

**Swim England East Region  
Minutes of the Regional Board of Directors Meeting  
Tuesday 12<sup>th</sup> March 2024**

In attendance:

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

Also in attendance:

Fran Vesztrocy (FV)	Regional Welfare Officer
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<b>REF:</b>	<b>Meeting Minutes:</b>
24/14	<b>Apologies and Introductions:</b>
24/14.01	IC welcomes everyone to the meeting and noted no apologies for this meeting.
24/15	<b>Declarations of conflicts of interest:</b>
24/15.01	There were no declarations of interest raised.
24/16	<b>Minutes of the last meeting (13/02/2024):</b>
24/16.01	IM noted that the minutes missed confirmation of the National Skills Final contract being agreed from the AOB section
24/17	<b>Matters Arising:</b>
24/17.01	TBC with IC post meeting
24/18	<b>Safeguarding and Welfare Update:</b>
24/18.01	FV provided an overview of her update and report to the board, including the national lack of a Welfare Officer, who are currently being recruited
24/18.02	FV confirmed that the SE Talent and Event Welfare Officer would be in attendance at the next forum.
24/18.03	A current trend is with bullying and FV is working with a number of clubs with ongoing concerns.
24/18.04	New steps for the region in this area include having the new Regional Case Management Group, with bi-monthly East Regional Club Welfare Officers Forum and a new Welfare newsletter launching this month from FV.
24/18.05	FV holds a Friday evening open surgery for Club Welfare Officers
24/18.06	Work is ongoing with the planning for a Regional Welfare & Safeguarding Conference as well as hosting Quarterly meetings with County Welfare Officers
24/18.07	As a region, we are ensuring we push back to the national team where there are concerns to support our volunteer officers, who often get too much sent through to them that at times is beyond their scope of practise.
24/18.08	There is a lot of collaborative working, including a LADO workshop hosted by London, which has prompted FV to look at running a MASH workshop and information session for Club Officers
24/18.09	YS and IM both wished to congratulate FV on her work, which is having a positive impact on the region and our relationship with our members and colleagues.
24/18.10	IC noted he would meet with YS, FV and JD to discuss further concerns between communication and barriers with the National team.
24/18.11	FV left the meeting after her update
24/19	<b>Finance:</b>
24/19.01	KB: budgets have been circulated and plans.
24/19.01.01	YS noted a small variance within the disability budget and a large difference in the budget and actual for pool hire

- 24/19.01.02 KB clarified the small variance was the fee for Stripe, with the larger variance to be investigated by KB following the meeting.
- 24/19.02 Year-end account are now with the examiner for review, which KB will follow up later in the month.
- 24/19.03 The Board approved the Artistic Swimming request for tablets and KB would confirm with the Discipline Manager. The request for new hats, would be fulfilled from existing stock.
- 24/20
- AGM Update:**
- 24/20.01 At present the only nomination received was from KB for the position of Finance Director.
- 24/20.02 IC to follow up with existing members and the board agreed to extend the deadline for a further ten days (Fri 22<sup>nd</sup> March).
- 24/21
- Regional Governance Update:**
- 24/21.01 IC provides a brief update on Regional Governance process and the working group for this process.
- 24/21.02 YS requested guidance on the process and how this ties in with Swim England
- 24/21.02.01 IC provided detail on the current work and themes from Swim England, with clarity on how it fits into the Sport England Code for Sport Governance.
- 24/21.03 IM and JD asked for an update on the Strategy, which IC noted he had not yet received from Swim England but would chase.
- 24/22
- Regional Manager Update:**
- 24/22.01 JD provided an update on the current Club Health Tracker results, with positive results for this year, including an increase of twelve clubs completing on the past year.
- 24/22.02 Regional Development Programme (RDP) online day: JD noted the day was a great success and thanked Dianne Elliot for helping source the practitioners to support the camp, however, the numbers were impacted by National Arena Swimming League Finals.
- 24/22.03 The directors requested that for 2025 the region ensure to the best of our ability camps and events are not scheduled on the same day and major national or regional events, to help ensure we are providing every opportunity to our members.
- 24/23
- Risk Register:**
- 24/23.01 IC opened the floor for the directors to provide any feedback on the most recent register, no concerns or questions were raised.
- 24/24
- Any Other Urgent Business:**
- 24/24.01 Whistleblowing Policy: IM noted it would be worth our policy mirroring that of Swim England to help enable their support, should something be too serious for the region. The current draft with feedback will be taken to the upcoming Audit Risk and Probity Committee (Weds 20<sup>th</sup> March)
- 24/24.02 Diving Officials Shirts: The board discussed the attached and agreed that ideally event volunteers would be in east region blue shirt, however, understand if individuals also officiate and wear white, at times it is easier for them to remain in this. KB will follow up.
- 24/24.03 IC shared with the directors and update on County Governance progress across the region. JD is to follow up with those Counties who may be struggling.
- 24/24.04 IC shared the current SwimMark Review Project Brief with the director to inform them of the plan and process for this piece of work.
- 24/24.05 Soft Shell Jackets – Water Polo Uniform – JD and IC to pick up offline.
- 24/24.06 IM raised the remuneration policy from 2023. The directors agreed this would be a work stream for the new regional manager.
- 24/24.07 JD left the meeting
- 24/25
- Confidential Items:**
- 24/25.01 Regional Manager Recruitment: IC update the board.
- 24/26
- Next Board Meeting:**
- 24/26.01 The next Board Meeting is due to be held on 9<sup>th</sup> April 2024 at 19:30.