

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 07 September 2021 as an Online Meeting (Zoom)

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	Board Member
	Jenny Gray (JG)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
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85 Apologies

Apologies had been received from:

John Davies
Carys Jones
Mike Lambert
Sara Todd

86 Minutes of the meeting held on 28 June 2021

The minutes of the meeting were agreed as an accurate record.

Action: BG

87 Matters Arising

70 - Marketing proposal – a costed proposal had been received from BD which had been agreed. BD confirmed that artwork had been received from Swim England which can be used. Stage 1 of the proposal will begin shortly. BM & KJ are identifying requirements for the videos and production will be in October/November. The collateral will be available in September.

71 – Regional Agreement – It was confirmed that a date for the review meeting had not yet been agreed.

72 – Affiliation Fees – Final 3 Months – following the Region’s agreement to follow suit with Swim England in relation to fees charged for the final 3 months, communication had been received stating Swim England would be charging 100% fees for this period in 2021: at the time of the last meeting it had been understood that these would be 50%. BG to follow up.

72 – Concession Agreement – the offer of an extension to the agreement had been sent to Mailsports, but no response had been received yet.

74 – Affiliation Process – It was confirmed that the Affiliation Sub-Committee had delegated powers to determine applications for affiliation. This would allow for the Board to be the route of appeal in the case of any rejections.

75 – Water Polo Coaching Courses – It was noted that there had been progress made since the last meeting.

Action: BG

Landscape Sheet

11 - Vice President – this remains in progress. A possible candidate had been approached but was not in a position to accept at this time. It was requested that any suggestions for Vice President be sent to RFP or BG.

Action: BG

88 Appointments

- The Board recorded their thanks to William Long for his service as a Member of the Regional Management Board since 2015.
- The appointment of Jenny Gray (JG) as a Member of the Regional Management Board for the remainder of the term, to the Annual Council Meeting in 2022, was confirmed.
- CL was appointed as the Masters' Liaison Member. As a result, RG was appointed as the Water Polo Liaison Member.
- It was agreed to appoint JG to serve on the Development Group.
- It was agreed to appoint Eileen Adams and Jane Davies as Custodians.

Action: BG

89 Meeting Dates 2021/22

It was confirmed that all evening meetings will continue online. It was proposed that weekend meetings be held as face-to-face meetings, should this be possible.

The meeting dates were agreed as:

Monday 18 October 2021

Sunday 21 November 2021 (RMB & Discipline Managers)

Monday 20 December 2021

Tuesday 18 January 2022

Wednesday 16 February 2022

Sunday 13 March 2022 (RMB & Discipline Managers)

Wednesday 13 April 2022 (ACM & RMB)

Monday 16 May 2022 (*this date may be subject to change once the date of the Swim England ACM is agreed*)

Tuesday 28 June 2022

Wednesday 7 September 2022

Action: BG

90 Finance

HSBC Banking –

HSBC is introducing new charges for the Region's bank account. This includes a £5 per month charge plus a small percentage fee for depositing cash and cheques. The Finance Group felt that this would not affect the Region significantly and recommended that the Region continue with HSBC for its main account. This was agreed.

Budget Preparation and timetable 2022 –

It was agreed that budget requests should be submitted by the end of October, with a view to the budget being approved at the November RMB meeting.

Action: BG

Request for a grant to purchase water polo goals for Winchester pool –

A request had been received. The Finance Group felt that this would set a dangerous precedent, as the RMB had earlier decided not to make grants for capital purchases. Furthermore, the Water Polo Sub Group did not support the application. The club could

apply for start-up funding under the scheme detailed on the website. The Finance Group recommended that the request was refused. Funding was not agreed.

Action: BG

Winter Regional Swimming Championships -

The Finance Group recommended that the Winter Swimming Championships go ahead, even at a loss. This item was also to be discussed later in the agenda.

Live Streaming from Festival of Swimming –

The live streaming that ran at the Festival of Swimming had been well received. The volunteers who ran the live streaming at the FOS are unable to help at the Winter Championships, but alternative volunteers have been found. It was agreed to run live streaming at the Winter Championships.

Youth Advisory Group –

BM had made some recommendations regarding setting up a Youth Advisory Group. The cost would be very little in the current year and he was invited to submit a budget for 2022, to be considered by the RMB.

AOB – Volunteer Expenses –

Swim England have put out a new volunteer expenses' policy. This will reduce mileage from 45p to 25p and there will also be a reduction in the rates for meal allowances. The Region may wish to consider their own expenses policy, so the subject will be added to the October agenda.

Action: BG

91 The late Anne Clarke

It had been suggested that the Region might make a donation in memory of the late Anne Clarke, who was a Past President of Swim England. Previously the Region has not made donations in memory of Swim England Past Presidents, except in the case of a Past President from the South East, Ray Hedger. It was noted that, if this was agreed, it would set a precedent and donations would have to be made in respect of all former Swim England Presidents who passed away. Due to this, it was agreed not to make a donation on this occasion.

92 Terry Norris Memorial Trophy

Following discussion, it was agreed that the RMB was supportive of the principle of a trophy in honour of the late Terry Norris. This would offer an opportunity to reward a team/club activity. It was agreed that the Swimming Group should give further thought on how this be taken forward and the parameters for the award.

Action: Swimming Group

93 Winter Short Course Championships

A report was circulated in advance of the meeting. The RMB was asked to agree that the Region should run the Short Course Championships on the days designated by Swim England, 6/7th November. The proposal was amended to approve a deficit of up to £10,350, rather than the £8,000 originally suggested. This was agreed by the Board.

Action: Swimming Group

94 Incorporation

All other Regions except London and the South West have now passed resolutions at their ACMs to incorporate. It was proposed to put this to the ACM in April 2022, with incorporation to follow as soon as practical. It was hoped to get all paperwork ready by January 2022 to allow 2-3 months for this information to be considered in advance of the

ACM. Other Regions have agreed to share template documents on the process they have undertaken. It was noted that there may be legal costs for which budgetary provision might be required.

Action: RFP

95 Swim England Data Sharing Agreement

A template data sharing agreement had been sent across by Swim England for comment. This was reviewed by WL and comments were sent back to Swim England. The agreement is going to be reissued incorporating the comments. It is hoped that the updated version will be available by the October meeting.

Action: RFP

96 Regional Volunteer Awards 2021

BD and CL provided an update on the Regional Volunteer Awards. The Regional nominations had been received from Swim England. Regional winners will be selected and details will be sent on to Swim England by the 15th September deadline.

Action: BD/CL

97 Festival of Swimming Report

A report was circulated in advance of the meeting. The Board recorded their thanks to Mike Lambert and to both Crawley Swimming Club and Wycombe District Swimming Club for their support for the Festival of Swimming.

98 Affiliations and Resignations

New affiliations are now reviewed and approved by the Affiliation Sub-Group and are reported for information.

New Affiliations –

Headington Phoenix Swim Club (ONB)

Affiliation Applications – Pending

Aquaoaks Artistic SC (Kent)

Kingsnorth SC (Kent)

Change of Name –

Reading Royals Artistic Swimming Club (BSB)

Action: BG

99 Swim England Regional Chairs Meeting

Minutes from the meeting on 21 June had been circulated. RFP provided an update from the meeting on 06 September. Notes of the meeting will be circulated when they are available. The following were noted;

- The new Chair of Swim England, Richard Hookway, attended the meeting.
- Jane Nickerson provided an update confirming that staff are now back on contracted hours, but they have not yet returned to SportPark.
- There was a great increase in interest in aquatics following the Olympics and Paralympics.
- The Judicial Review is currently underway, looking at processes and the structure. One of the aims was to reduce the volume of complaints going to the Judicial Office, with them being resolved at a local level. It was noted that the Region is not currently equipped to deal with these complaints.
- Finance – the current outlook is better than the best-case forecast. Institute of Swimming sales are doing very well with a large demand currently for Swimming Teacher courses.

- Membership Proposals – Gaby Hay had presented the membership proposals which included renaming the membership categories. Swim England are also looking to explore new areas of membership. An update had been held earlier in the evening for representatives from the Members’ Forum.
- There was discussion around the role of counties and what is expected of them.
- Expenses’ Policy – this was discussed earlier in the meeting.

100 Swim England Sports Operations Committee Minutes

The minutes of the Sports Operations Committee meeting that took place on 13 July were not yet available.

101 Swim England Board Minutes

The minutes of the Swim England Board meeting that took place on 24 June 2021 were noted.

102 Correspondence

None received.

103 AOB

None received.

104 Date of the Next Meeting

Monday 18 October 7pm - Online Meeting.

The meeting was closed at 20.52

Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 07 September 2021 as an Online Meeting commencing at 1900

Agenda

- | | | | |
|----|---|-----------------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 28 June 2021
<i>To agree accuracy of minutes from the previous meeting</i> | RFP | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | Enclosed
RFP | 1910 |

Items for Decision

- | | | | |
|-----|--|------------------|------|
| 4. | Appointments
- Regional Management Board Vacancy
- Regional Custodians
- Masters Liaison | RFP
Enclosed | 1915 |
| 5. | Meeting Dates 2021/22 | RFP
Enclosed | 1920 |
| 6. | Finance
To review the latest financial position and recommendations of the Finance Sub Group | RGP
To Follow | 1925 |
| 7. | The late Anne Clarke
Should the Region make a donation in her memory | RFP | 1935 |
| 8. | Terry Norris Memorial Trophy | ML
To follow | 1940 |
| 9. | Winter Short Course Championships | ML
To follow | 1945 |
| 10. | Incorporation | RFP
To Follow | 1950 |
| 11. | Swim England Data Sharing Agreement | RFP | 2000 |

Items for Discussion / Information

- | | | | |
|-----|--|-----------------|------|
| 12. | Regional Volunteer Awards 2021 | BD/CL | 2005 |
| 13. | Festival of Swimming Report | ML
To follow | 2010 |
| 14. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i> | RFP | 2015 |
| | 14.1 New Affiliations – Approved
None | | |
| | 14.2 Affiliation Applications – Pending
Headington Phoenix Swim Club (ONB)
AquaOaks Artistic SC (Kent)
Kings North SC (Kent) | | |
| | 14.3 Resignations
None | | |
| | 14.4 Enquiries
None | | |

14.5 Mergers

None

14.6 Change of Name

Reading Royals Artistic Swimming Club (BSB) – for information.

- | | | | |
|-----|--|------------------|------|
| 15. | Swim England Regional Chairs Meeting
To review the notes of the Regional Chairs meeting held on 21 June and 06 September 2021, if available. | RFP
Enclosed | 2020 |
| 16. | Swim England Sports Operations Committee Minutes
To review the minutes of the Sports Operation Committee meeting held on 13 July 2021, if available. | RFP
To follow | 2025 |
| 17. | Swim England Board Minutes
To review the minutes of the Sports Operation Committee meeting held on 24 June 2021. | RFP
Enclosed | 2030 |
| 18. | Correspondence | RFP | 2035 |
| 19. | AOB
<i>24 hours notice required</i> | RFP | 2040 |
| 20. | Date of Next Meeting
Monday 18 October 2021, 7pm – Online Meeting | RFP | 2045 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Monday 28 June 2021 as an Online Meeting (Zoom)

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	Board Member
	Mike Lambert (ML)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
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66 Apologies

Apologies had been received from:
Carys Jones
Chris Lee
Shelley Robinson
William Long

67 Minutes of the meeting held on 13 May 2021

The minutes of the meeting were agreed as an accurate record.

Action: BG

68 Matters Arising

49/35 – Swimming Competitions - Festival of Swimming. ML provided an update on progress. It was planned to operate the events under existing guidance. It was felt that getting enough officials may be challenging. Some issues were highlighted around communication with officials, and ML undertook to look into this. It was confirmed that non-technical volunteers would be provided by the host clubs.

Action: ML

Landscape Sheet

- 4 - Regional Trophies. It was hoped that further progress can be made once restrictions ease, after 19th July.
- 5 – Athlete Contributions / Overseas Camps – it was agreed this would be passed on to the Strategy Sub Group to consider.
- 6 – Athlete Bursaries - it was agreed this would be passed on to the Strategy Sub Group to consider.
- 10 - Custodians – to be added as an agenda item for the next meeting. It was suggested that recent past presidents, who are not involved in the Board, could be approached
- 11 - Vice President – currently in progress.

Action: BG

69 Regional Strategy

ST provided an update on progress with the Regional Strategy. The principles of the Strategy had been approved previously. The Board were asked to agree the proposal to adopt the Swim England framework as the primary vehicle to deliver a compelling strategy in SESER, this was approved. The Mission & Core Values were also agreed. A small amendment was noted on slide 11, Leadership - the first two bullet points under "observations" are to be combined.

Action: ST

The proposed next steps were discussed, particularly the need to look at discipline groups to ensure a consistent structure and common remit and how to provide a clear communication framework between Swim England, the Region, Counties and Clubs. The proposals were endorsed by the Board. RFP thanked ST and the Strategy Sub Group for their work on the Strategy.

70 Marketing Proposal

The Marketing Proposal was presented by BD. A paper had been circulated in advance of the meeting. The proposal is part of the Strategy but had been developed off the back of support requested from clubs. Following discussion, it was agreed that there was general support for the proposal. However, it was thought a costed proposal was required.

Action: BD to send a costed proposal for agreement by email.

71 Regional Agreement

An updated version of the Regional Agreement had been circulated in advance of the meeting. A detailed review of the agreement had taken place with the Strategy Group, primarily led by the Region's Staff. Two conversations have also taken place with Claire Coleman to review the content of the agreement and set out what the Region can and cannot deliver with the resources available. The Board had no objections to the content of the agreement, but requested assurance that it would be possible to deliver the content of the agreement within the resources available and without additional cost being incurred.

Action: RFP/ST/BG

72 Finance

Review of budget –

A review of the budget had taken place, looking at the activities that were not able to go ahead in the first half of the year and had not been rescheduled. It is expected that not all activities budgeted for the second half of the year will go ahead. The outcome represents a deficit of £30k less than previously budgeted. The review was noted.

Funding Request – Crawley SC

ML had received a request from Crawley SC for a grant of £500 to upgrade their Hy-Tek meet management software. The Finance Sub Group recommendation, that no grant be given, was agreed by the Board.

Action: ML

Affiliation Fees 2022 –

The Finance Sub Group recommended no increase to affiliation fees for 2022. This was agreed unanimously. It was, therefore, agreed that affiliation fees would remain as;

Category 1 - £5.00

Category 2 - £6.00

Category 3 - £0.00

Subject to a minimum fee per club of £25.00

Action: BG

Affiliation Fees – Final 3 Months

The Finance Sub Group recommended that, with regard to any remission of affiliation fees in the final 3 months of the year, the Region do the same as Swim England. For 2021 Swim England will be charging 50% for this period. This recommendation was agreed.

Action: BG

Concession Agreement –

The concession agreement was due to expire on 31 December 2021. It had previously been agreed to waive payments for 2021. As there had been limited activity for the duration of agreement, it was recommended by the Finance Sub Group that an extension to this agreement was offered for Mailsports until 31 December 2022. This recommendation was agreed.

Action: BG

73 Stronger Affiliation – Non Compliant Clubs

The action for the three currently suspended clubs that are not compliant with Stronger Affiliation to be removed as clubs after 30th June was endorsed by the Board. After this date these clubs would need to re-affiliate.

74 Affiliation Process

It had previously been agreed that a subcommittee be appointed to review applications. This would allow a route of appeal for applicants in the case of any rejections, which could then be heard by the Regional Management Board. The Vice Chairman (JD), RG and AL were appointed as members of the subcommittee.

75 Water Polo Coaching Courses

The issues relating to Water Polo Coaching courses were raised at the last meeting of Regional Chairmen. Jane Nickerson had apologised for the error made in regards to the recent course cancellation. Following this, it had been agreed that Claire Coleman and Jenny Norvill would arrange to meet each of the Regions to look at their requirements for Coaching courses. The Region's Staff have since met with Claire Coleman to discuss the requirements for Coaching courses for all disciplines in the Region.

The Board acknowledged that this was a serious situation that needed to be dealt with. It was agreed to lobby Jim Boucher on the Sports Operation Committee to make him aware of these issues. BD will also raise this with Ian Makenzie.

Action: RFP / BD

76 Club Internal Disputes

Following discussion, it was agreed that the Region would be unable to support further in providing a third independent panel to hear the internal dispute in question.

Action: BG

77 Regional Volunteer Awards 2021

It was proposed to replicate the Swim England awards and categories. The winners would be announced on 2nd October through the Region's communication channels. The winners of the Regional awards would then progress to the National awards' process. Clubs would be asked to present trophies to the winners locally. This was agreed.

Action: BD

78 Regional Club Development Officer Reports

The reports from Ben McDonald and Kristie Jarrett were noted. The Board thanked the RCDOs for their continued efforts.

79 Affiliations and Resignations

New Affiliations –

St George's Ascot Swimming Club (BSB)

Enquiries –

Headington Phoenix Swim Club (ONB)

Action: BG

80 Swim England Regional Chairs Meeting

RFP provided an update from the meeting on 21 June. Notes of the meeting will be circulated when they are available. The following were noted;

- Brian Havill reported on the finances and confirmed that award sales have been doing very well. Membership income was also up with around £250k in the second quarter, the figure for this period usually being around £25k.
- Swim England will be bringing back all staff to their full contracted hours. A cautious approach will be taken and where there are vacancies these will be assessed before any recruitment takes place.
- It was reported that 970 pools are now open. 470 clubs (57%) had completed the Return to Water survey.
- There was discussion around the Tokyo Club Campaign – already discussed under Strategy.
- The DISE programme will be open to 170 athletes this year.
- Level X was going well in all disciplines, except Water Polo where they are now able to play full matches.
- Where Regions have differential fees, any uplift for upgrading members will be collected by Swim England and paid to the Region, from August. This had not been happening previously.
- Sue Smith will be standing down as the Chair of the Swim England Board at the end of August.

81 Swim England Sports Operations Committee Minutes

The minutes of the Sports Operations Committee meeting that took place on 18 May were noted.

82 Correspondence

None received.

83 AOB

None received.

84 Date of the Next Meeting

Tuesday 07 September 7pm - Online Meeting.

The meeting was closed at 21.03

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 31 August 2021

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	List of Assets BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
2	Constitutions There are reps within the Region that check constitutions however it was noted that there is not one within ONB. RFP to approach ONB about finding a rep there.	10.10.17 Min 313	RFP	<i>In Progress</i>
3	Regional Funding Policies It was acknowledged that there may be a need for additional support, particularly in the minor disciplines. It was agreed that this subject should be discussed with the Discipline Managers at the November meeting.	09.05.19 Min 61	BG	
4	Regional Trophies Following the Winter Swimming Championships the Swimming Trophies were in the process of going into a secure storage unit. They will be cleaned, photographed and any with hallmarks will also be weighed. It was noted the trophies currently stored in Bristol have insurance of £10k, ML has also put the same value in place for the Swimming Trophies. It was agreed that the Region would pay insurance for 6 months. A sub group would be formed consisting of CL, GA, ML, BD and one of the custodians to formulate a strategy on what the Region should do with the trophies going forward. Update – it was agreed that disciplines should decide how to deal with any inactive trophies. Speed Swimming trophies to be catalogued and custodians sought, any trophies that custodians could not be sought for will be disposed of.	29.11.19 Min 164 Updated 10.09.20 Min 123	CL, GA, ML & BD	<i>In Progress</i>
5	Athlete Contributions / Overseas Camps Agreed that the policy on athlete contributions would be reviewed. The need for a policy on overseas' camps will also be explored.	06.02.20 Min 4	Strategy Sub Group	
6	Athlete Bursaries It was noted that in previous years only a small portion of the budget for supporting Channel Island Athletes to attend Regional Camps had been spent. However, there had been a large increase this year. This was due to athletes attending the Regional Water Polo Training. The criteria for this training will be discussed with Water Polo, in the first instance.	06.02.20 Min 5	Strategy Sub Group	
7	Finance – Deposit Accounts The Finance Group recommends that the Board authorises the Regional Manager to investigate opening an account with another financial institution to have £80,000 transferred to. This was agreed. Update; The Board agreed that the Regional Manager be authorised to try and open a deposit account with Redwood Bank to deposit £80k of the Region's reserves. It was agreed that Finance Sub Group be authorised to	17.06.20 Min 80 Updated 08.02.21 Min 6	BG	<i>In Progress</i>

	arrange another suitable account to deposit a further £80k with a suitable financial institution.			
8	<p>Regional Strategy & Operational Plan – Review & Strategy 2022-26</p> <p>It was agreed that an interim document would be produced to identify the priorities of the Region, perhaps under 4 or 5 key points. This would help to provide clarity and show members how the Region will support them during this period. It was agreed a sub group of ST, BD and ML would move this forward and would produce a draft for the November Meeting.</p> <p>Update; The group recommended that a Strategy Group be formed to think through what the focus of the Region will be going forwards. It was agreed that a working group would be formed this group would be led by ST. ML, RG, BD and KJ were appointed to the working group.</p> <p>Update; The Board endorsed the Strategy Sub Group’s initial proposal and next steps</p>	Updated 08.02.21 Min 4	Strategy Sub Group	<i>In Progress</i>
10	<p>Custodians</p> <p>The constitution states that the Region will have not more than 4 Custodians. It was requested that RMB members consider suitable candidates.</p>	22.11.20 Min 163		<i>On Agenda</i>
11	<p>Vice President</p> <p>As no nominations had been received for the role of Vice President, Council had authorised the Regional Management Board to arrange the appointment. It was agreed that suggestions would be sought to fill the role of Vice President</p>	14.04.21 Min 33	BG	<i>In Progress</i>

Updated 31.08.2021 BG

APPOINTMENTS

PURPOSE OF REPORT

To report the resignation of William Long as a Board Member, to address the concomitant appointments and to appoint 2 custodians.

PROPOSED ACTION

The Board is requested to

- 1 THANK William Long for his service to the sport as a Board Member since 2015.
- 2 CONFIRM the appointment of Jenny Gray as a Member of Board for the period to the Annual Council Meeting in 2022.
- 3 APPOINT a Member to liaise with the Masters' Swimming Group.
- 4 CONSIDER whether to appoint a member to serve on the Development Group.
- 5 APPOINT Eileen Adams and Jane Davies as custodians, vice Eddie Lyne and Margaret Tuppen.

SUPPORTING INFORMATION

The Board

- 1 William Long resigned from the Board on 2 August 2021, citing "new work related duties which will require a lot more travel going forward". William had served on the Board since 2015. I would like the Board to thank William for his service to the sport in the Region over the past six years.
- 2 Members will recall that there were 5 candidates for election as Members of the Board at the Annual Council Meeting in April this year, for 4 places. Since William's resignation, Members have agreed informally that it would be appropriate to appoint Jenny Gray, who was unsuccessful at that election, as a member of the Board, to serve for the balance of William's term, to the ACM in 2022. The Board needs to confirm that appointment.
- 3 William was the Board liaison member for Masters' Swimming. The Board is asked to appoint a successor to William in that role.
- 4 In addition, William was a member of the Board's Development, Governance and Volunteer Groups. While the Governance and Volunteer Groups seem to have been inactive of late, the Development Group continues to meet on a regular basis. The Board is requested to consider whether it wishes to appoint a further member to serve on the Development Group, and, if so, who.

Custodians

- 5 Members will recall that 2 of the Region's custodians - the formal "owners" of the Region's non-monetary assets, Eddie Lyne and Margaret Tuppen, retired last year. Approaches have been made to some the Region's past presidents about serving as custodians, and I am pleased to report that Eileen Adams and Jane Davies have agreed to serve in that role. Accordingly, the Board is asked to appoint them.

RFP

24.08.21

Swim England South East – Regional Management Board Dates 2021/22

Date	Location	Meeting
Monday 18 October 2021	Online	Regional Management Board
Sunday 21 November 2021	Face to Face TBC	Regional Management Board & Discipline Managers
<i>Monday 20 December 2021 – if needed</i>	Online	Regional Management Board
<i>Tuesday 18 January 2022</i>	Online	Regional Management Board
Wednesday 16 February 2022	Online	Regional Management Board
Sunday 13 March 2022	Face to Face TBC	Regional Management Board & Discipline Managers
Wednesday 13 April 2022	Online	Annual Council Meeting
Wednesday 13 April 2022	Online	Regional Management Board (to follow ACM)
<i>Monday 16 May 2022 TBC – needs to be in advance of the Swim England ACM date</i>	<i>Online</i>	Regional Management Board & Delegates
<i>TBC May 2022</i>	<i>Emailed Swim England regarding dates – no provisional date available yet.</i>	<i>Swim England ACM</i>
Tuesday 28 June 2022	Online	Regional Management Board
Wednesday 07 September 2022	Online	Regional Management Board

Swim England

Notes of Regional Chairs Meeting

21 June 2021

Via Zoom

Present:

(Chair)Sue Smith	Swim England Chair
David Burgham	North West Chair
Chrissie Robinson	South West Chair
Alex Harrison	London Region Chair
David Watson	North East Chair
Joan Wheeler	East Region Chair
John Hidle	East Midland Region Chair
Simon Kirkland	West Midland Region Chair
Roger Penfold	South East Chair
Jane M Nickerson	Chief Executive Officer
Brian Havill	Chief Financial Officer
George Wood	Sport Development Director
Claire Coleman	Head of Development

Apologies: None

1.	Welcome from Sue Smith Sue welcomed attendees to the meeting and congratulated Jane on being awarded an MBE.
	Actions from previous meeting Completed as follows: <ul style="list-style-type: none">- George reported that the analysis of facilities overlaid with areas of deprivation could only be usefully re-run once Sport England had updated its databases (likely September).- George reported he had followed up with Adrian Ledbury of the Active Partnerships Network to discuss Inclusion.- The presentation from the previous meeting had been circulated with the notes of the meeting.
2.	CEO Update Jane updated the meeting that the financial conditions had been met for a return of Swim England team members to full-time hours. She highlighted that this did not mean a return to the office and there were still no operational budgets available. George is leading on a project to look at the new way of working once there has been a physical return to the office. Simon asked the extent of the saving from the AGM and expenses. Brian reported that £30,000 had been saved through the AGM but the expenses figure is more difficult to calculate. Jane reported that positive feedback had been received from Sport England regarding the Swim England report that had recently been submitted. The

	<p>information coming out of Sport England is that for the next round of core funding, an indicative amount will be known by the Autumn.</p> <p>Jane highlighted that a hard-hitting report regarding racism and inequality had been published and Simon mentioned that new Equality Standard information would be released soon.</p> <p>Jane reported on areas of political engagement:</p> <ul style="list-style-type: none"> - The school sport premium had been agreed for next year and we are pushing for schools to use this for swimming. - She has been engaging with the House of Lords regarding the National Plan for Sport. There is likely to be lots of focus on welfare.
<p>3.</p>	<p>CFO Update</p> <p>Brian updated that:</p> <ul style="list-style-type: none"> • 970 pools are open and dates announced for 14 more re-openings. • May was a strong month financially with projections beaten. • Award sales ahead of projections. • Membership income has continued during April/May to a greater extent than usual. • Institute of Swimming monthly income at or above normal (pre-pandemic levels). • Swim England now looking at areas of staffing that may need increasing given need to service greater level of trading/activity. • Half-yearly results will be known mid-July, with a projection to be completed for second half of the year. The aim is to achieve a break-even position. • The challenging process now is to assess which projects can and can't be done.
<p>4.</p>	<p>Sport Development Progress Update (inc. regional agreements)</p> <p>Claire reported that:</p> <ul style="list-style-type: none"> - 57% of clubs have less water time than pre-covid. - 1:1 support has been offered to identified clubs and in cases approaches have been made to operators to support. - It was identified that supporting clubs to achieve financial sustainability will be important in the future. <p>A question was raised regarding licensing festival of swimming meets for para-swimming. David Watson agreed to send through the query to gain an answer</p> <p>ACTION David / George</p> <p>Claire updated on the progress regarding regional agreements and progress towards completion (see table at foot of notes).</p> <p>Simon Kirkland highlighted that he felt that the Talent Team didn't necessarily understand the principle of the agreement. ACTION: George and Claire to ensure greater awareness of the agreements within Swim England.</p>
<p>5.</p>	<p>Membership Issues</p> <p><u>Category 1 learn to swim</u></p>

	<p>A discussion ensued regarding clubs taking members out of Cat 1 membership, setting up a swim school and accessing cheaper insurance elsewhere. David Burgham reported that clubs could save thousands with this approach. ACTION George to raise with Emma Griffin / Gaby Hay</p> <p><u>Membership System</u></p> <p>This was discussed as part of the CEO report. It was reported that the membership system is being upgraded with the improvement implemented later in the summer (now confirmed as 9 August) meaning that county and regional fees can be collected from members that are upgrading and the relevant county and regional elements can be distributed accordingly.</p>
6.	<p>Coaching Courses</p> <p>There was an update regarding coaching courses to address concerns that not enough are being delivered – especially for diving and water polo.</p> <p>There was a discussion as to how the Regions and the relevant members Swim England / Institute of Swimming Team members can work together to enable effective planning and delivery of courses. The process should be as follows:</p> <ul style="list-style-type: none"> • Regions nominate identified person to lead on this area. • ‘Speed-dating’ session with Jenny Norvill (IoS). • A plan is agreed for the next 6 – 12 months of course delivery. <p>Simon highlighted that Regions may also want to fund activity to ensure it happens and this could be discussed in the process above. ACTION Claire to progress with Regions / Jenny Norvill. ACTION Regional Chairs to identify lead person and inform Claire.</p>
7.	<p>AoB</p> <p>DBS Checks A question was raised as to whether DBS checks were required for directors or regional boards, in particular as due diligence regarding financial conduct.</p> <p>Jane responded that was not the purpose of DBS checks and for Swim England these were performed for safeguarding purposes.</p> <p>Thanks to Sue Sue Smith informed the meeting that this regional chairs meeting would be her last as she is stepping down from the Chair role.</p> <p>John Hidle thanked Sue for her contribution on behalf of all the Chairs.</p>
8.	<p>Date of next meeting 1930 – 2100 – 6 September 2021</p>

Regional Agreement progress (as of 21 June 2021)

South West	Complete	Set review meeting for September
West Midlands	Complete	Set review meeting for September
North West	Complete	Set review meeting for September
East Midlands	Final version being considered by Board on 10.07.21	Next contact – 13.07.21
North East	Waiting for agreed final version	Next contact – 28.06.21
South East	Draft received with queries	Progress meeting – 24.06.21
London	Waiting for agreed regional draft	Next contact – 25.06.21
East	Region in receipt of responses to queries	Next to contact – 28.06.21

Amateur Swimming Association (Swim England) Limited Board Minutes

24 June 2021

Via Zoom

Present:

Sue Smith - SS (Chair)
Neil Booth – NB
Ali Breadon – AB
David Flack – DF
Sarah Gregory – SG
Brian Havill – BH

Aysha Kidwai – AK
Raj Kumar – RK
Jane Nickerson – JMN
Bernard Simkins – BS
Joan Wheeler – JW

Officers in attendance:

Richard Barnes (RB) - Director of Legal and Company Secretary
Siân Breen (SB) - Senior Administration Officer
Ash Cox (AC) - item 1 only (Head of Safeguarding)
Keith Oddy (KO) - item 1 only (ICPO)

Min No:

1. **Annual Child Safeguarding Update**

AC outlined the safeguarding team's flexible response to Covid-19 pandemic related challenges, including the handling of completely new issues. Guidance created was replicated across the sector, demonstrating the team's high standing.

A number of points were highlighted about the reporting year:

- Approximately half the normal number of referrals were received, still sizeable considering the time clubs were unable to operate and the reduced working hours of the safeguarding team (pandemic related working patterns).
- Five times as many enquiries and 115% increase in direct advice requests received. A number of DBS and employment queries were covered in the absence of other Swim England colleagues.
- Overall work load was 70% of a normal year.
- Images of children taken in changing cubicles remains the most prevalent crime. The pandemic disrupted progress on this issue with the Facilities team but this will now be advanced.
- Known reoffending rate of around 2% of all prior Risk Assessment Management Plans issued in the last six years, indicating the process remains a valuable tool.
- Creation of online Welfare Officer seminars.
- Identifying replacements for the Club Development Officers lost in the Swim England restructure to continue work to understand how many affiliated clubs compete under Swim England regulations but have separate training schemes.

- This can create a two tier system whereby the training schemes may not have adequate child protection policies.
- The pandemic has caused a significant work backlog, causing a position of slight weakness in terms of managing low level cases where there may be delays.
 - In the nine months prior to March 2020 the number of child abuse referrals was up on the prior year.

AC explained the difference in operation of British Swimming safeguarding, which has oversight of a relatively small number of athletes under the age of 18. Issues that arise are largely of a different nature to those discussed in the report but liaison occurs as necessary, generally less than two instances a year.

The Board recognised the impact on individuals affected by safeguarding issues and agreed the need for a strong stance and the creation of a climate whereby it is extremely difficult for those with ill intent to access the sport's structure. The Chair highlighted the need for ongoing discussion around messaging and appropriate resourcing. In order for the Board to support appropriately it is essential the framework for escalation of issues is correct, enabling effective oversight. It was considered whether a number of higher level safeguarding reports would give the Board a better handle on potential issues and provide an early flagging system. KO confirmed the next annual report would clearly set out input required from the Board.

ACTION: SB to liaise with AC and KO to arrange a session for Board members to better understand safeguarding systems.

Pressure on the team's wellbeing was noted and steps taken to address this were outlined, on which SG offered assistance. AC recognised the need to discuss future resource requirements with the Swim England Executive.

There was discussion on Welfare Officers, their high level turnover within clubs and how they could be supported and educated to ensure effectiveness. AC outlined the hierarchy from regional – club level and confirmed better communication was required to encourage support and best practice.

The Board thanked AC and KO for their hard work over the year, acknowledging the difficult, wide ranging cases the team deal with. AC and KO left the meeting.

The Chair recognised the work required to ensure information received by the Board provided the awareness to resolve potential issues. A number of immediate concerns would be dealt with prior to a process review to improve future working.

2. **Welcome**

AK and RK were welcomed to their first full Board meeting.

3. **Apologies**

Caroline Green

4. **Declarations of interest**

None

5. **Minutes of the meetings of the Board of Amateur Swimming Association (Swim England) Limited**

5.1 **18 March 2021**

The Minutes were agreed as an accurate record of the meeting.

5.2 **30 April 2021**

The Minutes were agreed as an accurate record of the meeting.

6. **Actions arising from previous meetings**

6.1 **18 March 2021**

6.11 Board appraisals: following completion of the Chair's appraisal, the Chair will write to all directors and complete a report on the Board's performance in 2020.

6.12 Late renewal fines: BH previously confirmed the fine element was 50% Swim England. The upgrade was historically not produced for regions and counties but this was agreed by the regional chairs in April and will be actioned following the correction of a system issue in August.

6.13 Club officer training: NB confirmed work is ongoing and a number of training needs are being investigated.

6.14 Expense policies: The Board approved the recommendation that meal allowances and the retraction of an allowance for one alcoholic drink be aligned in the general expense policy with the new event expense policy, for all staff and volunteers. The matter of mileage expenses was discussed noting the mileage allowance in the new event policy is lower than the current general policy. It was noted that to change the mileage rate for staff would require a change of contractual terms and therefore not recommended. However, there was discussion that it may be appropriate to change the volunteer rate in the general policy to align with the new event expense policy. The CFO was asked to look at this and bring it forward to the next meeting.

ACTION: BH to confirm position regarding mileage allowance and bring to next Board meeting.

6.2 **30 April 2021**

6.21 Recovery plan: threshold reached enabling the return of the whole workforce, to be completed in a phased approach following 1:1 meetings with all staff to ensure arrangements can be made for any other commitments. A return to SportPark will not occur for British Swimming until September and Swim England will not commence planning until government advice changes regarding working from home. Following meetings with many of the volunteer groups and committees, wider consideration will be given to the best solution for the business regarding blended face to face and virtual meetings.

6.22 Remuneration to Swim England representatives to the British Swimming Board: email communication issued to Maurice Wilkins. Matter considered to be closed.

7. **Confirmation of decisions made by email**

The appointment of AK and RK was noted.

8. **Chair's Report**

Interviews for the new Swim England Board Chair are imminent and updates will be shared as appropriate.

Congratulations recorded to the CEO in receiving well deserved Queen's Honours.

In her last Board meeting, SS thanked the directors for their support and highlighted the good position from which the organisation could move forward and take a leading role in sports NGBs.

9. **CEO's Report**

Updates were provided on the following items in the report:

9.1 Sport England: positive feedback received on the end of year report. Moving forward, more evidence of learnings and changes brought as a result will be sought. This is considered to be a positive step that will encourage a productive way of working.

There will also be a focus on child swimming attainment rates, on which Swim England will continue to work closely with the Department for Education. Further information has been requested on the partnership with the Black Swimming Association, who are now proposing charges for collaboration. The strength of such partnership working was acknowledged, as well as digital comms and Sport England are seeking to determine how further non-monetary support may be provided. The new approach to long-term investments has just been received. Drop in sessions will be attended as part of the change in process and the System Partner designation is thought to most accurately reflect Swim England's position.

- 9.2 Political engagement: primary school sport premium confirmed for next academic year, commencing September so the request to enable the funding to be used more flexibly to help schools provide swimming will persist.
- 9.3 Institute of Swimming: ongoing project to recruit more swimming teachers from ethnically diverse backgrounds which, in creating role models on the poolside, is hoped will encourage an increase in participation from ethnically diverse communities. It is felt that board members could be ambassadors for the campaigns by lending their voice.

ACTION: Board members interested in becoming ambassadors for the swim teacher recruitment campaign to email JMN.

- 9.4 Health commission: it is hoped GP referrals for long Covid will help operators with swimmer numbers on the wellbeing programmes.
- 9.5 Governance action plan: Sport England understand the potential need to roll over the one outstanding action which is to review the finance policies.
- 9.6 Website: paper to be brought to Board when further understanding of the revised offer proposed by the current web developers is attained.
- 9.7 Commonwealth Games: need for a swimming test event pre Games has been highlighted, although timing will not enable this to be a national competition.

10. CFO's Report

May's accounts demonstrated good progress towards pre-pandemic figures. It is now clear that pools reopened more quickly after the 2021 lockdown and the number of open pools is no longer a barrier to participation

The excellent net commercial revenue achieved by the Institute of Swimming in May is expected to continue throughout the summer with a high number of courses in the order book. Although the recovery of Awards income was always expected to be comparatively slower, 45% of 2019 sales has already been achieved – 5% higher than predicted. The historical cyclical patterns seen in this subsidiary are considered irrelevant this year.

Membership income best case projection has been achieved in June and fees are still being received –the first two months of quarter two have already exceeded 2019 receipts. Projections for 2022 may prove difficult but this is an encouraging position considering the scenarios contemplated at the start of 2021.

Cash balances were noted as being very high, following early receipt of Sport England funding and the Institute of Swimming's full order book. Sport England have also confirmed the next instalment will be paid in September, assisting cash flow at year end and providing going concern security. Although staff will return to full time hours, other expenditure will not occur until income increases further. This may result in a lag, with income increasing above expenditure – which will need to be addressed in spending.

New projections will be completed at half year and may include spending on events, recognising that all sports require competition and this would be an investment in terms of encouraging membership renewals in 2022.

For 2022, although income from Sport England may not be apparent until April, there is awareness that financial commitment will be required in some time sensitive cases such as the Commonwealth Games. There is nothing to indicate the deadline for the SportPark sale in April will not be met, given that the university would be in breach of a legal agreement. Funds from the sale will be used to pay off the loans.

11. **Committee/Working Group Reports**

11.1 **SOC (18 May)**

11.11 **Minutes** - noted

11.12 **Item for decision: Harold Fern & AH Turner Awards**

NB provided a background to the awards and the need to formally outline specific conditions.

The Board were asked to approve recommendations:

1. Awards presented to member, who has never previously been the President, nominated by their own region.
2. Individual can only be awarded either of the Fern and Turner Awards once.
3. Awards are only for an individual.
4. One award will be given - in the form of a gift, either an item or money.
5. Any certificates will be A4 in size.
6. Brief details regarding the donors provided within the description of the awards.
7. New wording agreed for the explanation of the awards.

The Board considered the Awards to be adequately prestigious without the addition of a gift and as such it was agreed that this be removed. Confirmation was provided that receiving an award does not preclude future presidential nomination.

The Board accepted all other recommendations so relevant changes will be made to the 2022 Handbook. This will also be communicated to the regional chairs.

11.13 **Item for decision: Return to water - National Events Sep-Dec 2021**

The Board recognised the need to provide competition and commended the paper which included budgets minimised as far as possible. The obvious limiting factor of government Covid-19 regulations was noted and it was confirmed the removal of event dressing was a decision for 2021 only.

The Board unanimously supported the proposals and the expenditure required and noted that the listed events are all subject to confirmation depending on COVID restrictions etc.

11.2 **British Swimming Board (9/10 April & 11 June)**

Further information was provided on the April minutes:

32.1.2 Unsuccessful representations made to UK Sport included Artistic Swimming, although the Duet have since qualified for the Olympics potentially impacting future funding requests. UK Sport National Squad Funding for Water Polo will be delivered by Swim England for which an SLA is being agreed. This will be used as a template to agree a similar arrangement for the Artistic Swimming funding.

32.1.7 No British high divers remain at international level, following the athletes' change in nationality. Funding and home location is thought to have been a factor in the decisions.

37.1.2 A meeting on Cyber Security Insurance had assured British Swimming the services provided by Swim England were sufficient.
39.2 Home Nation Chairs now signed the MoU.

11.3 **Regional Chairs** (15 April & 21 June)

At the April meeting it was agreed that the discount normally applied to new member fees in October would be waived. Communication to the wider community was to take place, as well as the necessary amendment to the Handbook.

ACTION: RB to amend the Handbook and JMN to ensure changes are communicated with regards to the new member discount being waived in October.

The regional agreements, covering operation of business, are likely to be in place by the next Swim England Board meeting.

ACTION: Sport Development Director to produce a paper for the Board outlining the progress on the Regional Agreements.

11.4 **Institute of Swimming Board** (25 May)

11.41 **Minutes** - noted

11.42 **Item for decision: proposal for change to articles and two new board members**

The following proposals were put to the Board:

1. Change the Articles to allow for 6 (six) directors instead of 4 (four);
2. If the first proposal is approved Rebecca Cox and George Wood to be appointed directors.

The Board noted the recommended individuals were not proposed ex officio.

The Board unanimously agreed both proposals.

ACTION: The company articles to be updated and, following this, the two new appointments to be made accordingly.

11.5 **Swim England Qualifications (SEQs)** (27 May)

Term limits are due to end for the Chair and Vice-Chair. The specialist nature of SEQs was recognised and as such it was agreed that the most effective method of engagement would be to invite the Chair to present an SEQ overview to the Swim England Board on a bi-annual basis.

11.6 **Swim England Trading Board** (7 June)

Thanks were recorded to the Distribution Centre staff who had successfully gained BSI reaccreditation, a difficult process to undertake during lockdown restrictions.

ACTION: JMN to share the Board's thanks to the Distribution Centre team.

The development of the Business Solutions project demonstrated how the team are working to find new areas in the market. It will provide a fantastic opportunity for income generation and is part of an encouraging picture moving forwards.

12. **Membership Fees Proposal**

NB explained that initial proposals were received by SOC who suggested a hybrid of options. The proposal relates to 2022, although the Head of Membership Development is undertaking a review of the membership structure. With the development of the Supporter and Open Water membership offers, more

understanding is being obtained from the sector and new categories will be released whenever it is clear public interest exists.

The increase in Category 3 membership was discussed and it was considered that the actual price change was minimal.

The increase in fees as recommended by SOC was unanimously agreed.

13. **2021 AGM Review**

The cost of pre-Covid-19 AGMs was outlined and the need for similar outlay was deliberated, considering the success of the 2021 virtual AGM for the business side of the event. In line with other sport NGBs, the continuation of a celebratory face-face President's Dinner / Hall of Fame was recommended.

The Board unanimously agreed to option two within the paper - online AGM and seminars; President's Dinner / Hall of Fame to align to another event.

14. **Judicial Review**

Item to be reviewed alongside a review of welfare management.

15. **Board skills matrix**

Further updates would be completed once the new Chair had been recruited, at which point review of any potential skills gaps would take place.

16. **Board representation on committees/working groups**

A number of amendments were noted to the document detailing the Board's representation, including the addition of Board Champion roles.

ACTION: DF and BS to discuss the possibility of joining the Commercial Committee and Swim England Trading Board with AK and RK.

Further discussion on the item will take place following the new Chair's recruitment.

17. **Dates for remainder of 2021**

The joint meeting with British Swimming had been postponed, releasing the date held in September.

ACTION: SB to propose dates for a meeting in September focusing on welfare management and a meeting in December for a combined Board / CPD event.

18. **Agenda Forward Plan**

ACTION: SB to add additional items to the agenda forward plan.

19. **Any other business**

19.1 AK agreed to be the primary point of contact with the CEO on negotiations regarding the new Swim England kit deal. The Board agreed the CEO and AK are empowered to approve contracts as appropriate.

19.2 The Board expressed their sincere gratitude to SS for her tenure as Chair, thanking SS for the calm, professional steer throughout the pandemic and the huge support 'behind the scenes'. SS noted the great potential for the Board to pull together and progress the sport out of the pandemic.