



Swim England East Region
Minutes of the Board of Directors
10th September 2024

Present	Ian Mackenzie (IM)	Interim Chairman
	Keith Belton (KB)	Finance Director
	Helen Stephens (HS)	Director
	Tom Baster (TB)	Director
	Sheila Mackenzie (SMa)	Director
	Stewart Murray (SMu)	Director

Also in attendance: James Salmon (JSa) Regional Manager

24/92		Apologies and introductions
	24/92.1	Apologies were received from Gerry Metcalf(GM) and Lottie Thompson(LT).
24/93		Declarations of conflict of interest
	24/93.1	There were no declarations of conflict of interest.
24/94		Minutes of the last meeting
	24/94.1	Apologies were made for the delay in circulating the minutes from the meeting on 13 th August. A new set was issued on the date of this meeting. It is confirmed that they are a correct record of the meeting. Thanks are given to SMa for her work on this.
24/95		Matters Arising – using Action Log
	24/95.1	KB will review the stock insurance.
	24/95.2	Review of the remuneration policy – IM has not yet been able to contact anyone at Swim England People Development department.
	24/95.3	The advert for Regional Chairman has been published in various locations. JSa put forward using Trustees Unlimited who place advertisements for ex-businesspeople who want to volunteer. Trustees Unlimited would place the advert and manage it for about £250. There are currently no applicants on the Swim England advert, with five days left. JSa suggested trying Trustees Unlimited if there are no applicants by the close date.



		KB agreed. HS suggested doing it now, but KB proposed just waiting as there is such little time left on the Swim England advert.
	24/95.4	<p>TB asked if the strategy meeting has been held for the Regional Chairs. IM confirmed that it is on 17th September. The issue is that this is a mid-week meeting and is not convenient for someone who is in employment outside aquatics.</p> <p>TB commented that it would be useful to share experiences.</p> <p>A Regional Chairs meeting was held last week. Neither the North West Region nor the East Region have a Chairman, and the West Midlands Region is looking for a new Chairperson next year. Other Regions have based their adverts for Chairman on the East Region's details. The issue of finding a Chairman will be raised again at the next Regional Chairs meeting.</p>
	24/95.5	President Elect adverts went live shortly after the last Board meeting. The closing date is 15 th September. JSa has written to the two nominees, to direct them to the advert. One has responded so far.
	24/95.6	The minute-taker role had only one applicant, who is now set up with Swim England, and who has signed a contract with non-disclosure and confidentiality clauses. The Zoom meetings will be shared via a secure link. It is confirmed that the pay will be at an hourly rate as a casual worker.
	24/95.7	<p>The Cambridgeshire Special General Meeting (SGM) is scheduled for 14th September 2024 at 10am.</p> <p>Two clubs have responded to the email sent to all secretaries and chairmen. No nominations have been received to date.</p> <p>IM has contacted Helen Weeks at Swim England to ensure the SGM route can be followed, and she confirmed that this should be done.</p> <p>IM will try to contact Helen again for confirmation of what happens with the Inter-County Masters event, and whether a Cambridgeshire team can attend.</p> <p>The question was raised as to how widely the meeting, and the reasons for calling it, were being communicated within Cambridgeshire; whether it has gone to the clubs.</p> <p>IM sent another email on 9th September and had one response from a teaching club. The email was also sent to Sharyn at Cambridge Dive Team who would send it out to the Cambridge Swimming Club.</p>



		<p>There is uncertainty as to what would happen if volunteers within Cambridgeshire do not want to get involved.</p> <p>IM will contact Helen about the further course of action if no-one steps forward.</p> <p>KB suggested looking at the Swim England Regulations to see what can be done, and raised the issue of who is managing the bank account.</p>
	24/95.8	<p>SMA raised that the Constitution is also an issue. IM has created a new Constitution, based on the Bedfordshire Constitution, and this will be part of the meeting on Saturday. If the meeting is quorate, there can be a vote on the Constitution. IM will check the numbers required for a quorum before the meeting, but believes it is only two members per club.</p> <p>KB confirmed that it is six persons entitled to attend and vote.</p> <p>IM will let the Board know the outcome of the meeting.</p> <p>KB, SM, JSa, HS and IM will attend the meeting.</p>
	24/95.9	<p>Disclosure and Barring Service (DBS) checks – Helen Weeks had confirmed that a volunteer at an adult-only club who is a coach or welfare officer would have to pay the £18 for their DBS check. The DBS check provided by Swim England free of charge cannot be used. Only a basic check is required.</p> <p>East Midlands Region and South West Region have agreed to pay this fee for their clubs or any volunteer of an adult-only club.</p> <p>There was a proposal that Swim England East Region reimburse the cost for the DBS checks for volunteers at adult-only clubs.</p> <p>After discussion, the proposal was rejected.</p>
	24/95.10	<p>On-hold items – not currently being looked at, but to be addressed commencing in January 2025, unless there are any urgent matters.</p>
24/96		Ratification of items agreed since 13th August 2024
	24/96.1	<p>There was ratification of the rejection of a bursary for the ASCA Clinic.</p>
	24/96.2	<p>No further items.</p>
24/97		Finance
	24/97.1	<p>KB reported that, for the Open Water Championships, the bulk of the cost of the hire of the lake has not been paid but potentially has not been invoiced.</p>



	24/97.2	KB stated that, on the detailed breakdown for the diving, there is an error in the figures in the column for the income for the national skills final. KB will address this.
	24/97.3	<p>KB reported that the income for the para meet will be down on budget owing to the entry numbers. He suggested looking into how the para meet and classification works.</p> <p>The matter was raised about the timing of classification events and potential clashes with meets; also the need for better scheduling, as classification events are few and far between.</p>
	24/97.4	No new claims for athlete bursaries have been received.
24/98		Board and Regional Operations Committee (ROC)
		Changes to Director roles
	24/98.1	<p>Changes to Director roles, to include splitting up the Chairman's role, were discussed. This sharing of the workload to remove some of the burden from the Chairman could potentially making the position easier to fill.</p> <p>TB pointed out that not all Regions run in the same way, and suggested a discussion between the Regional Chairs. The Chairman not only needs to chair meetings, but is expected to know about all aspects of the Region, and therefore needs to be heavily involved in everything. This does not lend itself to the sharing of the role, and the time-commitment required is untenable if the person has a day job. The situation needs recognition by Swim England and a solution found.</p> <p>IM informed those present that the Swim England Board members, the Senior Leadership Team and the Regional Chairs will attend the meeting on the 17th September to work on the Strategy.</p>
		Changes to ROC committee
	24/98.2	JSa put a paper together as a basis for discussion. This was circulated prior to the meeting.
	24/98.3	<p>SMa raised the matter of there being two Board representatives.</p> <p>JSa gave his reasoning behind this, with KB's attendance being vital for helping with setting budgets.</p> <p>Currently there is at least one Board member on each of the Leadership Groups.</p> <p>TB mentioned that Leadership Group Managers would have to agree to be on the ROC as it is a change in their job description.</p>

	24/98.4	<p>JSa's proposal was for two meetings a year. One to set budgets and another for review.</p> <p>There was discussion of the proposal. Various points were considered – the number of meetings required; the reason for the meetings; when the meetings will be held- the first being maybe pre-budget submission; whether wider best practice could be shared between the disciplines, in addition to finance matters; and the opportunity for the provision of training and support in creating and managing budgets.</p> <p>KB emphasised that the most important aspect was that each discipline had an achievable plan for the upcoming year, taking into account what was achieved in the current year.</p> <p>It was suggested that a plan should be brought to the first meeting, support to create the budget for that plan could then be given if necessary. The budget could then be submitted.</p> <p>KB agreed that two meetings a year would be good; the latter to discuss progress and how that affects what happens the following year.</p>
	24/98.5	<p>KB will organise a meeting around October time.</p> <p>The Leadership Group Managers of all disciplines, and the respective Director will be invited to the first meeting to share ideas and their plans for 2025 onwards.</p> <p>Action KB: Set up the first meeting of the new ROC.</p>
24/99		Past President's pin
	24/99.1	<p>KB shared an image of the proposed past president pin - a 25mm gold pin, with a metal butterfly clip on the back rather than a brooch bar. He reported that buying 20 or so would be at a cost of approximately £15 each.</p> <p>HS mentioned the proposal at the last meeting for something smaller. KB advocated swapping to gold, regardless of size, as this would differentiate it from the normal regional pin.</p> <p>There is one in stock, but something will be needed for April 2026. IM suggested waiting until the end of the year after the publication of the Swim England Strategy.</p> <p>It was decided to have the 25 mm gold pin, but delay ordering until the end of the year. To be reviewed in the December meeting.</p>
24/100		Risk register
	24/100.1	There are no changes to the risk register.
24/101		Regional Manager's report

	24/101.2	Following on from the national award nominations, JSa presented the list of selected regional award winners. The winners will be notified.
	24/101.3	<p>IM asked if there were any questions on the report from the Regional Welfare Officer, Fran Vesztrocy (FV).</p> <p>KB asked about 'Globocol' and issues of not getting the required data out of it. The Safeguarding team at Swim England cannot provide the exact data that FV used to pull off the Globocol system. They said they cannot filter it by Region.</p> <p>IM said and that there is to be a national group to discuss safeguarding and other matters and FV has been approached to join that.</p> <p>JSa raised an item not on the Welfare Officer's report, that the Region has gone down nationally from the second highest number of reports to seventh, so there is an improvement in statistics for the Region.</p>
24/102		Circulated minutes
	24/102.1	<p>IM asked for any questions or comments on the circulated Leadership Group minutes.</p> <p>Disability minutes – nothing raised</p> <p>Diving minutes – SMa asked for clarification of the naming of the Beaumont Team Challenge. The name was confirmed.</p> <p>Masters – SMa queried the decathlon medals, but will discuss this with GM. KB confirmed that Chris Bostock is helping with the entries through Sports Systems.</p> <p>Water polo – nothing raised</p> <p>JSa now has a tracker for the minutes for when they are sent to and received from the minute-taker, when checked and distributed, and when published on the website.</p>
24/103		Any other business
	24/103.1	None.
24/104		Confidential items
	24/104.1	Confidential items discussed at the meeting were minuted separately.
24/105		Next meeting
	24/105.1	8 th October 19:30

Minutes are subject to approval at the next meeting

