



**Swim England East Region**  
**Minutes of the Joint Board of Directors**  
**and Regional Operations Committee Meeting**  
**11<sup>th</sup> June 2024**

<b>Present</b>	Ian Mackenzie (IM)	Interim Chairman
	Keith Belton (KB)	Finance Director
	Helen Stephens (HS)	Director
	Yvonne Stead (YS)	Director
	Sheila Mackenzie (SMa)	Regional Operations Committee (ROC) Member
	Stewart Murray (SMu)	ROC Member
	Tom Baster (TB)	ROC Member
	Lottie Thompson (LT)	ROC Member
	Gerry Metcalf (GM)	ROC Member

Also in attendance: James Salmon, Regional Manager (JSa)

<b>24/54</b>		<b>Apologies and introductions</b>
	24/54.1	No apologies received.
<b>24/55</b>		<b>Declarations of conflict of interest</b>
	24/55.1	There were no declarations of conflict of interest raised.
<b>24/56</b>		<b>Minutes of the last meeting</b>
	24/56.1	Approved.
<b>24/57</b>		<b>Matters arising</b>
	24/57.1	The matters arising addendum was updated with progress thus far.
<b>24/58</b>		<b>Ratification of items agreed since 14<sup>th</sup> May</b>
	24/58.1	The bursary claim has been ratified by all Board members.
<b>24/59</b>		<b>Finance</b>
	24/59.1	KB advised that he could see no issues with the budget reports that he circulated on 1 <sup>st</sup> June. These had been modified to take account of events not occurring when planned. These can now be used to challenge where there are discrepancies.
	24/59.2	YS asked if each discipline has a report mechanism to quantify where the spend is against their plan and if they are hitting their targets.

		KB replied - currently not, but this should be factored in for the planning process for 2025.
	24/59.3	<p>SMu asked if a variance from budget is a problem for this year only, or does this occur annually.</p> <p>KB stated that every year there are discrepancies. This effects some disciplines more than others. This can often be due to changes in pool hire costs etc. or events not happening when they were planned to. Each Leadership Group (LG) should be discussing the budget in more detail as this would highlight where there is a deviation from their annual plan.</p> <p>LT stated that the budgets have to be done before the calendar is sorted so budget is only a best guess.</p> <p>KB stated that if there is a change needed to the budget, there is a process and form for this. He will send this out again.</p>
	24/59.4	<p>TB asked about the consequence of not meeting the budget.</p> <p>KB replied that the plan is the most important, with the budget being used as a quick indication if the plan is being adhered to. There is a need to ensure money is used wisely.</p> <p>There was discussion on the role of the administrator in the LG. If the group is working well then there is no need to make changes. Each group should be asked what is needed. The administrator could take the minutes, ensure the budget is discussed, and raise any other issues.</p> <p>Staff should cover all LG meetings if they are wanted.</p> <p>This could be an issue for the next 6-7 months while Emma is on maternity leave. Existing staff will cover this work and attend meetings whenever possible.</p> <p><b>Action - Staff to attend all LG meetings where required and available</b></p>
	24/59.5	No more bursary claims received.
	24/59.6	<p>IM advised of a decision to install a new design of Fulcrum at Southend on both 3m boards, at an approximate cost of £15k. Southend is the facility used by the Region, owing to issues experienced at the only other regional facility, which is also much more costly to hire.</p> <p>Southend Diving Club, in collaboration with the council and pool provider (Fusion) have now installed the new Fulcrums, with the plan to finance these by the club, the Council and the Region each paying a third of the cost.</p> <p>It was agreed in principle last year that the Region would join this partnership. IM previously met with Shân (head coach at Southend) to discuss ongoing ownership and maintenance cost of the Fulcrums. This discussion was taken over by the previous Chairman and RM. Last week the Diving LG expressed their disappointment that the Region had not paid their share of the cost. No invoice has been received. A partnership agreement was produced, but this was never sent to the other parties.</p> <p>Southend Diving Club have now paid the Region's share and are expecting the Region to reimburse them, as they had been told the Board were in agreement with the partnership. They were not aware this was on the condition of a partnership agreement.</p>

		<p>The Directors need to decide if the Region will now reimburse Southend Diving Club, and under what conditions. Maintenance would be the responsibility of the pool provider. The requirement is for greasing.</p> <p>There is evidence for the regional commitment to a third share of the cost of purchase, but no partnership agreement was produced and no invoice was received. The Region will have no responsibility for maintenance of the Fulcrums.</p> <p>KB will contact the club, to confirm the Region's commitment to contributing a third of the cost, when invoiced, and to disclaim future responsibility/liability for the Fulcrums.</p> <p><b>Payment agreed by all Directors</b></p> <p>This is a grant to Southend Diving Club to assist in the purchase of the Fulcrums. Southend Diving Club will have full ownership of the Fulcrums and be responsible for their maintenance and repair.</p>
<b>24/60</b>		<b>Annual General Meeting (AGM) update</b>
	24/60.1	All the County Secretaries have been contacted to enquire if any of the past County Presidents would make a suitable Regional President.
<b>24/61</b>		<b>Regional Strategy</b>
	24/61.1	<p>The regional strategy is now on hold.</p> <p>Swim England are in the process of updating their strategy. Once this is published work will start on the Region's strategy. Only one region in the country has completed their strategy.</p>
<b>24/62</b>		<b>Staff update</b>
	24/62.1	The recruitment of a new Regional Chairman is still ongoing. IM to speak with LT and Swim England People Development (PD) to progress this.
	24/62.2	<p>There has been one nomination for the role of Masters Manager. This has been passed to SMu as Chairman of the Nominations Committee. Bernie Buck is the one nomination received. He is currently a member of Team Anglia Masters, a coach of a Masters team and involved with Masters Swimming at a County, Regional and National level. Currently living out of the Region, but will work remotely.</p> <p>There were no objections to this appointment.</p> <p><b>Action - SMu to contact Bernie to formally invite him to be Masters Manager</b></p>
	24/62.3	<p>JSa had been in the role of Regional Manager for 3 weeks, and gave an update on his progress – learning systems and procedures, completing the Swim England induction, and attending a safeguarding course.</p> <p>To learn about various disciplines, JSa has also attended some Leadership Groups, the Artistic Swimming Regional Games development session at Potters Bar, and the Open Water development day.</p>

<b>24/63</b>		<b>Feedback from Regional Chairs meeting</b>
	24/63.1	<p>IM attended the Regional Chairs' meeting. Andy Salmon, Swim England (SE) Chief Executive Officer confirmed that SE would be rewriting the National Strategy, and fed back that he was pleased with the roadshows. Andy stated that clubs were drowning in bureaucracy. The Sport England governance ruling concerning maximum terms will be cascaded down all the way from national to the counties. Sport England funding and Talent funding has been agreed, with a small increase, to give some future security. Partnership agreements on working with SE are being reviewed. It has been questioned why there are Regions and Counties. Bernard Simpkins is standing down from the SE Board after his 8-year term. Nominations for a replacement are being sought, but this cannot be from North East, North West or the East as they have representation already. YS asked if the regional agreements would be one standard for all, or will they differ for each region, as they are all different and work differently. IM advised that there is a sub-group looking at this.</p>
<b>24/64</b>		<b>Board/ROC structure</b>
	24/64.1	<p>IM stated that there is a need to ensure compliance with the Articles, but in the meantime joint meetings will continue. The title of the meeting must be changed to reflect the combined meeting. A ROC meeting can also be called if required. There is a ROC meeting scheduled for 25<sup>th</sup> June. It was felt that this is not required.</p> <p><b>Action: Cancel the 25<sup>th</sup> June ROC meeting</b></p>
<b>24/65</b>		<b>Risk register</b>
	24/65.1	There are no changes to the risk register.
<b>24/66</b>		<b>Regional Manager's report</b>
	24/66.1	<p>Nominations for the SE 2024 Awards are now open, and so an Awards Panel is needed for the Regional Awards. KB pointed out that neither the Jeff Cook Salver nor Regional pins, were awarded last time. Nominations need to be sought for the Jeff Cook Salver.</p> <p><b>Action - Set up Awards Panel and request nominations for the Jeff Cook Salver JSa/IM</b></p>
<b>24/67</b>		<b>Any other business</b>
	24/67.1	<p>TB stated that a proposal has been received from four coaches in the Region to attend the ASCA World Clinic from 4<sup>th</sup> to 7<sup>th</sup> September 2024, following the Olympics. The approximate cost would be £1500 per coach, and they are seeking a contribution to this cost. TB suggested that this could be for the clinic cost, not travel costs etc. If this is offered, then this should be extended to other coaches in the Region.</p> <p>TB said that there is a good relationship with the coaches regionally and they are keen to improve their practice. Coach development should be supported, and cascading encouraged to club level too.</p>

		<p>KB suggested that an offer of £500 would be consistent with the bursary offered to athletes who have to travel abroad.</p> <p>It was suggested that the offer should be made, on the website, to all coaches. IM will contact the four interested coaches to invite them to apply.</p> <p>There was agreement from all Board members that the Region will offer up to £500 per coach, up to a maximum of six. If there are more than six applicants there will be a selection process.</p> <p><b>Action - JSa to put the item on the website. IM to contact the four interested coaches</b></p>
	24/67.2	<p>TB it will be very unlikely to find a new Regional Chairman of the correct calibre, to give up to three days per week to the Region.</p> <p>KB stated that there was a need to look at the roles and have defined responsibilities to share the workload. This needs to be worked on before the next Annual General Meeting.</p>
	24/67.3	<p>TB felt there was a need to look at staff roles, especially in view of Emma's maternity leave, so that the workload is covered in a timely and efficient way.</p> <p>KB there was a plan for a replacement for Emma, but this did not get actioned.</p> <p><b>Action - IM to work with JSa on managing workload</b></p>
<b>24/68</b>		<b>Confidential items</b>
	24/68.1	A confidential matter was discussed with only the Board and JSa in attendance.
<b>24/69</b>		<b>Next meeting</b>
	24/69.1	The next meeting will take place on 9 <sup>th</sup> July 2024 @ 19:30