

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 15 March 2022 as an Online Meeting

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
	Jenny Gray (JG)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
John Tripp (JT)	Vice President
Carol Butler (CB)	Open Water Manager
Glen Isaacs (GI)	Masters Manager

32 Apologies

Sue Barker
Kristie Jarrett
Carys Jones
Ben McDonald
Shelley Robinson
Sara Todd

33 Minutes of the Meeting held on 22 February 2022

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

Action: BG

34 Matters Arising

16 – Mailsports – RFP had hoped to see Phil from Mailsports at the recent Wycombe meet, but was rearranging a call to discuss the concession agreement as soon as possible.
19 - Annual Report – the majority of the content was endorsed at the last RMB meeting. Finance Report from RGP had been since been circulated.
21 - Vice President appointment – John Tripp was welcomed to the meeting. It was noted that John will be installed as the Region’s President at the ACM. As this will be an online meeting, the ceremonial handover would take place at the Regional Championships.

Landscape sheet

No changes noted.

35 Discipline Updates

35.1 Artistic Swimming –

The Artistic Swimming Manager was not present to provide an update.

35.2 Development

While there had been no formal meeting of the Development Group, it was reported that Development work is going well. There are currently 103 SwimMark accredited clubs, this is the highest figure the Region has had. Kristie Jarrett was been working on the Swimming Development Camps and will be looking at the Offshore Camp for later this year. In addition, Kristie has been very involved with the organisation of the Swimming Championships. Ben McDonald has arranged a number of Team Manager workshops resulting in 59 new Team Managers being trained so far this year. A Team Manager 2 workshop is running in May and currently has 14 bookings. The Young Volunteer programme has 96 Young Volunteers taking part. This year the programme will also measure the number of hours volunteering the participants undertake: so far over 600 hours of volunteering have been logged.

35.3 Disability Swimming

The Disability Swimming Manager was not present to provide an update.

35.4 Diving

The Diving Manager was not present to provide an update.

35.5 Masters Swimming

Masters had been able to offer 4 events ahead of the British Masters to help gain qualifying times. The next event is the 1500m event at the end of March, the event being full with 44 entered and 10 on the waiting list. The long course event ran in January with 500 swimmers registered and a number of records were set at the event. 79% of the swimmers were from the Region by comparison in 2019 only 50% were. Covid has caused problems operationally but had also presented some opportunities which have been received positively, such as the clear poolside policy and acceptance of online paperwork. The working group has worked hard and there have been new activities run such as the Coaches' Forum and also an unofficial CPD in 2021.

Three items of AOB had been submitted for Masters, and it was agreed that these would now be addressed;

Masters Inter County Competition - This year the event is being hosted by Kent. The closest 50m facility will be the London Aquatic Centre (LAC) and a date has been secured within the window. In the Masters budget there is an £800 contribution towards pool hire for this event. However, due to the high hire cost at the LAC, it was proposed that the total contribution be increased from £800 to £1500. The Masters LC event earlier this year was budgeted to have a deficit but achieved a surplus, some of this will be used towards this additional contribution. The possibility of inviting London to attend this event to make it more viable was discussed. However, it was noted that all London counties would already be present except Essex. RFP to ask London if they would contribute towards the cost of the event. It was agreed to increase the pool hire contribution to £1500.

Action: RFP

Trophies for Masters – In order to encourage more competition, the Masters Group would like to introduce four new trophies for the top SER team in the long and short course championships and at the relay championships. At the relay championships, two trophies are proposed, one for large masters' clubs and one for smaller clubs. It was agreed that four of the existing trophies would be repurposed for this. ML will contact Lynne Harrison and Rebecca Barker around access to the trophy store to allocate unused trophies.

Action: ML

Regional Banners for poolside – The Masters group would like SER backdrops and ‘toblerones’ to help dress the poolside at Regional events. There are already flags available, but would like a backdrop for presentations. BD confirmed that 3 pull up banners are currently in production which link together to create a backdrop, these will be used at the Regional Swimming Championships to create a ‘Kodak’ moment as there will be no presentations. These banners will be available to other disciplines after the Swimming Championships. Following discussion it was agreed not to go ahead with ‘toblerones’ due to the challenges with space on poolside and storage.

35.6 Open Water Swimming

The Open Water Championships will be running on 16th July in Chichester. The possibility of running a joint event with London had been investigated, but it was not possible to find a suitable date, as a result, London will be running their event with the East in Norwich. Middlesex would like to attend the South East event although this will not allow their swimmers to qualify for the nationals. Costings for the lake hire are not yet known as the venue is closed until April. Discussions were taking place with Middlesex around an Officials’ course as they are running one for London Region.

35.7 Swimming

ML delivered a report agreed by the small group responsible for delivering the Swimming Championships. ML had stood down from the post of Swimming Competition Manager in January because of health issues. So far, there have been no proposals for a replacement. A small group has been formed to deliver the summer championships. ML indicated a willingness to pick up the role again in July, if no one else came forward, but not being responsible personally for as much operational delivery as in the past.

Summer Championships – The group set up to deliver the Summer Championships is making good progress. Although there had been some minor issues relating to the entry file, these have now been resolved and the entry system is up and running. Good progress is being made in identifying the people needed to deliver the 8 days of competition. Alan Thurlow from Surrey, who also delivers the London Region Championships, is managing the entry process but will not be available on all of the days of competition. It is currently planned to admit spectators, and to provide live video streaming. The number of spectators will be limited by the capacity of the spectator seating area with tickets being sold in advance.

Future Plans - In 2022, the same programme as in 2019 is being adopted. It has been possible to make some small increases to the number of swimmers that can be accepted, but the overall issue relating to the size of the region and the risk of excluding swimmers who have a realistic chance of achieving a time that would qualify them for the British Championships or the Swim England Summer Meet has not been addressed. That needs to be addressed as a matter of relative urgency.

Facilities - The new 50m pool in Winchester was used for the 2021 Short Course championships. There was general agreement that this is an excellent facility and suitable for future Region events. Until there are improvements made at the Mountbatten Centre, Portsmouth, which currently cannot be configured for long course competition, it may no longer be suitable for Regional Competitions. There are some suggestions that Swim England may be planning to modify the requirements for (at least level 1 and 2) licensed meets to require a minimum pool depth of 1.3m, thought will need to be given to what the implications of this might be.

Finance – The budget for the 2022 swimming championships is based on that for the 2020 event which did not take place. It is probable that some costs will have increased substantially. For example, the cost of providing a PA system at K2 has increased from £600 in 2020 to almost £1400 this year. Information been supplied to the finance sub group on this and the additional spend was agreed. Any further major variance will be brought to the Finance Committee for approval.

35.8 Water Polo –

As Ben McDonald was unable to attend, an update was given by RG.

- Level 1 - 10 coaches have booked onto the next level 1 course starting this month. In the past 12 months, 27 coaches will have attended Assistant Water Polo Coach courses in the South East.
- Level 2 - Gerry has worked with the IOS since November 2021, hoped that the course will be confirmed by the end of the week.
- Regional training has been well attended since the beginning of the year, led by the coaching team of Lauren and Alastair.
- Adam (Officials Lead) and Gerry (Tournament Lead) will both be standing down in the coming weeks due to relocation and retirement.

36 Regional Strategy Sub Group Update

ST had been unable to join the meeting. Draft Terms of Reference for Strategy, Development and Discipline Groups had been circulated in advance of the meeting. The Terms of Reference follow discussion at the last RMB meeting in February. The Terms of Reference had been developed by the Strategy Group and reviewed by RFP and JD whose observations had been included. The Terms of Reference were adopted.

Action: Strategy Sub Group

37 Harold Fern & AH Turner Awards

Two nominations had been received for the Harold Fern and AH Turner Awards. A nomination was put forward by the Region for Rosa Gallop (Bracknell & Wokingham SC).

38 Annual Council Meeting 2022

No notices of motions had been received except for those already proposed by the Regional Management Board. Members were reminded that the closing date for nominations was 16 March. It was noted that John Davies will not be seeking re-election.

39 Affiliations & Resignations

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

Affiliation Applications – Pending

Isle of Wight Triathlon Club (Hants)

Jersey Water Polo Club (Hants)

Let's Dive in! Maidenhead Swimming and Synchro Club (BSB)

White Cliffs Swimming Club (Kent)

Resignations

Ringmer Spartans SC (Sussex)

Enquiries

Brighton College (Sussex)

Suspensions – Non Renewal of Membership

Aqua SC (Sevenoaks) (Kent)
Southampton Dolphins SC (Hants)
Shepway SC (Kent)

40 Swim England Board Meeting Minutes

The minutes of the Swim England Board meeting on 02 February were noted.

7.4 British Swimming Restructure – an update on this was requested. RFP will ask that this is added to the next Regional Chairs agenda.

Action: RFP

41 Sports Operation Committee Meeting Minutes

The minutes from the Sports Operation Committee meeting on 15 February were not yet available.

42 Correspondence

Petition – a petition had been circulated regarding making the provision of pools and sports centres a statutory function of councils. RFP has had correspondence with Jane Nickerson regarding this. The petition has been circulated to the RMB and County Secretaries and promoted on social media.

Knowledge Sharing Sessions – details have been circulated of the sessions being offered by Swim England which are open to Regional Volunteers.

Regional Welfare Officer – SR will be standing down as the Region's Welfare Officer. SR will stay in post until a replacement is found.

43 Staffing Sub Committee

It was confirmed that the Staffing Sub Committee had agreed to award a 1.25% pay increase to the Region's Staff from 01 April 2022 in line with the increase being offered to Swim England's nationally employed staff. The TORs of the Staffing Sub Committee allow such decision to be taken by the group, subject to it being reported to the Board. The decision of the Staffing Sub Committee was endorsed by the Board.

44 Date of the Next Meeting

ACM – Wednesday 13 April 7pm Online Meeting
RMB Meeting – Wednesday 13 April to follow ACM Online Meeting

The meeting was closed at 20.40

Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 15 March 2022 as an Online Meeting commencing at 1900

Agenda

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|----|---|----------------------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RFP 1900 |
| 2. | Minutes of the Meeting held on 22 February 2022
<i>To agree accuracy of minutes from the previous meeting</i> | RFP 1905
Enclosed |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP 1910
Enclosed |
| 4. | Discipline Updates
<i>Opportunity for Discipline Managers to provide a brief update and discuss any issues they might have.</i> | |
| | 1 – Artistic Swimming | DH 1915 |
| | 2 – Development | JD 1920 |
| | 3 – Disability Swimming | SB 1925 |
| | 4 – Diving | AH 1930 |
| | 5 – Masters Swimming | GI 1935 |
| | 6 – Open Water Swimming | CB 1940 |
| | 7 – Swimming | TBC 1945 |
| | 8 – Water Polo | BM 1950 |
| | Items for Decision | |
| 5. | Regional Strategy Sub Group Update
- Terms of Reference | ST 1955
Enclosed |
| | Items for Discussion / Information | |
| 6. | Harold Fern & AH Turner Awards | CL 2015 |
| 7. | Annual Council Meeting 2022
- Review any matters arising ahead of the Annual Council Meeting | RFP 2020 |
| 8. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i> | RFP 2025 |
| | 8.1 New Affiliations – Approved
None | |
| | 8.2 Affiliation Applications – Pending
Isle of Wight Triathlon Club (Hants)
Jersey Water Polo Club (Hants)
Let's Dive in! Maidenhead Swimming and Synchro Club (BSB)
White Cliffs Swimming Club (Kent) | |
| | 8.3 Resignations
None | |
| | 8.4 Enquiries
Brighton College (Sussex) | |
| | 8.5 Mergers
None | |
| | 8.6 Change of Name
None | |
| | 8.7 Suspensions – Non Payment of Membership Fees
Aqua SC (Sevenoaks) (Kent)
Ashford School (Kent) | |

Bicester Blue Fins SC (ONB)
Crawley Diving Club (Sussex)
Ringmer Spartans SC (Sussex)
Southampton Dolphins SC (Hants)
Shepway SC (Kent)
Tonbridge SC (Kent)

- | | | |
|-----|---|----------------------|
| 9. | Swim England Board Meeting
To review the notes of the Swim England Board meeting held on 02 February 2022. | RFP 2030
Enclosed |
| 10. | Sports Operation Committee Minutes
To review the minutes of the Sports Operations Committee meeting held on 15 February 2022, if available. | RFP 2035 |
| 11. | Correspondence | RFP 2040 |
| 12. | AOB
<i>24 hours notice required</i> | RFP 2045 |
| 13. | Date of Next Meeting
ACM - Wednesday 13 April 7pm Online Meeting
RMB Meeting – Wednesday 13 April to follow ACM Online Meeting | RFP 2050 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 22 February 2022 as an Online Meeting

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
	Jenny Gray (JG)	Board Member
	Carys Jones (CJ)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG) Regional Manager

14 Apologies

All members were present, no apologies had been received

15 Minutes of the Meeting held on 18 January 2022

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

Action: BG

16 Matters Arising

6 – Concession Agreement – RFP to get in touch with Mailsports

Action: RFP

Landscape sheet

None noted.

17 Annual Council Meeting 2022 – 13 April

Regional Rule Changes –

The proposed amendment to Rule 6 was circulated. This relates to the new affiliation process and route of appeal. The proposed amendment was endorsed by the Board.

ASA Council references – when Swim England incorporated, the Region's rules were changed to reflect that ASA Council would cease to exist (rules 11.2.2 and 13.2.7). Brian Havill has confirmed that ASA Council no longer exists, so any references can now be removed. It was agreed that removing this reference would be treated as an administrative amendment, RFP and BG to amend wording.

Action: RFP/BG

Postal Votes –

Following discussion, it was agreed that the Region would continue to offer the facility for postal votes for 2022. The set-up of Annual Council Meetings going forward was also discussed.

Action: BG

18 Incorporation

Following the meeting in January, RFP drafted the motion and supporting paper to go to the ACM. It was noted that the motion should be amended to 'with operational effect from 01 January 2023'. It was queried if Directors needed to be a Swim England Member, particularly in the case of appointed Directors who may not be involved with the sport. It was confirmed that all directors would need to become a member of Swim England, if they were not already. The motion and supporting paper, amended as above, was endorsed by the Board

Action: RFP

19 Annual Report

Thanks went to BD for the work completed on the Annual Report. It was noted that the President's report should go ahead of the Chairman's report. The accounts and finance report will need to be added. Any additional comments or amendments to be sent to BD by 25 February. The report was endorsed by the Board.

Action: BD

20 Finance

Annual Financial Statements

The Financial Statements for year ended 31 December 2021, as prepared by the Accountants, were circulated in advance of the meeting. The Financial Statements were approved unanimously. There was a surplus of £12,700 for the year. RGP will produce Finance section, for inclusion in the Annual Report, this week.

Action: RGP

Paypal Account

In preparation for the 2022 Regional Swimming Championships, the organisers would like to utilise the Swim England system for issuing Coaches/Team Managers passes. This will save a huge amount of administration. In order to utilise this system, the Region requires a Paypal account. The Finance Sub Group authorised the Regional Manager to set up an account. The Board ratified the actions of the Finance Sub Group.

21 Vice-President Appointment

BD proposed that John Tripp (Hart SC) was appointed as the Region's Vice President. It was noted that John is currently the Hampshire President. John Tripp was appointed as Vice President.

22 Harold Fern & AH Turner

Nominations are now open for the Harold Fern & AH Turner Awards, the deadline for submission being 7th March. Details will go on social media and be included in the March newsletter. The nomination review panel was agreed as CL, SR and AL.

23 Regional Management Board – 13 March

The next meeting was scheduled to be face to face on a Sunday, with the Discipline Managers invited. As the draft Terms of Reference for discipline groups will be brought forward by the Strategy Group, it was felt beneficial that the Discipline Managers attend. However, it was agreed that this should go ahead as an online meeting, rather than face-

to-face. A doodle poll will be circulated to decide a date for an online meeting starting at 7pm w/c 14th March.

Action: BG

24 Regional Strategy Sub Group Update

ST reported that the Strategy Group are focused on developing Terms of Reference ToRs). Ben McDonald and ST are working on ToRs for discipline groups and good progress has been made. These will be sent to the Strategy Group for their input and to the RMB ahead of the March meeting. The group will then move on to ToRs for the Strategy Group and restructured Development Group.

25 Regional Swimming Championships

ML provided an update on the Regional Swimming Championships.

It was reported that in the last couple of weeks a lot of progress had been made. It was confirmed that the programme, qualification times and conditions had been agreed and that the group were now working on staffing. Programmes were already live, qualification times and conditions are planned to follow later in the week. It was expected that entries would open no later than 14th March and close for Age Groups on 6th April and Youth on 13th April, allowing British Swimming Championships to be included. An online system for recruiting technical officials and event makers should go live next week. Providing there are no changes in restrictions, there will be spectators at the event. However, the numbers will be restricted. Spectator tickets will be purchased online in advance and there will be no cash taken on the day. It is planned to also offer streaming of the events. It was noted that there has been some guidance from Swim England Safeguarding on streaming, the Region would be mindful of this and information will be included in the conditions about streaming.

26 Affiliations & Resignations

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

Affiliation Applications – Pending

Let's Dive in! Maidenhead Swimming and Synchro Club (BSB)
White Cliffs Swimming Club (Kent)

Resignations

Gerrards Cross Taper Tigers SC (BSB)

Enquiries

Masters Club in Herne Bay (Kent)

Suspensions – Non Compliant with Stronger (now Club) Affiliation

Kings School Canterbury (Kent)
Sussex Squids (Sussex)

27 Swim England Regional Chairs Meeting Minutes

The minutes of the Regional Chairs' meeting on 31 January were noted.

28 Sports Operation Committee Meeting Minutes

The minutes from the Sports Operation Committee meeting on 18 January were noted.

3.1 National Events – noted that it was estimated events delivered at a net surplus.

3.3 SOC Membership – noted that Jim Boucher will be standing down from the Sports Operation Committee. The Region has limited representation on groups nationally given its size, and it was felt having a representative on this group would be beneficial. The two skills' based vacancies are to be recruited for with a role description and terms of reference to be included in the advert. CJ to contact Jim Boucher.

Action: CJ

29 Correspondence

None received.

30 AOB

None received.

31 Date of the Next Meeting

Meeting date to be agreed – Online Meeting 7pm w/c 14 March

The meeting was closed at 20.07

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 09 March 2022

	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. Update; It was agreed this would be passed on to the Strategy Sub Group to consider.	06.02.20 Min 4 Updated 28.06.21 Min 68	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. Update; It was agreed this would be passed on to the Strategy Sub Group to consider.	06.02.20 Min 5 Updated 28.06.21 Min 68	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	17.06.20 Min 80 Updated	BG	<i>In Progress</i>

	<p>institution to have £80,000 transferred to. This was agreed.</p> <p>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 arrange another suitable account to deposit a further £80k with a suitable financial institution.</p>	08.02.21 Min 6		
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>On Agenda March</i>
9	<p>Incorporation</p> <p>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 which will need to be budgeted for.</p>	07.09.21 Min 94	RFP	<i>On ACM Agenda</i>
10	<p>Overseas Training Camps/Competitions</p> <p>The Finance group felt that, in due course, the Board should discuss the acceptable level of subsidy for these activities and the appropriate contributions for the athletes, which have not been increased for some time. This should be coordinated with the Development Group in consultation with the Discipline Groups to bring to the Board for recommendation.</p>	21.11.21 Min 123	Development Group	
11	<p>SEEDS Diving Programme</p> <p>The SEEDS programme was started because the Governing Body refused to set up a Beacon Diving programme in the region, for historical reasons - the Diving group had felt that a weekly programme was unsustainable because of the size of the region. Had a Beacon programme been set up, it would have been required to be self-sustainable within a few years, whereas the SEEDS programme has</p>	21.11.21 Min 123	Diving Group	

	continued to need subsidy. The Group recognises that this is a valuable programme, of great value to the region's athletes, but the Board, in the future, together with the Diving Group, might want to consider how the subsidy could gradually be phased out or reduced. It was agreed that this would be reviewed by the Diving Group moving forward for 2023.			
12	Appointment of Chairman RFP's term of office as Chairman ends on 31 December 2022. RFP will have completed two consecutive terms, so a new Regional Chairman will need to be appointed. RFP left the meeting whilst this was discussed by the Board. Following discussion, the Board agreed that, as Incorporation was being proposed for the Region, a recommendation would be put to the ACM that the term of office for the Chairman be extended until 31 December 2023, to allow continuity with the change in structure.	18.01.22 Min 5	RFP	
13	Regional Rule Changes ASA Council references – when Swim England incorporated, the Region's rules were changed to reflect that ASA Council would cease to exist (rules 11.2.2 and 13.2.7). Brian Havill has confirmed that ASA Council no longer exists, so any references can now be removed. It was agreed that removing this reference would be treated as an administrative amendment, RFP and BG to amend wording.	22.02.22 Min 17	RFP/BG	

Updated 09/03/2022 BG

Draft Terms of Reference : **Discipline Groups**

Role :

The South East Regional (**Discipline name**) group is established to promote the development of (**discipline**) across the region through the active co-ordination of clubs, networks, teachers, coaches volunteers and competitions. It will ensure that (**Discipline group**) is aligned with the aims and ambitions of Swim England and the Swim England South East Regional (SESER) strategy.

Activities :

1. Discipline Development Activities
 - a. To progress activities to enable and improve (**discipline**) within the region.
 - b. To liaise with the regional Development Group and Regional Club Development Officers (RCDO) to inform and deliver the annual Regional Agreement with Swim England.
 - c. To oversee and action all the relevant aspects of the agreement that directly impact (**discipline**).
 - d. To advise RCDOs of any support required to further develop and grow (**discipline**)
 - e. To prepare a quarterly progress review.
2. Financial Management
 - a. To prepare and deliver annual objectives and associated budget requests, aligned with, but not limited to, the Regional Agreement.
3. Workforce Development
 - a. To oversee the development of the workforce for (Discipline) within the South East Region (Coaches, Officials, Event team) ensuring appropriate training and CPDs are available.
4. Competitions
 - a. To deliver Regional competitions to meet the needs of swimmers taking note of guidance from coaches and the availability of facilities.
 - b. To take into account the general conditions specified by Swim England, ensuring they are aligned with the national calendar and meet conditions.
5. Communication
 - a. To promote the discipline through regular and effective use of relevant media including SESER newsletter, website and approved social media channels, targeting 4 news articles per annum.
 - b. To ensure that (**discipline**) content on the SESER website is accurately maintained (material to be uploaded by the Regional Manager or RCDO).

Governance :-

1. The group will consist of at least 3 appointed members, one of which will be the Discipline Manager, responsible for liaising with the Development Group and the Regional Management Board (RMB) as required.
2. All members will be members of clubs affiliated to Swim England South East Region.
3. The group will be supported by a RMB representative and an RCDO.
4. The group will be responsible to agree relevant appointments within the group with consideration to the following :-

- a. Officials lead
 - b. Competition lead
 - c. Communication lead
 - d. Coaches Forum
 - e. Talent and Pathway lead
 - f. Youth Advisor
 - g. Finance lead
5. The group will be responsible to co-opt specific expertise as may be required.

Meetings :

1. The (**discipline**) group will meet formally at least twice a year with an agenda, notes and action items provided to the Regional Club Development Officer / Development group within 14 days to allow any requested support to be effectively considered.
2. The group will present to the South East Region Management Board annually.

Draft Terms of Reference: Strategy Group

Role:

The Swim England South East Regional Strategy Group is established to develop and deliver the 3-5 years strategy ensuring that it represents the specific needs of the Swim England South East Region (SESER) and is consistent with the aims and ambitions of Swim England.

Activities:

1. To prepare and document the regional Vision, Mission and Guiding principles for approval of the Regional Management Board (RMB)
2. To review the annual Regional Agreement with Swim England ensuring that it is supportive of the Strategy and has relevant focus and measurement to steer the direction of the SESER
3. To develop additional objectives and measurements if required
4. To review the sub-group roles and responsibilities for delivering the strategy, ensuring the Terms of Reference remain relevant.
5. To routinely inform the RMB of progress and to prepare required communication for regional meetings
6. To support the Development Group and Regional Club Development Officers in delivering the Regional Agreement as required
7. To conduct an annual review of the Strategy and recommend changes if required

Governance:-

1. The group will consist of the Regional Manager, the Regional Club Development Officers and a minimum of 2 appointed RMB members
2. The RMB will appoint the Chairperson
3. All members will, by default, be members of Swim England
4. Additional members will be co-opted for their expertise as required
5. The group will meet regularly at least 6 times per year
6. All meetings will be documented with an agenda, notes and action items

Development Group: Draft Terms of Reference

Role:

To promote the development of aquatics within the Swim England South East Region (SESER)

Scope:

The Development Group covers all disciplines of the sport with regard to clubs, networks, teachers and coaches, volunteers and technical officials training.

It is specifically responsible for delivering the Swim England Regional Agreement in collaboration with the Strategy Group

Activities:

1. Regional Agreement
 - a. To inform and implement the Regional Agreement through co-ordination with the Discipline Groups
 - i. Agree regional priorities based on available resources and progress from previous year.
 - ii. Translate the Regional Agreement into specific annual objectives and quarterly delivery programme (incl. Objective owners).
 - iii. Monitor progress and prepare quarterly update for SE review..
2. SwimMark
 - a. Support the development of clubs with affiliation and accreditation to SwimMark through the work of the Regional Club Development Officers and the affiliation group.
 - b. Promote the development of coaches within SwimMark clubs through the provision of bursaries for training courses.
3. Workforce Development
 - a. Enable the development of volunteers through the facilitation of CPD courses.
 - b. Support the licensing of officials through payment of fees.
 - c. Support young volunteers through training programmes.
4. Talent Development
 - a. Support regional talented athletes through provision of regional competitions
 - b. Develop and implement policies for provision, funding and athlete contribution for on-shore and off-shore training camps to apply across disciplines.
 - c. Enable Channel Island athletes to participate in regional Talent Camps and coaching workshops organised by the SESER through the provision of travel funding.
5. Communication
 - a. To promote the availability and benefit of initiatives for clubs and members through regular and effective use of relevant media and platform including the SESER newsletter and website.

Processes :-

The Development Group uses the following processes:

1. Meetings: with formal Agenda, Notes and Action Points.
2. Hosts regular reviews with Discipline groups to discuss annual plans and budget requirements.
3. Preparation of an annual budget and monitoring of spend.
4. Receive reports from Staff and other groups.

5. Receive requests for funding and consider how these can be funded.
6. Ensure information on bursaries and other funding is available on the SESER website.
7. Liaise with other groups through the members of the Development Group.

Roles:

1. Chairman: sets the agenda and runs meetings.
2. Regional Manager.
3. Regional Club Development officers.
4. A minimum of 3 Board Members, including a representative of the Finance Group.

Amateur Swimming Association (Swim England) Limited Board Minutes

02 February 2022

Via Zoom

Present

Richard Hookway – RH (Chair)

Neil Booth- NB

Ali Breadon – AB

Barry Saunders – BS

Caroline Green – CG

Sarah Gregory - SG

Brian Havill – BWH

Aysha Kidwai – AK

Raj Kumar – RK

Jane Nickerson – JMN

Bernard Simkins – BS

Joan Wheeler - JW

Officers in attendance:

Julie Wileman - Administrator

Min No:

1. **Welcome & Apologies**

The Chair welcomed all members and introduced and welcomed Barry Sanders to the Board. It was noted that Ali Breadon would break from the meeting for a short period at 2.00pm due to work commitments.

2. **Declarations of interest**

No new declarations.

3. **Minutes of the meeting of the Board of Amateur Swimming Association (Swim England) Limited held 13 December 2021**

The Minutes were agreed as an accurate record of the meeting with the following clarifications and one amendment.

3.1 Item 2: NB will be technical operations manager for Swimming & Para Swimming rather than for the full Commonwealth Games.

3.2 Item 10.7: CG had offered to try to identify potential independent members with a legal background.

Action: CG

3.3 Item 8: It was agreed to amend this minute to make it clear that the Transgender Policy was not being removed as a policy but has been taken down from the website whilst a revised policy is being drafted. Minute to note that this is an extremely important and sensitive topic and careful consideration is being given to the re-drafting.

Action: RH

4. **Review of actions arising from the meeting held on 13 December 2021 to note progress**

4.1 Schedule to be updated to correct incorrect dates – 2021 should be 2022 in places.
Action: RH

4.2 Point 4 (Transgender policy) to be updated in line with point 3.3 above.

5. **Confirmation of decisions made by e-mail**

It was confirmed that there were no decisions made by email.

6. **Chairman's report**

6.1 The Chair advised the Board he will be attending a Sports & Recreation Alliance Chairs' meeting in the coming weeks. The last meeting had been postponed and therefore there is no update for the board.

6.2 The Chair reiterated comments regarding the importance of the Transgender policy and stated that sporting organisations across the globe are reviewing their policies and considering the complex issues of fairness at elite performance level and inclusion within the sport.

7. **CEO's report**

The paper was taken as read with the following updates:

7.1 We have now been invited by Sport England to start discussion on our next five year funding cycle which commences on 1st April 2022.

7.2 There is a Collaboratorium meeting on 1st March.

7.3 An offer has been made for the Water Polo Lead Officer and is awaiting confirmation of acceptance.

7.4 The British Swimming restructure is still ongoing and an update can be provided on request.

7.5 SportPark has now re-opened whilst retaining both the University and Swim England's Covid protocols. Blended working is the favoured model of most staff with some back in the office full time. Individual arrangements are in place, agreed with Heads of Department. Face to face meetings are also starting up but these are respectful of attendee's feelings and confidence levels.

7.6 Following the re-structure last year, there is now a need to recruit additional posts. Some posts, for example Digital, are hard to fill at present. Recruitment issues are following the pattern reported by all employers, regardless of sector. Board members suggested it may be worth contacting Universities or external short term placement agencies for support on digital posts.

7.7 JMN advised that we will be holding a team conference and team awards in the Autumn with a focus on re-engagement.

- 7.8 JMN confirmed that many NGBs are undertaking an audit by BDO as they are the appointed governance auditors by Sport England and have been commissioned to undertake these audits of all funded NGBs on a rotational basis.
- 7.9 JMN provided additional detail on the B2022 legacy project and assured members that specific targets are included in the implementation and delivery plans. There was a general feeling that it would be good to expand this work across the country. JMN explained that this funded work would provide us with an opportunity to test the success of all the different elements of it, and to see how it could be expanded to other areas providing funding is available.
- 7.10 NB updated the Board on the current position of the review of judicial processes. An initial meeting has taken place, with the next meeting planned for February which will allow for an update to the Board in March. The review has highlighted areas for improvement, including working with Safeguarding on definitions to give clarity to membership on Safeguarding thresholds. The Judicial Management Group are supportive of this review.
- 7.11 A formal case management system is needed to ensure complaints are tracked effectively.
- 7.12 There is work ongoing to move to a position whereby complaints are managed early by the Regions before escalation to the judicial office. It was agreed there is a need for training for both volunteers and staff. It was noted the Regional Chairs are supportive of this.
- 7.13 Other areas under review include:
 Confidentiality/transparency: looking at how and what areas can be shared whilst retaining confidentiality/data protection and what is needed in order to facilitate change.
 Language: Ensuring language used is less legalistic and is clear and transparent to the reader.
- 7.14 JMN updated the board on a current ongoing Safeguarding issue which is likely to attract some media coverage. JMN asked members to advise our Communications team if approached for comment. NB is attending meetings as Safeguarding lead on this issue and will update and feedback to the board as appropriate.
Action: NB

8. CFO's report

The papers were taken as read

- 8.1 BWH gave a summary of pre-issued papers. IoS & Award sales are near to 2019 level. Indications are that this will continue but too soon to say we are 'back to normal' due to only having a few months' figures. There have been significant expenditure savings which are largely Covid related; mostly due to cancellation of talent camps and business meetings and low recruitment.
- 8.2 Cash balance at end of January 2022 is similar to that at the end of 2021. Membership income closer to 2020 figure than 2021. (2020 membership was pre-Covid due to the timing of the collection of fees.)

8.3 BWH advised that he and JMN will be meeting with the University on Monday 7th Feb regarding dilapidation costs. BWH will update on outcome of this meeting if appropriate.

Action: BWH

8.4 **November 2021 abbreviated management accounts**
Furlough income split out by department as requested at last meeting.

8.5 **2022 Statutory accounts for old unincorporated ASA**
BWH noted that he would circulate updated accounts for agreement by email for he and RH (Chair) to sign on behalf of the Board.

Action: BWH

8.6 **BDO Update**
As per email to the Board in January, responses and timescales submitted early in New Year. Final report issued by BDO.

Progress on action points to be discussed at March Audit Committee, with report to the March board. BWH noted that as before he would update the board by email if appropriate.

Action: BWH

8.7 **Loans and reserves**
BWH proposed that the repayment of the Coronavirus Business Interruption Loan (CBIL) is deferred until either the Sport England grant from April 2022 is known or the SportPark re-sale of Floors 1 and 2 has been finalised. The meeting agreed. Board approval for the re-payment will be requested at the appropriate time.

Decision: Defer repayment of CBIL

9. **Committee/Working Group reports – meetings held since last meeting**

9.1 **Sports Operations Committee held 17th January 2022**

NB updated the board as follows:

9.1.1 Event planning for 2022 is under way and the event calendar will be similar to 2019. It was agreed that the calendar would be circulated to all Board members who are encouraged to attend events, ensuring coverage across all disciplines. Board members to advise which events they would like to attend. It was agreed that protocols for attendance at the events should be produced by SOC.

Action: NB

9.1.2 It was noted that 2 SOC committee members have completed their 4-year tenure and wish to stand down and therefore recruitment for vacant posts will be initiated.

9.1.3 Terms of Reference for the Rules Committee have been revised. The current members have advised they no longer wish to continue in this role. It has been agreed to wait until the new Director of Legal is in post and then determine the way forward.

9.1.4 Recruitment for Health & Safety committee – (this committee has been reformed to be fit for purpose to support H&S within sport rather than within the organisation) Terms of Reference (TOR) have been agreed. Job descriptions will be reviewed to ensure members are aware of the skills required.

9.2 Regional Chairs' meeting held 31st January 2022

JW updated the meeting on the following points:

- 9.1 CEO provided an update which was based on her board report.
- 9.2 CFO provided a report on finances, similar to that provided to the board.
- 9.3 The Group discussed the role of counties in relation to the relationship with regions. The East, London and South East regions will hold separate talks due to the geographical issues around split counties.
- 9.4 Some Chairs raised a concern that whilst there has been progress there is still a shortage of tutors and courses for some disciplines, especially water polo.
- 9.5 The Chairs were advised of the opportunity to nominate volunteers to be a member of the Commonwealth Games Queen's Baton Relay, Nomination is via an online process and closing date is 14th Feb. RH asked that GW send the link out to board.
Action: JMN

10. Knowledge Sessions

JMN presented the previously circulated paper.

- 10.1 The board approved the concept and agreed to send in thoughts regarding content, timings of sessions, etc. to JMN by Monday 7th February.
Action: All
- 10.2 It was agreed these sessions should be open to other volunteers and team members with the possibility of some closed sessions in board meetings.
- 10.3 JMN to finalise a schedule when responses have been received.
Action: JMN

11. Anti-Racism Statement

A revised statement based on previous feedback was put to the meeting. Further comments were made and a revised statement will be submitted for board approval in March.

Action: JMN

12. Strategy Process and Timeline

A briefing drafted by George Wood was considered by the board. The recommendations set out in the paper were agreed with the addition of more check in points for the board.

13. 2021 Membership Analysis

The board reflected on the data presented and asked for the following additional information:

Data by age up to 18 years of age
Data covering the last 5 years.

JMN to provide this additional data by March.

Action: JMN

14. **Any other business**

14.1 There is a need to change the May Board meeting date and the draft May AGM date as the chair is out of the country. Doodle poll to be sent out.

Action: BWH

14.2 The chair closed the meeting by thanking all board members for the contribution and asking JMN to pass on thanks and congratulations to all team members for the massive amount of work being undertaken.

Action: JMN

Summary of Decisions made

Minute	Item	Decision
8.7	Loans and Reserves	Defer repayment of CBIL