



**Swim England East Region**  
**Minutes of the Board of Directors**  
**8<sup>th</sup> October 2024**

<b>Present</b>	Ian Mackenzie (IM)	Interim Chairman
	Keith Belton (KB)	Finance Director
	Tom Baster (TB)	Director
	Sheila Mackenzie (SMa)	Director
	Stewart Murray (SMu)	Director
	Lottie Thompson (LT)	Specialist
	Gerry Metcalf (GM)	Director

Also in attendance: James Salmon (JSa) Regional Manager

<b>24/106</b>		<b>Apologies and introductions</b>
	24/106.1	Apologies were received from Helen Stephens (HS) owing to her attendance at the Include Summit.
<b>24/107</b>		<b>Declarations of conflict of interest</b>
	24/107.1	There were no declarations of conflict of interest.
<b>24/108</b>		<b>Minutes of the last meeting</b>
	24/108.1	The minutes from the meeting on 10 <sup>th</sup> September 2024 were accepted as a true record of the meeting.
	24/108.2	<p>Three Leadership Group meetings have been held.</p> <p>The minutes from the Masters Leadership Group meeting had been circulated.</p> <p>The minutes from the County Forum will come to the next Board meeting.</p> <p>The Artistic Leadership Group meeting minutes are currently with Amy Davis.</p> <p>SMa reported that the Masters minutes are slightly changed from the ones that were on the circulated paperwork. Clarification was requested from GM about whether the minutes should say open or male for the trophies from the Decathlon competition. It was confirmed that it should say open/male.</p> <p>There were no further comments on the minutes received.</p>

<b>24/109</b>		<b>Matters arising – using Action Log</b>
	24/109.1	KB is reviewing the stock insurance. He has requested a proposal form, with no response received to date.
	24/109.2	Regarding the review of the remuneration policy, IM has spoken with the Talent Team who agreed to send him the information. This is yet to be received.
	24/109.3	<p>The advert for Regional Chairman has closed with no applicants.</p> <p>JSa has prepared the advert for Trustees Unlimited, as discussed in the previous meeting. In completing the process, he realised that it may not fit the actual needs, especially with regard to the number of expected volunteer hours which would be much higher than the options on the form. He questioned the worth of placing the advert.</p> <p>It was discussed how the job could be broken down for people to understand the requirements. IM stated that the person should be someone who interacts with Swim England, and that the job could maybe be made easier by sharing the workload. However, in order to interact with Swim England, the Chairman would need to fully up-to-speed with all the shared workload matters.</p> <p>LT suggested sending someone to the Regional Chairs meetings with the Chairman, so there is the Chairman’s voice accompanied by the regional knowledge.</p> <p>IM stated the importance of having a representative who is aware of what is happening within the Region and who can raise challenges where necessary.</p>
	24/109.4	<p>A Special General Meeting was held with the Cambridgeshire members, with 25 people in attendance.</p> <p>The role of Chairman has now been filled, as has the role of joint Secretary. The existing Treasurer has agreed to continue in the short-term.</p> <p>Cambridgeshire attended the Inter-Counties and will hold the County Championships in January and February 2025.</p> <p>JSa will work with them on County Governance.</p>
	24/109.5	SMA returned to the topic of the Regional Chairman advert, and asked whether the advert discussed will be placed. IM was not sure it would be worth it. KB felt that a way needs to be found to cut down the workload, with it being shared, so the Chairman acts as a Chairman of the Board, with less overall responsibility.



		<p>TB asked whether the future was discussed at the Swim England Strategy Day. IM confirmed that it was and that the matter was accepted, with no decisions taken on the day.</p> <p>TB raised the issue of the timing of the meetings, many being at 5.30pm which would exclude many people from being able to take on the Regional Chairman role.</p> <p>It was agreed that no action will be taken on the Chairman's post at present, and IM will continue in the role with the support of others.</p>
	24/109.6	<p>The first meeting of the new Regional Operations Committee (ROC) was discussed. KB is working on a new set of 'Terms of Reference' (ToR) Once complete, KB will send the document to the Directors for feedback before distributing the ToR to the Leadership Group Managers, and calling a meeting for discussion.</p> <p>KB confirmed the ROC consisted currently of five Nominated Members, plus a couple of Directors. It is to be changed to consist of all the Leadership Group Managers plus two Directors.</p>
<b>24/110</b>		<b>Ratification of items agreed since 10<sup>th</sup> September 2024</b>
	24/110.1	There were no items for ratification.
<b>24/111</b>		<b>Finance</b>
	24/111.1	The budget reports had been circulated with no apparent issues arising.
	24/111.2	KB confirmed that the outstanding item from the last meeting was cleared, as the payment for the lake for the Open Water Championships had been made.
	24/111.3	<p>There had been one bursary claim.</p> <p>JSa questioned whether all the Directors need to approve the claim before it can be paid. IM responded that if the claim meets the criteria, it can just be sent to KB. A claim would be brought to the Board if it did not meet the criteria. KB confirmed he would be happy to proceed in this way.</p> <p>GM queried the provision of 'relevant receipts' on the application criteria, as no receipts are provided. She questioned whether criterion number 5 needed to be included and suggested it be removed. This was agreed.</p>
	24/111.4	<p>With regard to affiliation fees for the year 2025, KB recommended keeping them the same in 2025 as for 2024.</p> <p>Club Train: £5 Club Compete: £6 Club Support: £0 and £35 per club</p> <p>This was agreed.</p>



	24/111.5	The talented athlete bursary documents have expired. IM suggested removing the date and having it as a policy document which rolls on until it is withdrawn. This was agreed.
	24/111.6	<p>JSa asked for confirmation of the removal of criterion number 5. KB suggested it be altered a little.</p> <p>In principle the claim received has been approved.</p> <p><b>Action KB/JSa to review talented athlete bursary procedure and criteria</b></p>
<b>24/112</b>		<b>Board and Regional Operations Committee (ROC)</b>
	24/112.1	The changes to the ROC had been covered in 24/109.6.
	24/112.2	<p>IM requested that if a Director is unable to attend their allocated Leadership Group meeting, they ask another Director to take their place to ensure consistency of having a Director present.</p> <p>IM also encouraged the Directors to attend any of the events/competitions, and to provide any required support to the President. Any expenditure for this can be claimed from the Region.</p>
	24/112.3	The Swim England Regional Agreement (circulated with the agenda) was discussed.
	24/112.4	<p>A letter of complaint had been received about the award presentation process.</p> <p>JSa had investigated the claim made in the letter, but was unable to prove or disprove it given the time since the event. He had apologised to the party concerned and explained the process, informing the person that the award will be presented by the President on the 19<sup>th</sup> October 2024.</p> <p>Another issue raised in the letter of complaint was regarding the notifications of the award – who was advised and when. JSa informed the complainant that this will be learned from in the future. No response has been received to JSa’s reply to date.</p> <p>IM confirmed he was happy with JSa’s response and that in future awards will be always be presented at appropriate events.</p>
	24/112.5	IM advised that Bernie Buck (BB) has stepped down from his role as Masters Leadership Group Manager. IM asked for suggestions for BB’s replacement. The position will be advertised.
<b>24/113</b>		<b>Risk register</b>



	24/113.1	There are no changes to the risk register.
<b>24/114</b>		<b>Regional Manager's report</b>
	24/114.1	The three nomination forms for President had been circulated by JSa for consideration.
	24/114.2	JSa informed the group that the Disability Championships ran well. There were only five swimmers for classification, one of whom did not attend.
	24/114.3	<p>With regard to the Regional Development Programme, a pool has now been found and the invitations to swimmers will now be sent out. A boxercise theme of training will be tried in place of the land-training to offer something different from what is provided at the clubs. A land-training coach has been brought in who does boxing training. This coach will tailor the exercise to the swimmers.</p> <p>JSa stated that there will be 24 swimmers involved in the Regional Development Programme, with a good spread across the clubs in the Region. Selection is based on 200m Individual Medley times.</p> <p>The UEA Sportspark in Norwich will be used as the venue for the first session, and it will be held on the 27<sup>th</sup> October 2024.</p>
	24/114.4	The Staff Conference which JSa attended was very informative, being similar to the Road Show format, and offering the chance for feedback.
	24/114.5	There was a discussion about the three applications for President Elect. It was decided that Ann Byrne would be President Elect, and become President in April 2025.
<b>24/115</b>		<b>Regional Governance Code</b>
	24/115.1	<p>A lot of progress has been made. IM thanked the Board members for returning the Interests Matrices. The areas lacking are - knowledge of legal, fundraising and Learn-to-Swim, plus the disciplines.</p> <p>LT said that those skills can not only be enhanced through the recruitment of Directors, but if an issue was to arise in one of those areas, the Board could agree to introduce someone when guidance is needed.</p> <p>LT asked whether this is something Swim England will require every year. IM confirmed that it is done on an annual basis.</p> <p>LT suggested having forward planning, and completing the task when it is appropriate for the Region, for example at the end of year. She will provide some questions that would be appropriate for the Board Evaluation.</p>



<b>24/116</b>		<b>2025 Annual General Meeting</b>
	24/116.1	The Annual General Meeting was agreed for the 23 <sup>rd</sup> April 2025.
<b>24/117</b>		<b>Any other business</b>
	24/117.1	TB asked if there were any templates for the governance document as this would facilitate completing the statements. Not many templates are available.
	24/117.2	GM asked about the attendance of the Regional President at events. This was discussed briefly.
	24/117.3	<p>JSa raised a matter discussed by the Open Water Leadership Group which had asked whether a control barrier could be purchased for controlling access to the deck at the Open Water Championships. The matter arose owing to parents entering the changing rooms with athletes to help with wetsuits.</p> <p>The barriers could be stored in the storeroom, and be used for other events at other venues</p> <p>KB suggested that Paul Kendall (PK) put the barriers in the Open Water budget for next year.</p>
<b>24/118</b>		<b>Confidential items</b>
	24/118.1	Confidential items discussed at the meeting were minuted separately.
<b>24/119</b>		<b>Next meeting</b>
	24/119.1	The next meeting will be held on 13 <sup>th</sup> November 2024.