

Swim England East Region
Minutes of the Board of Directors
13th November 2024

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| Present | Ian Mackenzie (IM) | Interim Regional Chairman |
| | Keith Belton (KB) | Finance Director |
| | Sheila Mackenzie (SMa) | Director |
| | Gerry Metcalf (GM) | Director |
| | Stewart Murray (SMu) | Director |
| | Helen Stephens (HS) | Director |
| | Lottie Thompson (LT) | Specialist |

Also in attendance: James Salmon (JSa) Regional Manager

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| 24/120 | | Apologies and introductions |
| | 24/120.1 | Apologies were received from Tom Baster (TB). |
| 24/121 | | Declarations of conflict of interest |
| | 24/121.1 | There were no declarations of conflict of interest. |
| 24/122 | | Minutes of the last meeting |
| | 24/122.1 | The minutes from the meeting on 8 th October 2024 were circulated with the agenda. The minutes were approved as a true record of the meeting. |
| | 24/122.2 | Minutes from the Leadership Groups' meetings: <u>County Forum:</u> IM said the chairing of the meeting on rotation seems to be working well. He mentioned the amount of interaction between the counties being positive. The support being offered to Cambridgeshire from the other counties was praised. <u>Artistic Swimming:</u> SMa queried the lack of an update on the budget. KB confirmed that a detailed budget is sent out on the first of the month. SMu reported that the budget was sent for Open Water on the same day as the meeting, so not everyone had seen it. |

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| | | <p><u>Open Water:</u> KB was pleased to note that the results process is being addressed.</p> <p>There was discussion about whether there was really a need for the traffic management course, although it was accepted that local direction signs were helpful to people not familiar with the area. KB suggested that a risk assessment for volunteers, trained or otherwise, would be required anyway for putting up the road signs. KB suggested going back and asking whether this is just being done for regional events and whether it is sensible to be putting signs on public highways.</p> <p>Action: JSa to get clarification from the Open Water Leadership Group, and to have them put it in the budget. The matter will then be looked at.</p> <p><u>Swimming Officials Group</u> SMa raised that there are inaccuracies.</p> <p>Action: JSa to send SMA a Word copy to correct the errors.</p> <p>Country Forum, Disability, Water Polo, Masters and Artistic Swimming meetings have been held, and the minutes are awaited.</p> |
| 24/123 | | Matters arising – using the Action Log |
| | 24/123.1 | KB is still in the process of reviewing the stock insurance. |
| | 24/123.2 | <p>No progress has been made with the remuneration policy for coaches. KB reported that the national minimums will be increased from April.</p> <p>SMu queried the rate paid to the coach at the development session. JSa confirmed that all coaches were paid at the current rates.</p> |
| | 24/123.3 | <p>There has been no progress with the Regional Chairman advert. A new job description has not been decided on. IM asked for any input to be sent to him.</p> <p>A lengthy discussion was held about the role of Regional Chairman and the difficulties in filling it. The main points from the discussion are as follows:</p> <p>HS asked whether any other Regions had broken down the role, and whether there was a model which could be followed from other Regions. IM responded that it is not possible to generalise across Regions as every Region is set up differently.</p> <p>KB believed that the part of the job dealing with interactions with Swim England needs to be covered in a better way.</p> |

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| | | <p>As the Chairman is the immediate point of contact for all Swim England matters, KB believes that this work should be broken down before reaching the Regions, so that the Chairman can focus on chairing the meeting and supporting the rest of the Directors and Managers.</p> <p>Andy Salmon (AS)(Chief Executive Officer, Swim England) will be attending the Board meeting in December. IM suggested that priority should perhaps be given to discussing how the East Region fits into Swim England.</p> <p>SMA believes the Chairman’s workload has eased somewhat recently with the employment of JSa. An important element for SMA is the link with Swim England. The need is for someone with knowledge of how things work, and the ability to be assertive when needed. They should also be willing to take advice from those with experience.</p> <p>SMu talked about having a succession plan. With there being no Vice-Chairman, there is no-one who is exposed to the role to see how it works. He suggested having someone shadow some of the Chairman activities to give them a better understanding of the role and the expectations as well as to share some of the workload coming from the meetings.</p> <p>IM requested the Board members to have questions ready to ask AS at the December meeting.</p> |
| | 24/123.4 | The nominees for the President’s post have been contacted. Both have expressed continued interest, and want their names to go forward for next year. |
| | 24/123.5 | JSa and KB have completed the Bursary Criteria review. |
| | 24/123.6 | <p>The Masters Swimming Manager advert has been out for a month with no applications to date.</p> <p>The next Masters’ meeting is on 9th December, but there is no Manager to chair it. KB suggested emailing all the county representatives to inform them of the meeting and to ask for a volunteer to chair that meeting during which they can discuss how to cover the Masters Manager role.</p> <p>Action: JSa to send an email to the county representatives and copy in IM and GM.</p> |
| | 24/123.7 | The action from 10 th September to set up the first meeting of the new Regional Operations Committee (ROC) has not yet been completed. |
| | 24/123.8 | The budget requests have been sent out. |

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| 24/124 | | Ratification of items agreed since 8th October 2024 |
| | 24/124.1 | There were no items for ratification. |
| 24/125 | | Finance |
| | 24/125.1 | The budget reports had been sent out. No matters were raised. |
| 24/126 | | Risk register |
| | 24/126.1 | There are no changes to the risk register. |
| 24/127 | | Regional Manager's report |
| | 24/127.1 | SwimMark has been put on hold, but clubs are still required to complete Club Affiliation to stay affiliated with Swim England. Feedback from the clubs has been mostly positive. |
| | 24/127.2 | The Regional Development Programme Camp was very successful. The attendance of William Ellard at the event was well received, and he was pleased to take part. He spoke about his swimming journey and signed some autographs. His coach, Nick Thompson also attended. |
| | 24/127.3 | JSa and Jo Stalley had a useful day in Loughborough at the Whole Directorate Event. |
| | 24/127.4 | The Region is second nationally for Data and Barring Services (DBS) and Safeguarding compliance. JSa reported trying to improve Safeguarding compliance to bring it in line with the DBS compliance. Clubs will be asked to concentrate on that along with the DBS. |
| 24/128 | | Regional Governance Code |
| | 24/128.1 | Good progress has been made on the Regional Governance documentation. Two or three matters still need to be dealt with before submission can be made. |
| | 24/128.2 | Regulation 9.4.1.2.3 states that a Welfare Officer will be appointed for a three-year-period from nominations received, but the Welfare Officer is now a paid member of regional staff. It was agreed that this Regulation will be deleted. |
| | 24/128.3 | GM questioned the 12-year term of office. IM confirmed that 12 years is the Sport England maximum, but in reality it is eight or nine years. |
| 24/129 | | Clubs with Learn-to-Swim (LTS) schemes |
| | 24/129.1 | The matter was raised of a club in the Region not having their LTS separate from the squads. The LTS swimmers would not be aware that they are not members of Swim England. LTS swimmers are not able to compete at a Club Championships as they are not Swim England members. The situation at the club raises issues |

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| | | <p>with regard to insurance too, but the club concerned does have separate insurance for its LTS.</p> <p>Jo Stalley (JSt) will oversee the work to resolve this issue – working with this club and other clubs identified as in the same situation.</p> <p>IM advised there are two ways of handling it; either they all become members of Swim England so they are insured under Swim England, or LTS is split into a different entity, with its own, separate insurance.</p> |
| 24/130 | | Pool closures in Hertfordshire |
| | 24/130.1 | <p>The pool used by Ware Swimming Club is part-funded by the local authority and part-funded by the Department of Education (DoE). It is operated by a separate pool provider. The DoE have pulled the funding and the school is unable to afford to keep it running. The funding is due to stop in August, but the decision has been taken to shut the pool at Christmas and to use the rest of the funding to decommission the pool.</p> <p>JSa has met with the club and Andy Jack from Swim England who is trying to help find an alternative pool. A petition has been set up and the MP has been contacted. Efforts are being made to delay the closure until Easter. Pool time in January has been found at another pool.</p> <p>Another nearby pool is in the same situation but is not used by clubs.</p> |
| | 24/130.2 | IM advised that the diving boards have been taken down at Stevenage Swimming Centre. |
| | 24/130.3 | IM asked that JSa be informed if anyone hears of any other pools which are closing. |
| 24/131 | | Any other business |
| | 24/131.1 | <p>Two items were raised by KB:</p> <p>With regard to the ability to upload the results online using the Sports Systems tool, problems had been encountered with the website, but the person managing the system has not been very responsive. KB asked whether the website could be moved elsewhere. He will have another meeting with the person concerned to discuss the issue.</p> <p>IM is happy with it being moved away if needed, and asked that JSa and JSt to be kept in the loop.</p> <p>KB also raised the state of the equipment at Bury St Edmunds pool. It is not up to standard and not fit to use for a regional competition.</p> <p>Other possible pools were discussed, including Mildenhall. KB said that as Daktronics have stopped manufacture, this needs to be taken into account when sourcing other pools.</p> |

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| | 24/131.2 | GM would like the meetings to be brought forward to 7pm. This was agreed. |
| 24/132 | | Confidential items |
| | 24/132.1 | No confidential items were discussed. |
| 24/133 | | Next meeting |
| | 24/133.1 | The next meeting will be held on 10 th December at 7pm. |