway.</p> <p>24/05.02 IM advised that there may be a potential reschedule of Diving development due to venue issues.</p> <p>24/05.03 KB has circulated the Accounts and report for 2023. It was agreed that IC would share this via shared OneDrive for Directors to consider any updates to wording of the report – the feedback would be grateful by 25<sup>th</sup> February 2024.</p>
24/06	<p><b>AGM Planning:</b></p> <p>24/06.01 IC informed the board that four individuals had come forward for the nominations committee.</p> <p>24/06.02 The members due to stand down and roles for election at this year’s AGM are as follows -</p> <ul style="list-style-type: none"> <li>• Ian Cotton - Chairman</li> <li>• Keith Belton – Finance Director</li> <li>• Gerry Metcalf – Regional Operations Committee</li> <li>• Stewart Murray – Regional Operations Committee</li> <li>• 1 x Vacant – Regional Operations Committee</li> </ul>
24/07	<p><b>Regional Governance Update:</b></p> <p>24/07.01 The working group supporting completion of Regional Governance is due to have first meeting on 20<sup>th</sup> February 2024. The group consists of Ian Cotton, Keith Belton, Helen Kent-Jackson (Audit Risk &amp; Probity Committee), and Jo Stalley.</p>
24/08	<p><b>Strategy – Operational Plan:</b></p> <p>24/08.01 Directors have received an advanced copy of the initial operational plan. It was hoped we would have a final draft of the strategy, but this has not yet been received from Swim England.</p> <p>24/08.02 The Operational Plan has three pillars covering our day-to-day work, medium projects and long-term projects/goals of the region. This document will provide a base for the work of the region and for the Regional Operations Committee and Audit Risk and Probity Committee to check and challenge the work of the Region, its board, staff, and leadership groups.</p> <p>24/08.03 Swim England have been working on a system and programme for National and Regionals to be able to access and identify membership demographics and data in a more detailed way. IC will contact Leanne Brace to see the region can gain access as will support strategy work.</p>
24/09	<p><b>Regional Manager Update:</b></p> <p>24/09.01 A report from the Regional Manager had been circulated with the minutes. The key areas to note were –</p>

- 24/09.02
  - There had been recent issues with the website and generic emails. A new server was now in place for the website and options were being looked at to reduce spam emails to generic addresses. KB was able to support with this.
- 24/09.03
  - The Regional Manager had recently attended the Swim England National Development Day. This involved discussions on membership, improving communication between regions and national teams, and input in supporting national growth initiatives.
- 24/09.04
  - All clubs except one had achieved Club Affiliation or SwimMark this quarter.
- 24/10
 

**Risk Register:**
- 24/10.01
 

The latest version of the risk register had been shared prior to the meeting. The following items were updated during the meeting –

  - IM requested Discipline Group Managers, was not abbreviated, as it is not anywhere else in the document
  - 2.2: reduction in Learn to Swim, KB noted that a number of clubs may be moving to Swim School Affiliation rather than Club Train, which would result in a reduced County Affiliation Fees.
  - 5.4: Requires update low now
  - 5.5: Required update to include working group that is now in place.
- 24/10.02
 

There was also a short discussion around pool closures which remain a concern and will be monitored as impact clubs and membership.
- 24/11
 

**Any Other Urgent Business:**
- 24/11.01
 

IM asked about progress in signing off the agreement for the region to run the National Diving Skills Final in 2024. IC reported that he was waiting for the updated final version to come from Swim England.
- 24/13
 

**Next Board Meeting:**
- 24/13.01
 

The next Board Meeting is due to be held on 12<sup>th</sup> March 2024