



**Swim England East Region**  
**Minutes of the Board of Directors Meeting**  
**9<sup>th</sup> April 2024**

<b>Present</b>	Keith Belton (KB)	Finance Director
	Ian Mackenzie (IM)	Director
	Helen Stephens (HS)	Director
	Yvonne Stead (YS)	Director

Also in attendance: Emma Winter, Regional Administrator (EW)

**24/27**                      **Appoint Chairman for meeting**

24/27.1                  YS put herself forward to chair the meeting.

**24/28**                      **Apologies and Introductions**

24/28.1                  Ian Cotton (IC) Chairman sent his apologies prior to the meeting.

**24/29**                      **Declarations of conflict of interest**

24/29.1                  There were no declarations of conflict of interest raised.

**24/30**                      **Previous minutes**

- 24/30.1                  I.    Board meeting held on the 12<sup>th</sup> March 2024  
**Action – Contact IC to ask for clarity on point 24/17.01**  
HS noted that point 24/18.05 needed re-wording EW amended.  
HS noted point 24/22.02 RDP should be written out as Regional Development Programme, EW amended.  
24/24.01 – **Action to follow up Whistleblowing Policy.**  
24/24.03 – **Action to follow up on County Governance.**  
24/24.05 – **Action to follow up regarding the soft shell jackets.**  
24/24.06 – **Action to review the remuneration policy.**  
24/25.01 – KB suggested to reword to state IC updated the Board.
- 24/30.2                  Minutes from the Board meeting held on the 12<sup>th</sup> March approved subject to a couple of changes and actions.

24/30.2

II. Meeting held on 4<sup>th</sup> April 2024

Minutes from the meeting held on the 4<sup>th</sup> April 2024, not to be published onto the website.

The Board discussed the points from the meeting. Point 3 - IM gave an updated on the Regional Operations Committee (ROC), as two post are up for re-election at the Annual General Meeting (AGM) which leaves only 3 representatives on the ROC.

**Action – At the AGM to approach individuals to ask those to become a member of the ROC, and then bring it back to the Board for approval.**

KB put forward to have a ROC meeting every 6-8 weeks where all of the Directors join the meeting and jointly work through on how to get to a more sustainable position, and maybe one a quarter hold a Board meeting to cover anything that cannot be covered at the ROC.

IM suggested having meetings more often or as required while the recruitment of a new Regional Manager and Regional Chairman are taking place.

KB the next Board meeting is due on the 14<sup>th</sup> May and suggested having a ROC meeting with the Directors on this date, then agree dates going forward.

YS asked how we would circulate this to the ROC members, KB suggested to ask the ROC members to stay on after the AGM to discuss going forward as a Region.

**Action - Ask the Directors and the ROC members to stay on after the AGM meeting to discuss that the next meeting will be a combined meeting to look at how we move forward as a Region. If there are not 6 members of the ROC, The Directors to go away and identify possible people to be put forward onto the ROC to be ratified at a later date**

Point 8 – For ROC/Forum meetings, there needs to be at least two Board members present and can be whoever is available on the day.

Point 9 – IM has contacted People Development regarding support in the recruitment of Regional Chairman, People Development will be supporting the Region.

Point 13 – To monitor the Swim Volunteers email address account, KB confirmed that the website link to the email address should always work.

Point 14 – AGM to be covered in the agenda for this meeting.

Point 15 – IM confirmed that the zoom login details that were circulated prior to the meeting will be the same details for all Board meetings going forward.

24/30.3

The minutes from the meeting held on the 4<sup>th</sup> April are approved with a couple of actions.



## 24/31

### Matters arising

- 24/31.1
- 22/8.3 – to be removed as not for the Region to action.
  - 22/84.7 – Stock insurance for KB to pick up with JS.
  - 22/22.3 – Youth advisory panel, EW to look into an expression of interest to see how much interest there is. HS asked who it would go out to and what age group will it be for. EW confirmed that it will go out to all club secretaries and it will be for Youths aged 16-25.
  - 23/89.05 – For new Regional Manager to pick up.
  - 23/95.03 – County Forum Terms of Reference need to be created and the Members Forum to be compiled from the Article of Association for the Region. For new Regional Manager and Board to pick up.
  - 23/122.04 – On hold, pending new Regional Manager.
  - 23/140.07 – Ongoing.

## 24/32

### Finance

- 24/32.1
- I. To discuss the budget reports for March 2024 (previously circulated)  
KB confirmed that the reports have been sent out and having scan through them there is one miss coding on the management, where there is a lot of management miscellaneous in a month which KB thinks is travel.

The Board income is also down, this is because Swim England have been late on making the first payment of the year but KB suspects that it is on the way.

IM pointed out that on the development codes he thinks that the calculation on the Diving is incorrect on the income. KB to look into it but knows what has happened.

It was also noted that the expenditure on some disciplines is high, this is due to pool hire needed to be paid earlier than expected and the Swimming expenditure is due to hotel bookings for April, May and November. Open Water expenditure is also payments for hotels and deposit for toilets. KB confirmed that it is expected spend which has come out earlier than expected.

YS asked if we have received the laptop and phone back from Josh. EW informed the Directors that she understands that the laptop is with Claire Coleman to return to Sportspark and that the phone and storeroom key was being given back to IC.

**Action – IM to contact IT at Swim England regarding the laptop**

**Action – EW to contact IC to find out if he has phone and storeroom key.**

**Action – KB to check phone usage.**

KB had an email from Ian Rollinson asking about having control of the sumup but has now gone quite. KB to follow up as needs to make sure that he and JS also have control of it.

KB confirmed he had an email from the independent examiners asking a couple of questions which KB has provided, KB suggested that the Board may need a meeting prior to the AGM to formally sign of the accounts.

**Action – To formally sign off the accounts prior to the AGM once the independent examiners are happy.**

24/32.2 II. To discuss any plan and budget variations  
There were no budget variations to discuss.

## **24/33**

### **AGM Update**

24/33.1 Information about the AGM is on the website. Agenda has been written up, HS suggested that the agenda needs to have a title. Needs to have Annual General Meeting on the agenda.

24/33.2 KB explained that he has put on the agenda the appointment of Chairman and KB will write some notes for Ian on the logic behind it. There has been no nominations for Chairman. It also gives the opportunity for IC to formally step down as Chairman.

24/33.3 There has been one nomination put in plus the nomination of Dean Walker (DW) becoming Regional President. There has been no nomination for President elect

24/33.4 There has been no nominations for the 3 positions on the Regional Operations Committee.

24/33.5 To elect the Members of the Swim England Members Forum. HS asked are the members for the forum from the counties. KB confirmed that the Swim England Members Forum are member that the Region nominate to represent the Region at Swim England and consist of the Regional President, the Board members and the ROC members. EW confirmed that we nominate 10 members.

24/33.6 KB will ask JS to send out confirmation email with relevant documents for the AGM out to the Members Forum, ROC, Board, Regional staff, ARP and the managers of the discipline groups. Proxy voting to be added to the email.

## **24/34**

### **Regional Strategy**

24/34.1 IM updated the Board that IC has confirmed that it has been submitted to Swim England that the Board have not agreed that it is ready and some changes need making.

24/34.2 IM is unsure who is managing the strategy from Swim England's point of view and has asked IC who this is so the Region can manage it going forward once the new Regional Manager is in post.



## 24/35

### Staff Update

- 24/35.1 I. Recruitment of new Regional Manager.  
Interviews will take place on the 15<sup>th</sup> April, interviewing 5 applicants. After this to bring it down to two applicants to then hold a face 2 face interview.
- 24/35.2 II. Regional Welfare Officers report  
FV shared her Regional Welfare Officers report prior to the meeting. YS updated that FV has a meeting on the 15<sup>th</sup> April regarding the Safeguarding Case Management System Globocal and the Head of Safeguarding at Swim England to discuss a process map, YS has offered FV support at the meeting and she is just waiting to hear back.
- 24/35.3 YS updated the Directors regarding FV losing access to Globocal and unable to do her job properly.
- 24/35.4 IM circulated the Regional Managers role description for feedback and suggestions. HS sent her suggestions to IM.

**Action – IM to review HS suggestions for the job description.**

## 24/36

### Risk Register

- 24/36.1 No changes.

## 24/37

### Any other business

- 24/37.1 I. Judicial Appointments Panel and Swim England Friends.  
IM updated that IC forwarded on a letter for the appointments of the Judicial Panel. Chris Galer (CG) is the Chairman of the Judicial Panel and IM has had confirmation from CG that he is happy to continue. The Region has no Swim England Friends.
- YS asked do we need to go out and see if anyone would like to become a friend. IM confirmed that all Counties have been written to asking to share within their Counties for nominations.
- 24/37.2 II. Diving – National Skills 2025  
IM gave an update that the 2024 National Skills is happening in July and that Swim England sent someone to the Region's Skills competition to see if they can be a buddy for the Region. There is now a question on if the Region hosts it for the two years or the one year.

The Diving Leadership Group are keen to host it for the two years. The Directors are all in agreement for the Region to host the National Skills for two years.

24/37.3 III. Water polo – Coaches Conference 25<sup>th</sup> May  
Swim England are putting on a Water polo coaches face2face conference at Loughborough, there is a charge of £20 for the coaches. DW has sent a letter to IM asking if the Region will help support the coaches on the fee as long as they attend. Coaches will have to pay for their own travel expenses.

All Directors were in agreement to support the funding for the Coaches to attend the conference. IM will inform DW of the decision.

24/37.4 HS contacted JS asking for the club contacts list as she is struggling for volunteers for the first weekend of the Long Course Regionals.  
EW to send club contacts to HS.

**24/38 Confidential items**

24/38.1 There was one confidential item which EW updated the Directors.

**24/39 Next meeting**

24/39.1 The next meeting will take place on 14<sup>th</sup> May 2024.