

**Swim England South East
Regional Management Board**

Minutes of Meeting held on Tuesday 27th June 2023 as an online meeting starting at 7.00pm

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Roger Prior (RGP)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
Andy Giess (AG)	Regional Welfare Officer

79 Apologies

Jenny Gray
Carys Jones
Sara Todd
John Tripp

80 Minutes of the Meeting held on 11 May 2023

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

Action: BG

81 Matters Arising

Nothing noted.

Landscape sheet

Item 2 – Complete, to be removed
Item 5 – Typo noted, email to be amended to end

82 Finance

Coaches Bursaries –

It was noted that most of the year's £25k budget had already been spent in regard to coaches' bursaries. These figures did not include any bursaries for the Senior Coach qualification. Due to the booking deadline for this course being prior to the RMB meeting, the Finance Group had decided to approve processing of these bursaries.

The decision of the Finance Sub Group in authorising processing of the Senior Coach bursaries was **endorsed** by the Board.

It was proposed that the budget for coaches' bursaries be increased by £10k to allow for further applications. This would be reviewed and a further request may come back to the

Board, if required. It was noted that the bursary scheme and criteria for future years would need to be discussed by the Development Group. It was also noted that the Supervision Policy recently released by Swim England does require clubs to have a level 2 coach on poolside which may increase the demand for level 2 coaches.

It was **agreed** unanimously to increase the budget for Coaches' bursaries in the current year by £10,000.

Affiliation Fees –

The Finance Sub Group recommended no increase to affiliation fees for 2024. 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

83 Volunteer Awards 2023

The panel to review nominations was agreed as CL & BD. Although no longer on the Board, Shelley Robinson to be approached.

Action: BG

84 Meeting Dates 2023/2024

Proposed meeting dates were circulated. It was requested the dates be spread more evenly across the week. It was agreed to amend the date of the next meeting, BG will confirm.

Action: BG

85 Welfare & Safeguarding Update

A paper was circulated prior to the meeting, although it was acknowledged that notice of it had been limited. It was, nevertheless, agreed to consider the paper.

A meeting had taken place with the Welfare and Safeguarding Group and Kevin Suckling, Head of Safeguarding & Welfare at Swim England. After further discussion, the following were **agreed**;

1. For the time being, the welfare function can be discharged by the voluntary Regional Welfare Officer, with support from the Region's staff
2. The situation be subject to ongoing monitoring, as to workload, so that any necessary adjustments may be made to the workforce.
3. That a regular fora for County Welfare Officers with the Regional Welfare Officer be established.
4. In principle, to appoint a director to lead for the Board on safeguarding and welfare issues. This will need a brief for the appointment, with defined expectations. This will come back to a future meeting to make an appointment.
5. That the Welfare Officer is to have a standing invitation to attend Board meetings.

Action: Safeguarding & Welfare Sub / BG

86 Swimming Manager

ML had previously been appointed as Swimming Manager until 31 July. ML confirmed he is willing to continue in the role until 31 July 2024. ML confirmed that he will be looking to

find a deputy Swimming Manager to take on the role after this, further information will be included in the July newsletter.

It was agreed to extend ML's appointment as Swimming Manager until 31 July 2024.

87 Membership Working Group

Swim England are restarting the Membership Working Group and were seeking 2 Regional staff from across the 8 Regions to sit on this group. It was confirmed that no one has been put forward from the South East. It was understood only one Region may have nominated.

88 Swimming – Entry Fees

A paper was circulated in advance of the meeting. The winter championships had been budgeted as break-even. However, due to escalating costs, this is now looking at a deficit of around £7k. In order to run this as break-even, the Swimming Group recommended the entry fee be increased from £7 to £10. It was noted that the last time the entry fees had increased was around 5 years ago.

This recommendation was endorsed by the Board.

89 Affiliations & Resignations

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

New Affiliations – Approved

None

Affiliation Applications – Pending

None

Resignations

None

Enquiries

Jersey Water Polo (Hants)

Tuffy Fitty Littlehampton

Change of Name

None

90 Regional Chairs Meeting

The minutes of the Regional Chairs meeting held on 05 June were received earlier in the day. RFP gave an overview of the items covered at the meeting. The minutes will be circulated and will be added to the agenda of the next RMB meeting.

Action: BG

91 Swim England Board Meeting

The minutes of the Swim England Board meeting held on 17 May were noted.

6 - EDI – It was noted that no policy has been shared yet.

6.3 – Training on Legal Requirements for a Board – It was noted that this type of training would also be valuable to Regional Boards if it could be shared.

7.4 – Chairs Reports – It was noted that British Gymnastics had asked Government for an independent body for Safeguarding/Welfare, this was supported by many NGBs including Swim England.

12.6 – Welfare & Safety Director Lead – Neil Booth was appointed as the Welfare and Safety Director Board lead/Champion.

14.6 – Policy Approvals – It was noted that the Board is to receive copies of all policies, this could be useful for Regions to see too.

92 Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 02 May were noted.

2.1 – Risk Assessment Portal. It was noted that it would be useful to know the launch timing for the Risk Assessment Portal and Risk Academy & when it was expected this would be available to clubs, counties and regions. BG to contact Emma Griffin

5.2 – Supervision guidance ratios. It was confirmed these have been circulated to all clubs.

Action: BG

93 Swim England Annual General Meeting Minutes

The minutes of the Swim England Annual General meeting held on 15 May were noted. RFP noted thanks to Susan Harrison, Alan Lewis and Sara Todd for the questions raised at the open mic session on behalf of the Region.

It was noted that Susan Harrison has yet to receive a response on the query raised at the meeting. RFP will pursue this.

Action: RFP

94 Correspondence

None received.

95 AOB

Water Polo – RG and Kate Hutchinson had recently held a meeting with Water Polo clubs. The minutes of the meeting will be circulated to the Development Group. It was noted that a concern had been raised about the requirement for clubs to have a level 2 coach and the challenges around this for some smaller water polo clubs. RG to prepare a paper to submit to the next Board meeting.

Action: RG

96 Date of the Next Meeting

Tuesday 12 September 2023 – 7pm Online Meeting

The meeting was closed at 20.43

Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 27th June 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 11 May 2023
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
Enclosed | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1910 |
| Items for Decision | | | |
| 4. | Finance
- To review the latest financial position
- Agree proposals from the Finance Group regarding Affiliation Fees 2024 and Coaching Bursaries budget | RGP
To follow | 1915 |
| 5. | Volunteer Awards 2023
- To appoint a panel to review nominations received. | RFP | 1925 |
| 6. | Meeting Dates 2023/2024 | RFP
Enclosed | 1930 |
| 7. | Welfare & Safeguarding Update | RFP
To follow | 1935 |
| 8. | Swimming Manager | RFP | 1945 |

Items for Discussion / Information

- | | | | |
|-----|--|------------------|------|
| 9. | Membership Working Group | RFP | 1950 |
| 10. | Swimming - Entry Fees | MGL
To follow | 1955 |
| 11. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i>
11.1 New Affiliations – Approved
None
11.2 Affiliation Applications – Pending
None
11.3 Resignations
None
11.4 Enquiries
Jersey Water Polo (Hants)
Tuffy Fitty Littlehampton (Sussex)
11.5 Mergers
None
11.6 Change of Name
None | RFP | 2000 |
| 12. | Regional Chairs Meeting
<i>To review the minutes of the Regional Chairs meeting held on 05 June 2023, if available.</i> | RFP
To follow | 2010 |
| 13. | Swim England Board Meeting | RFP | 2020 |

	To review the minutes of the Swim England Board meeting held on 17 May 2023.	Enclosed	
14.	Sports Operation Committee Minutes To review the minutes of the Sports Operations Committee meeting held on 02 May 2023.	RFP Enclosed	2030
15.	Swim England Annual General Meeting Minutes To review the minutes of the Swim England Annual General meeting held on 15 May 2023.	RFP Enclosed	2040
16.	Correspondence	RFP	2050
17.	AOB <i>24 hours notice required</i>	RFP	2055
18.	Date of Next Meeting Wednesday 13 September, 7pm Online Meeting	RFP	2100

Swim England South East
Regional Management Board

Minutes of Meeting held on Thursday 11th May 2023 as an online meeting starting at 7.00pm

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
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
Susan Harrison (SH)	Regional Delegate – Swim England AGM
Alan Lewis (AL)	Regional Delegate – Swim England AGM
Mollie Lewis (ML)	Regional Delegate – Swim England AGM

68 Apologies

Carys Jones

69 Swim England Annual Council Meeting

Delegates had received all papers for the Annual General Meeting, and a copy of the agenda was circulated with the meeting papers. Nothing about Swim England had been raised at the Region's Annual Council Meeting. Members were asked if there were any items the Region may wish to raise on the agenda or as part of the open mic session.

Following discussion, it was agreed that a question would be raised on item 5.8 of the agenda around Jane Nickerson's reconfirmed appointment as a director of British Swimming, once she leaves her role as CEO of Swim England. Clarification around this would be sought on how Jane views this role and the interests in British Swimming and representation of Swim England. ST to raise.

The Finance Briefing had already taken place, and those who had attended reported that a number of statistics were produced back to 2018/19. It was noted that there is an increasing income relating to learn to swim and also concern around the growing market share of STA. It was also noted that ASA was now closed, as of the end of November.

Open Mic Session –

A query would be raised around if there was any intention of holding an in person AGM again as it wasn't felt that the zoom format was very conducive for open mic sessions.

Future of Welfare – a query around this would be raised by ST. This was aimed at seeking to understand more about the new appointments made in this area, Swim England's approach & request to work with Regions and how Swim England might consult more effectively with Regions on this.

70 Minutes of the Meeting held on 19 April 2023

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

Action: BG

71 Matters Arising

4 – Appointment of 4 further delegates - ML was appointed at the meeting, Eileen and Ken Adams were also appointed as delegates.

6 – Future Approach to Welfare – Currently trying to organise meeting of the working group. There has been some further communications regarding this from the Regional Chairs and Swim England arising from a perception of something raised at a forum meeting of Welfare Officers. It was noted that East Region have agreed in principle to the proposal to appoint a paid welfare officer.

59 - County Governance – Helen Weeks has offered to visit counties, visiting BSB on 16th June.

Landscape sheet

Nothing noted.

72 Water Polo Interim Manager

There is currently no Water Polo Manager in place since Ben McDonald stood down earlier this year. Rosa Gallop and David Cross have offered to act jointly as interim Water Polo Manager. This appointment was approved.

73 Regional Management Board Appointment

The decision taken by email, to appoint Carys Jones into the vacancy created by Shelley Robinson's retirement, was ratified.

Action: BG

74 Regional Chairman & Finance Director Panel Appointment

A panel was to be appointed to review applications and conduct interviews for the Regional Chairman & Finance Director roles. Expected interviews would take place September time. ST & CL were appointed. CJ to be asked as not present.

Action: BG

75 Affiliations & Resignations

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

New Affiliations – Approved

None

Affiliation Applications – Pending

None

Resignations

None

Enquiries

None

Change of Name

None

76 Regional Chairs Meeting

The minutes of the Regional Chairs meeting held on 27th March were noted. Discussion took place around the Safeguarding/Welfare paper.

77 Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 02 May were not yet available.

78 Correspondence

None received.

79 AOB

None received.

80 Date of the Next Meeting

Tuesday 27 June 2023 – 7pm Online Meeting

The meeting was closed at 20.07

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 21 June 2023

	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>Complete</i>
3	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>
4	Athlete Contributions / Overseas Training Camps/Competitions Agreed that the policy on athlete contributions would be reviewed, to determine the acceptable level of subsidy for these activities and appropriate contributions for athletes, as these have not been increased for some time. This should be coordinated with the Finance Group to bring to the Board for recommendation. 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 21.11.21 Min 123 16.03.23 Min 35	Strategy Sub Group	
5	Appointment of Chairman & Financial Director (01 Jan 2024) The terms of office for the Chairman and Finance Director come to an email on 31 December 2023. A timeline is needed for the appointment of a successor Chairman and Finance Director. A provisional timetable was discussed with a decision to be made by the end of September. This would allow for a handover period from October-December. A working group of CL, ST and CJ was appointed to put together to look at the role descriptions and person specifications for both roles. Update; Role descriptions agreed 16.03.23	17.01.23 Min 5/6	CL/ST/CJ	<i>In Progress</i>

6	Concession Agreement 2024 The current concession agreement runs until 31 December 2023. In order to provide sufficient time for preparation for any concession partner ahead of the 2024 events, a partner should be appointed and agreement for 2024 in place by October 2023. BD & BG to look at the timeline for this exercise. It was understood that Everyone Active may be looking to appoint a national concessionaire which could create an obstacle for any Regional Concession agreement. It was agreed BD would make enquiries about this.	17.01.23 Min 7	BD/BG	<i>In Progress</i>
7	Finance The idea of an online expenses' system was discussed, it was agreed that this would be explored further.	15.02.23 Min 20	BD/BG	
8	Future Approach to Welfare The information was discussed at length and it was felt that this is an important area which needed to be well supported. It was noted that a number of new appointments have been made in the Welfare and Safeguarding teams at Swim England, an understanding of Swim England's plans and what they are expecting from Regions is needed to assist with any decision. Further information would be needed from Swim England on what they would want from any role as the paper provided does not provide this information. It was agreed that a sub group would be formed to move this forward. The group would consist of CJ, GA, RG and the Regional Welfare Officer, AG	19.04.23 Min 56	CJ/GA/RG/AG	<i>On Agenda</i>

Updated 21/06/23 BG

Swim England South East – Regional Management Board Dates 2023/24

Date	Location	Meeting
Wednesday 13 September 2023 (previously agreed)	Online	Regional Management Board
Thursday 19 October 2023	Online	Regional Management Board
Sunday 19 November 2023	Online or Face to Face TBC	Regional Management Board & Discipline Managers
<i>Monday 11 December 2023 – if needed</i>	Online	Regional Management Board
Tuesday 16 January 2024	Online	Regional Management Board
Wednesday 14 February 2024	Online	Regional Management Board
Thursday 14 March 2024	Online	Regional Management Board
Wednesday 17 April 2024	Online	Annual Council Meeting
Wednesday 17 April 2024	Online	Regional Management Board (to follow ACM)
<i>Thursday 16 May 2024 TBC – needs to be in advance of the Swim England ACM date</i>	<i>Online</i>	Regional Management Board & Delegates
Monday 24 June 2024	Online	Regional Management Board
Tuesday 10 September 2024	Online	Regional Management Board

Meeting of the Board of the Amateur Swimming Association (Swim England) Limited

17 May, 11am

SportPark, Loughborough

Present:

Richard Hookway – RH (Chair)
Barry Saunders – Bsa
Caroline Green – CG
Joan Wheeler – JW
Ali Breadon – AB

Aysha Kidwai – AK (*online*)
Neil Booth – NB
Jane Nickerson – JMN
Bernard Simkins – BSi
Lois Jarvis – LJ

Apologies:

Brian Havill – BH
Katie Walcott – KW
Raj Kumar – RK

Officers in attendance:

Hannah Foster (Executive Operations Manager)
Marie Cooper (Director of People Development) - item 6 only
Mike Hawkes (Head of Diversity and Inclusion) - item 6 only
Emma Griffin (Chief Operating Officer) – items 12, 13, and 14 only
Andrew Power (Health and Wellbeing Manager) – item 16 only

1. Welcome and apologies

- 1.1 RH welcomed the members to the meeting and outlined the agenda.
- 1.2 AK joined the meeting online due to illness.
- 1.3 Apologies were received from BH (annual leave), KW, (maternity leave) and RK (overseas due to an emergency situation).

2. Declarations of interest

- 2.1 Bsa and BSi noted their Regional roles.
- 2.2 There were no further declarations of interest.

3. Minutes of the board meeting of ASA (Swim England) Ltd – 15 March 2023

- 3.1 There were no amendments and the minutes were taken as read and approved as a true and accurate record.

4. **Actions arising from previous meetings – to note progress**
- 4.1 Reference Action 72: The Swim England Strategy Launch: JMN advised that the 10 year strategy had been successfully launched with positive feedback and has generated a considerable amount of positive social media activity.
- 4.2 The Board commended the Swim England leadership team on a successful strategy launch.
- 4.3 Reference Action 04: The Health Commission minutes were circulated to the Board.
- 4.4 Reference Action 06: LJ advised that this is progressing and will be discussed later in the meeting.
- 4.5 Reference Action 09: Noted that JMN had clarified this by email to the Board.
5. **Confirmation of decisions made by e-mail**
- 5.1 None.
- 5.2 *AK and CG joined meeting.*
6. **EDI and other training**
- 6.1 Marie Cooper (People Development Director) and Mike Hawkes (Head of Diversity and Inclusion) joined the meeting and led a session of EDI training. The training covered our approach to inclusion, understanding best practice used in NGB's, and future Board and Governance Committee training needs.
- 6.2 The EDI training led to discussions on the following topics; setting EDI targets in the different areas of the organisation, understanding geographical differences, recruitment drives and volunteer training.
- 6.3 **Action: Training to be provided on the legal requirements for a Board, and Board responsibilities in regards to EDI and Charity law in general. BH to liaise with MC to set up relevant training.**
7. **Chair's report**
- 7.1 RH gave a verbal update.
- 7.2 He reported on his recent meetings with the CEO and Chair of Sport England noting all administrative work is in order.
- 7.3 The Chair explained the importance the CEO of Sport England is placing on an independent listening exercise on welfare matters.
- 7.4 It was noted that as a result of the listening exercises that British Gymnastics undertook, a high number of historical incidents were brought forward causing a major drain on resources. British Gymnastics have released an open letter to Government calling for an independent body for safeguarding and welfare in sport. This letter is supported by many NGBs, including Swim England.
- 7.5 It was noted that RH stood in for JMN during the last British Swimming Board meeting and provided a synopsis of the relevant points of the meeting as follows:

The potential for closer co-operation and joint working between the Home Nations and British Swimming, citing EDI as an example of where improvements could be made.

Discussions were held on the value of bundling Home Country and British Swimming assets in comparison to selling individually. Further discussions to take place between the BS CEO and Home Country CEOs.

- 7.6 RH provided an update on the CEO recruitment process stating the interview panel had an update call with Perrett Laver who have confirmed there has been a promising amount of applicants.

8. **CEO's report**

- 8.1 In addition to the written report the CEO advised that Swim England have agreed a six-week media campaign with Disney for which we will receive a minimum of £10,000 to support a particular EDI programme. The Disney partnership includes a partnership with Ocean bottle promoting sustainability and we are now talking separately to Ocean bottle.

- 8.2 A meeting is due to take place with British Swimming and the other Home Countries to discuss selling commercial rights. The CEO has met with the CEO of British Swimming who understands the need to fully understand the value of the Home Country rights.

- 8.3 The Transgender and Non-Binary Competition policy was launched with minimum concerns expressed. To ensure we have a successful implementation phase and appeals process in September, we are working with other organisations such as triathlon, athletics, and gymnastics. We are aligned with other NGBs calling on the government for an independent body in order to assist in the appeals process.

- 8.4 George Wood has announced his resignation as Sport Development Director. George was thanked for all his work for Swim England and the Board sent him their best wishes for the future. The advertisement for his successor has been published and closes on 4 June.

- 8.5 JMN advised that several applications for the Sport Development Director have been received to date. It was noted that dependent on notice periods for candidates, there might be a need for an interim post holder or cover by existing team members.

9. **CFO's report**

- 9.1 It was noted that JMN gave a verbal update in the CFO's absence.

- 9.2 It was noted that some projects in line with the new strategy, such as Digital Transformation would require additional staff.

- 9.3 It was proposed that the cost of additional staff for core activities should be covered through revenue but the major project costs and associated staff for one-time transformational projects could be covered from reserves.

- 9.4 There was general support for this but the Board requested further detail around a schedule of projects that would meet the criteria under 9.3 and longer term budget/reserves implications. Any savings from revenue costs linked to projects to be shown as part of the proposal.

- 9.5 **Action: BH to send to the Board a 12-month projection for projects and an updated forecast on revenue costs.**

- 9.6 **Decision: The Board agreed in principle that the cost of additional staff for core activities should be covered through revenue but major project costs and associated staff for one-time transformational projects could be covered from reserves subject to detailed budgets.**
- 9.7 The Board held a discussion centered around the 10-year strategy and how the budget aligns with that. It was confirmed that the budget covers 2023.
- 9.8 JMN confirmed that Learn to Swim programmes across the country are doing well. In order to meet demands, more water time and teachers are required.
- 9.9 The Board welcomes the Power BI reports and requested that this tool is used for general accounts if possible. If it is possible to cover the accounts for all Swim England through Power BI, then these reports to be shared regularly.
10. **Director of Legal's report**
- 10.1 The report was taken as read. LJ gave an update.
- 10.2 In reference to the Oversight Committee, the Chair and Culture Member have successfully been appointed. Interviews for Athlete candidates will take place on May 18 and Judicial position interviews will commence on May 24.
- 10.3 LJ is requesting availability for the Culture Member to attend the listening exercise presentation.
- 10.4 The Charity Commission letter was provided to the Board. It was noted that the letter does not require a response, as has been provided for information.
- 10.5 The Board discussed providing an update about our progress in response of the Charity Commission letter. It was determined that there was nothing further to update than what is outlined in the report, therefore deemed it not necessary to respond. The Board also noted that it is in general preferable to self-report to the Charity Commission on any matter that might come under their jurisdiction rather than waiting for a letter of enquiry.
- 10.6 LJ confirmed that a member of the Office of Judicial Administration judicial panel advised of the potential to represent a client in legal action against Swim England. The individual concerned provided their resignation following a decision by the Judicial Appointments panel concluding it would not be appropriate for them to continue their role on the panel whilst they represented a client in legal action against the organisation. No letter of claim has been received to date. LJ will assess any potential conflicts of interests of the individual once received.
- 10.7 JMN made the Board aware that British Gymnastics are spending more on all affected departments in relation to complaints and safeguarding. In order to support Swim England if this arises, we will need external government support.
- 10.8 CG highlighted that we cannot close down individual's rights to complain, but we can govern the channels to regulate this. The Board noted that a system must be in place to create a time efficient process of handling complaints and to have cut off periods.
- 10.9 LJ noted the level of complaints that may occur with reoccurring issues. Consequently, returning and reoccurring complaints were further discussed. It was emphasised that whilst dealing with these processes, focus cannot be lost on strategical reviews.

- 10.10 It has been noted that the Weston report gave Sport England time to show that action is being made by Swim England, regarding safeguarding and welfare issues.
- 10.11 LJ stressed that we are unable to move forward with recommendations as we are awaiting a response from Sport England to our letter of 8 March.
- 10.12 RH stated that a deadline is to be set out to Sport England allowing us to move forward.
- 10.13 The Board discussed the structure of the Office of Judicial Administration and the separate responsibilities of the different groups within such. RH suggested to have a document containing overall structure as it is today and a section of '*what we would like to see*' in line with any changes proposed as part of the response to Sport England.
- 10.14 **Action: JMN to discuss our response of 8 March with Sport England.**
11. **Safeguarding & Welfare report**
- 11.1 The report was taken as read. LJ provided an update.
- 11.2 We are currently representing two safeguarding appeals and we are in the process of instructing Counsel for representation at each hearing. We are complying with directions at present.
- 11.3 LJ anticipates an increase in appeals going forward.
- 11.4 RH suggested in advance of the listening groups that we think through potential additional resource requirements and a contingency plan in order to reduce the potential backlog of work.
- 11.5 It was noted that there has been a successful increase of staff for the Safeguarding and Welfare team.
12. **Welfare & Safety Director lead**
- 12.1 EG explained the role of Welfare and Safety Director Lead.
- 12.2 It has been proposed for NB to take on the evolved role of the Welfare and Safety lead.
- 12.3 **Action: EG to create a job description for the evolved role.**
- 12.4 NB highlighted that welfare leads towards wellbeing and agreed that all aspects should be placed into one role for clarification on each fragment. In addition, NB stated that they have completed a training needs analysis for the role to provide self-awareness of training needs going forward. Of which, NB confirmed they are in a position to take on the evolved role.
- 12.5 EG clarified that in order to meet the governance standards, the role of Welfare and Safety Director lead is required. This role does not include health and safety, as that is not included in the governance standards relating to this role. The health and safety work for the sport is undertaken by the Health and Safety Committee chaired by the Legal Director.
- 12.6 **Decision: The Board made a unanimous decision to appoint NB as the Welfare and Safety Director Board lead/Champion.**

13. **Ratification of 2023 Governance Code Compliance Statement**
- 13.1 EG explained the Governance Code Compliance documents that have been submitted to Sport England.
- 13.2 It was noted that we are currently partially compliant which is within the expectations of Sport England at this stage under Tier 3 of the Governance Code of Compliance. EG further explained that partially compliant areas include the people plan, Board evaluations for committees reporting to the Board and sustainability.
- 13.3 **Action: ARP to confirm ratification of the governance submissions to Sport England in future.**
- 13.4 The Board discussed the future plans of Swim England in regards to sustainability which is at a very early stage of development.
- 13.5 **Decision: The Board approved the submission to Sport England.**
14. **Policy approvals**
- 14.1 The previous policy process was explained by EG, as several policies had previously been to the Board for approval.
- 14.2 Five policies were brought forward for Board approval, and were noted to have all been approved by the Senior Leadership Team and relevant groups/committees prior to being brought to the Board.
- 14.3 It was clarified that the Governance Code states that the Board need to approve certain financial policies.
- 14.4 It was agreed that the two policies: Donations and Gifts, and Fraud and other Financial Irregularity are to be approved by ARP at their next meeting. In addition, policies which relate to finance are to be sent ARP to approve going forward.
- 14.5 LJ noted that a register of gifts and donations has been set up.
- 14.6 **Action: The Board to receive a copy of the schedule of all policies.**
15. **Harold Fern and A.H Turner Awards**
- 15.1 JW communicated the recommendation from the Sport Operations Committee, of two individuals to receive the Harold Fern and A.H Turner awards.
- 15.2 It was agreed to look at the timing of the nomination process for these awards to ensure all awards are aligned.
- 15.3 **Decision: The Board approved the recommendations for the Harold Fern and A.H Turner awards.**
16. **Water Wellbeing**
- 16.1 AP provided a Water Wellbeing presentation to the Board that included the following topic areas: the pool pod project, accreditation, accessibility, resource available, partnerships in health, and future ambitions to heighten the awareness and improve the salience of swimming.

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

17.1 Regional Chairs' held 27 March 2023

- 17.1.1 RH provided an update explaining the meeting was devoted to the Heart of Aquatics with unanimous support for the direction of travel, albeit concerns raised regarding resources in the regions.
- 17.1.2 There was discussion on the implications for regions regarding additional staffing requirements and the need for clarity on the role of the regions.
- 17.1.3 It was noted that the regions have the relationships with clubs and therefore their engagement on this important area is fundamental, acknowledging that the regions and central Swim England need to work together to find solutions.
- 17.1.4 It was noted that as the regions are all different, different solutions will be needed in each region and therefore individual meetings with Regional Chairs was suggested as the most suitable way forward in the first instance.
- 17.1.5 **Action: JMN to arrange individual meetings with each Regional Chair.**

17.2 Trading Board held 25 April 2023

- 17.2.1 A verbal update was provided in RK's absence.
- 17.2.2 Business Solutions record an ongoing report, which presently shows that we are on target.
- 17.2.3 It was noted that work is required to ensure we retain and increase market share. This is included in the draft commercial strategy.

17.3 Institute of Swimming Board held 25 April 2023

- 17.3.1 The paper was taken as read and a brief update was provided.
- 17.3.2 It was noted that course booking numbers have increased from 2022.

17.4 Sport Operations Committee held 2 May 2023

- 17.4.1 The paper was taken as read. JW provided an update.
- 17.4.2 The Sport Operations Committee received a presentation by the insurers, Howden on risk assessments. This will help us to look at trends regarding and how to minimise risks.
- 17.4.3 The Board were presented with the Membership Fees report and recommendations proposing that all fees are should increase in line with inflation, including direct affiliates.
- 17.4.4 **Decision: It was unanimously decided by the Board for an increase across each membership category based on current CPIH (8.9%), and an increase across each affiliation category based upon current CPIH (8.9%).**
- 17.4.5 In addition, it was recommended to remove Regulation 47.4.1 as a fixed regulation to base increases on inflation.
- 17.4.6 **Decision: The Board agreed to the removal of Regulation 47.4.1.**

17.5 **Swim England Qualifications held 21 February 2023**

- 17.5.1 The paper was taken as read. JMN gave an update.
- 17.5.2 Mark Burrows (SEQ Board Chair) will attend the Swim England Board meeting in December 2023.
- 17.5.3 Swim England Qualifications have now been awarded the right to self-assess the annual Statement of Compliance.
- 17.5.4 Our market share was noted to be 80.7% in 2018 prior to Covid19. In 2021, it was 69.9% against competitors. In 2022, our market share has increased to 72.2% indicating that we are recovering the market share, and in 2023 it is continuing in that trajectory. It was noted a competitor offered free training in 2020/21.
- 17.5.5 There is a focus on risk, and building the Heart of Aquatics into teacher training.

18. **Dates for next meetings**

Tuesday 11 July 2023: *1pm – 4pm* (Zoom)

British Swimming Board meeting with ASA Board: Friday 8 September 2023
(In person)

Wednesday 13 September 2023: *9am – 1pm* (Zoom)

Tuesday 12 December 2023: *11am – 5pm* (In person)

19. **Any other business**

- 19.1 The company's Engagement Survey was discussed. Last year's figure established that Swim England are above average in comparison to other companies.
- 19.2 It was noted that the 2023 Engagement Survey has just opened to all employees.

Summary of Decisions made

Minute	Item	Decision
9.6	CFO's report	Agreed in principle that the cost of additional staff for core activities should be covered through revenue but major project costs and associated staff for one-time transformational projects could be covered from reserves subject to detailed budgets.
12.6	Welfare & Safety Director lead	To appoint NB as the Welfare and Safety Director Board lead/Champion.
13.5	Ratification of 2023 Governance Code Compliance Statement	Approved the submission to Sport England.
15.3	Harold Fern and A.H Turner awards	The Board approved the recommendations for the Harold Fern and A.H Turner awards.
17.4.4	Sport Operations Committee	An increase across each membership category based on current CPIH (8.9%), and an increase across each affiliation category based upon current CPIH (8.9%).
17.4.6	Sport Operations Committee	The removal of Regulation 47.4.1.

Swim England Sport Operations Committee

Minutes of the meeting held 2 May 2023

Draft minutes subject to approval at the next meeting

Present:	Joan Wheeler (JW)	Swim England Board Member (Chair)
	Neil Booth (NB)	Swim England Board Member
	Amy Bryant (AB)	Swim England Member
	Alex Harrison (AH)	Swim England Member (from Item 3.1)
	Ian Mackenzie (IM)	Swim England Member
	Keith Munday (KM)	Swim England Member
	George Wood (GW)	Sports Development Director
	John Hidle (JH)	Regional Chairs Representative
	Jon Glenn (JG)	Learn to Swim and Workforce Director
	Rebecca Cox (RC)	Swim England Business Engagement Director & Institute of Swimming Managing Director
Staff:	Ali Sibcy-Allen (AS-A)	Operations Administration Manager
	Claire Coleman (CC)	Head of Development
	Emma Griffin (EG)	Chief Operating Officer
	Beth Barrett (BB)	Project Lead – Inspire 2022
	Leanne Brace (LB)	Head of Membership Development
	Emma Langham (EL)	Membership Engagement Manager
Invited:	Amanda Wynne-Jones	Associate Director, Sport & Entertainment - Howden

Min No:

1. Standing Items

1.1 Chairperson's welcome

Members were welcomed to the meeting

1.2 Apologies

Alex Harrison had sent apologies for lateness.

1.3 Declarations of Interest

Ian Mackenzie - Item 4 as Secretary of an Affiliated Organisation.

1.4 Declarations of AOB

None.

1.5 Minutes from previous meetings:

1.5.1 28 February 2023: The minutes were agreed as an accurate record.

1.6 Actions from previous meetings

1.6.1 22.28 – Leadership Group TORs: Disciplines agreed, to go to CLG shortly.

- 1.6.2 22.42 – Minimum Depths (Competitive Start Award): Details provided of the numbers who have completed the CPD so far. A further update will be given in July.
- 1.6.3 23.01 – Diving, National Skills Final: Proposal not yet developed.
- 1.6.4 23.04 – SE Strategy: Details provided on the change from the 1000-day sprint to four immediate action areas. The launch date for the strategy is 16 May.
- 1.6.5 23.11 – Teaching and Coaching Register: Discussions with LG's ongoing.
- 1.6.6 23.12 – Trophies and Awards Policy: EB working to determine LG requirements.
- 1.6.7 23.13 – Competition Review Plan: Work is ongoing with the Talent Leads and LG's, update to be provided when available.
- 1.7 **Leadership Group Updates**
- 1.7.1 Artistic Swimming: Focus on the rule changes and implementation of new standards. ASLG addressing concerns with coaches about interpretation and determining next steps.
- 1.7.2 Clubs: No further update.
- 1.7.3 Diving: New coaching lead appointed. Looking at how to supplement the group with meetings having been cancelled due to quorum issues. Meeting still to be held to discuss National Skills Finals.
- 1.7.4 Swimming: Minutes were noted.
- 1.7.5 Water Polo: Concern raised over travel distances to NAGs to be considered for future events by the Head of Events. Due to a number of vacancies on the WPLG, IM and CC were looking at how to recruit to these.

2. Items for Discussion

2.1 Risk Assessment Portal

Emma Griffin (Chief Operating Officer) and Amanda Wynne-Jones (Howden) were welcomed to the meeting.

The background of the Risk Assessment portal and the associated challenges were outlined by EG alongside the benefits for clubs struggling to produce documentation to meet the needs of defending a claim.

AWJ shared Howden's background, the support team for SE and an overview of insurance. Challenges with liability were highlighted along with the expectations of the insurers. The importance of risk management, typical risks and associated effects were conveyed.

The required actions following an incident were detailed together with further information which may be requested following a claim submission. AWJ advised the importance of recording and retaining details of both the incident and actions taken as evidence.

The portal will provide access to bespoke RAs which clubs can use for their activity. The RA will be completed through answering questions, from which an action plan will be produced where needed. The portal is currently being migrated to a more secure and accessible platform before launch.

AWJ continued by outlining the Hiscox Risk Academy. The platform provides access to a variety of courses and assessments in addition to document templates. Clubs will be able to set training requirements and have the evidence of these being available.

The RA Portal and the Risk Academy will be launched to clubs together with considered communications. AWJ confirmed Howden are able to present to clubs and outline why the resources have been launched. Counties and Regions are to be included in communications.

Discussion considered the benefit of anonymised case studies to provide examples of where insurance was unable to cover and the resulting implications.

It was requested that the Sport Development team are provided with access to the portal in advance of its launch to review the content and ensure it remains current given the time elapsed since development. AWJ advised this would be possible, but may need to wait until the migration has been completed.

Action: AWJ to forward portal access details to enable content review.

Noting concerns to protect members from potential claims and ensure messages are received, EG was asked to return to a future meeting.

Action: EG to return to future meeting to discuss communications relating to the launch of the portal and Risk Academy.

AWJ and EG were thanked for their report.

3. Items to Note

3.1 [England] Swims / Inspire Programme

Beth Barrett was welcomed to the meeting

BB outlined her role as the Project Lead for Inspire 2022, detailing the project and the four pillars of focus as being:

- Children and young people
- Workforce
- Community development
- Diving and aquatic development

Data is being captured across Birmingham and the Black Country region, relating to school water safety.

BB outlined initiatives and resources introduced including pre-swimming preparation and water safety classes as well as the introduction of breakfast clubs.

A group of partners have adopted the responsibility for aquatic legacy in the Black Country to develop ideas, projects and funding applications.

BB concluded by providing details of upcoming projects to develop the programme.

Discussion confirmed the availability of funding for projects and BB conveyed how details of the breakfast club model are being shared with operators to encourage greater uptake and delivery.

The learnings of the project are being monitored by Sport England with swimming having been highlighted as a focus sport within the Birmingham area. Additionally, learnings can be applied by SE in the development of Swim Cities as part of the SE Strategy.

BB was thanked for her presentation. It was agreed that this be circulated to SOC.

Action: AS-A to circulate presentation.

3.2 **Regional and County Governance Project update**

Meetings to introduce the code have been held and individual contact will be made where counties have not yet attended.

The agreed target is 75% of counties to complete by the end of 2023 with 100% expected by the end of 2024, reflecting the differences in counties.

Work is ongoing in relation to the regions and a Code of Governance appropriate to their level.

4. **Items for Decision**

4.1 **Membership**

4.1.1 **2024 Membership Fees Report**

LB and EL were welcomed to the meeting.

The supplied paper outlined two recommendations regarding club fees. Following considered discussion, members voted to recommend option one to the SE Board.

- 4.1.2 The recommended increases for affiliation fees was noted. After discussion, SOC agreed to recommend to the Board that the affiliation fees should be compatible with the recommended club fee increase of 8.9%.

Action: LB to update the paper for the Board to include the recommendations from SOC.

4.1.3 **Membership Working Review Group Report**

The supplied paper provided details of proposed amendments to the working groups for the membership review. LB explained that the previous group had been too large. It was proposed to reduce the working group to core individuals to enable discussion and the development of proposals, to be tested with focussed discussion groups.

The need to discuss regional representatives with the Regions was noted. LB would contact Regional Chairs and discuss.

All SOC members supported the proposal that Keith Munday be the SOC representative.

EC is to discuss the Youth Panel member with the YAP and make the recommendation to LB.

Action: EC to advise LB of the Youth Panel member.

4.2 **Harold Fern and A. H. Turner Awards**

Following review of the nominations, SOC members unanimously agreed with the winner of the Harold Fern award, with this to be advised to the SE Board for confirmation.

Action: JW to advise the Board of SOC's recommendation regarding the Harold Fern Award for Board approval.

It was noted that the other nominee had previously been awarded. SOC agreed that it was inappropriate to make a second award, JW will contact the relevant regional chair to advise.

Action: JW to contact region to advise why the nomination had been unsuccessful.

Concerns about the nomination levels were conveyed. A review of the awards placement and nomination process was recommended, with a view to incorporate into the National Awards.

Action: JW, AH and CC to review awards and incorporation into the National Volunteer Awards Ceremony for 2024 and report back to SOC.

5. **AOB**

- 5.1 IOS Update: RC gave an update on the coaching course numbers for 2023. She reported that the challenges of tutor numbers and recruitment are being addressed. The reviewed swimming coaching content is planned for launch in July 2022.

A written update will be provided for the next meeting.

Action: RC to provide a written update for the next meeting.

- 5.2 Supervision Guidance Ratios: Details to be included in the club's newsletter for implementation from 1 September 2023. Sport specific Team Manager requests are being responded to.

6. **2023 Meeting Dates**

- Tuesday 27 June 2023, 10am
- Tuesday 12 September 2023, 10am
- Tuesday 28 November 2023, 10am

Minutes of the Annual General Meeting of the Amateur Swimming Association (Swim England) Limited

15 May 2023

By Zoom

Present:

Officers:	Jim Wilks (JW)	(President)
	Richard Hookway (RH)	(Chair, Swim England Board)
	Doug Whitlam (DW)	(Vice President)
	Jane M Nickerson (JMN)	(Chief Executive Officer)

Swim England Board:	Neil Booth	Caroline Green	Bernard Simkins
	Aysha Kidwai	Barry Saunders	
	Joan Wheeler		

East Region:	Ian Cotton	Ian Mackenzie	Sheila Mackenzie
	Gerry Metcalf	Helen Stephens	

East Midlands Region:	Ursula Beck	Brian Collis	Deborah Dean
	David Rush	Sarah Richardson	

London Region:	Florence Barnes	Jackie Bedford	Diane Gamble
	Ruth Girardet	John Handley	Alex Harrison
	Stewart Nicklin	Ralph Shortland	

North East Region:	David Alexander	Sue Prasad	Barry Saunders (SE Board)
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North West Region:	David Burgham	Mark Davies	Carol Hughes
	Diane Stafford	Helen Whittle	

South East Region:	Eileen Adams	Kenneth Adams	Brian Deval
	Jenny Gray	Susan Harrison	Mike Lambert
	Chris Lee	Alan Lewis	Mollie Lewis
	Roger Penfold	Roger Prior	Sara Todd

South West Region:	Brian Armstrong	Jill Beard	Mike Coles
	Roger Downing	Diane Lee	Paul Robbins
	Christine Robinson	Andrew Smart	

West Midlands Region:	Mike Beard	Elaine Gale	Tony Green
	Vivienne Hewitt	Simon Kirkland	Jeff Morrey

Staff:

Brian Havill (Chief Financial Officer)	Phil Brownlie (Head of Public Affairs)
Lois Jarvis (Director of Legal and Company Secretary)	Ali Sibcy-Allen (Operations Team)
Jon Glenn (LTS & Workforce Development Director)	Hannah Foster (Operations Team)
Rebecca Cox (Swim England Business Engagement Director & Institute of Swimming Managing Director)	
Emma Griffin (Chief Operating Officer)	
Marie Cooper (People Development Director)	

1. Welcome by the President

- 1.1 The President welcomed delegates to the AGM. JW informed members that it had been an enjoyable year travelling the country to visit events from all disciplines.

JW continued to advise that all events attended had been fantastic and thanks the volunteers and SE staff, noting their dedication to the disciplines.

Best wishes were extended to JMN for her retirement, with JW noting that the strong position of the sport.

JW concluded advising the final duty of the President is to advise names of members who have passed during the period and called for quite reflection to note the contribution of:

Frederick Timms
David Robinson
Robert Proctor
David Salmon

The Chair of the Swim England Board took over the chairing of the meeting at this point.**2. Apologies**

- 2.1 RH commended JW on his outstanding time in office noting the way he approached the role and supported all disciplines both visibly and behind the scenes.

RH continued to welcome Members to the AGM and outlined the agenda.

Apologies were received and accepted from:

East: Keith Belton, Darren Peck, Yvonne Stead
East Midlands: Helen Akers, John Hidle
London: Angela Eguakhide
North East: Ray Gordon, Howard Leighton, Richard Palmer-Jones, Kath Smith, Alasdair Thompson
North West: Robert Bolton, Keith Chisholm, Lesley Fawkes
South East: John Tripp
South West: Daniel Corbett, Geoff Pearce
West Midlands: Geoff Kirkham, Jenny Pearson
SE Board: Ali Breadon, Raj Kumar, Katie Walcott-Greenwood
SE Staff: George Wood

3. Introduction by the CEO

JMN highlighted the progress made of over the past 12 months, including:

- Securing a multi-year Sport England funding award.
- The England Swim campaign, which looked at the barriers to participation in aquatics for under-represented groups, in particular ethnically diverse communities.

- The Recruitment Academies in training more teachers from ethnically diverse communities.
- The Coaching Plan which was published following extensive consultation with coaches and outlines the support for coaches along with the expectations of them.
- The Club Links programme that helps to bridge the gap between LTS and clubs.
- New Water Polo National Talent centres opening.
- The success of the Artistic Swimming duet, as well as male athletes breaking through and achieving success.
- The success of the Swim England pathway divers at the British Elite Junior Championships.
- Clubs holding para swimming taster sessions to discover the next generation as part of the Commonwealth Games Inspired to Try campaign.
- A full schedule of National events across all disciplines.
- An explosion of Water Wellbeing sites, and plans to continue the expansion.
- The lobbying and campaigning completed on behalf of the sports.

JMN continued to advise at the 2022 AGM the Commonwealth Games were approaching. The successes in the pool were noted alongside the activation work completed during the games. Legacy work undertaken since the games was highlighted, including the breakfast club swimming sessions across the West Midlands and the ongoing development of the diving programme.

Thanks to all volunteers across the clubs, counties and regions were conveyed, noting their contributions to the sport.

Attention was drawn to the high profile cases identifying unacceptable practices within a number of clubs and the resulting Sport England commissioned report. JMN advised the safety and welfare of everyone in our sports is paramount and it is recognised that in some instances this had not been the case. The recommendations made within the report have been accepted with a number already implemented, or scheduled for completion. In addition to the recommendations, the Heart of Aquatics plan has been launched which details the ongoing commitment to the aquatics community.

As the last AGM as CEO, JMN concluded by advising it had been an honour to lead the organisation for the past seven years, noting the current strong position of the sport.

4. **Access Aquatics: Swim England Strategy**

JMN introduced the 10-year strategy noting that it provides time for transformational change, providing a framework and asking questions as opposed to providing the answers.

The vision and mission were presented, highlighting the inclusion of health and well-being and that success in the wider sense to include contributing to personal successes as well as improving access for more people.

The strategy was developed following consultation with stakeholders and has three clear aims:

Capability: reducing the number of children unable to swim, increasing water wellbeing sites, building sustainable clubs to support the community around them.

People: partnership work to monitor who is in our sports and their qualifications to promote a safe culture.

Water: while this is not within our direct control it is essential to work with partners to maintain available water space and the national pool infrastructure.

There will be an extension of partnership working to bring the strategy to life alongside a range of partners.

The immediate actions were outlined to be:

- Implementation of the heart of aquatics
- Partnerships and data
- Digital transformation
- Governance

JMN concluded by advising the strategy would be launched across the SE website and social channels on 16 May 2023, as well as being emailed to all members.

Following the presentations, RH thanked JMN for her time in role recognising her contribution to the sports and her leadership throughout from volunteers to clubs. RH continued to agree the sport will be left in a strong position, noting the financial robustness and success achieved. JMN's role in promoting the sports at the highest level was also highlighted.

5. Formal Business

5.1 Approval of the minutes of 4 July 2022

Vote: Approved unanimously

5.2 To receive the financial statements of the Amateur Swimming Association for period ended 30 November 2022

5.2.1 The financial statements were noted.

5.3 To receive the consolidated financial statements of the Amateur Swimming Association (Swim England) Limited for the year ended 31 December 2022

5.3.1 The financial statements were noted.

5.4 To note the British Swimming Annual Report 2022

5.4.1 The report was noted.

5.5 Election of members to the Judicial Appointments Panel 2023-2024

5.5.1	East Region	Christopher Galer
	East Midlands Region	Position currently vacant
	London Region	Position currently vacant
	North East Region	Position currently vacant
	North West Region	Brian Boyle
	South East Region	Susan Harrison
	South West Region	Andrew Brown
	West Midlands Region	Position currently vacant

Vote: Approved unanimously

5.6 To note the appointments made by the Judicial Appointments Panel

5.6.1 Appointments to the Dispute Resolution Panel

To take effect from the 2023 AGM and to remain in office until the 2026 AGM

Claire Gilman-Abel
Polly Egan
Susan Tinkler
Michael Edwards

James Shiel
Tom Booth
Oliver Powell
Jon Bird

The appointments were noted.

5.7 Re-confirmation of the Judicial Commissioner

5.7.1 The Chair re-confirmed Claire McAuslane as Judicial Commissioner until the 2025 AGM

5.8 Re-confirmation of Swim England Representatives as Directors of British Swimming Limited

5.8.1 The Chair re-confirmed the following as Directors of British Swimming:

Keith Ashton	To November 2024
Jane Nickerson	To November 2026
Caroline Green	To November 2026

Vote: Approved unanimously

5.9 Reappointment of auditors haysmacintyre LLP

5.9.1 To confirm the appointment of haysmacintyre LLP as Auditors of Swim England for 2023/24

Vote: Approved unanimously

Thanks were extended to the Senior Audit Partner, Tom Wilson, for the assistance and support provided by him and his team throughout the year.

5.10 Receive Doug Whitlam as President for 12 months

The Chair introduced DW to the Member's Forum and welcomed him to the role.

DW reflected on the interesting journey to becoming President, having been elected in 2019. DW continued to convey gratitude for the opportunity and provided details of his background within swimming. The importance of representing all disciplines was noted, alongside a desire to be able to visit as many events as possible. DW concluded by encouraging and thanking all the volunteers who give up their time for their commitment.

5.11 Receive the nomination for Vice-President (David Burgham)

The Chair acknowledged and formally received the nomination for David Burgham as VP.

6. Other matters

6.1 Open Mic Questions

6.1.1 Within the strategy there is little mention of volunteers? Also does partnership working mean to or with partners?

Volunteers are the backbone of the organisation, the whole team includes staff and volunteers. Partnership working is delivering together, the volunteers are inherently involved.

6.1.2 How easy do you think it will be to represent Swim England with British Swimming once you have retired?

Something that the SE Board will need to consider. The experience and knowledge of JMN useful for BS, though SE have the opportunity to review annually. The SE Board need to consider the right rep for them and BS Board need to consider the mix of skills and capabilities.

6.1.3 I am very encouraged by the relative simplicity of the high level strategy you shared this evening. Do you anticipate any change in the responsibilities of the regions and counties i.e with facility providers?

Hope to see the relationship between clubs, counties and regions and operators evolve into a close working relationship to benefit all. With the Governance Code changes that have to be complied with the roles of the region and counties are integral in helping clubs improve.

- 6.1.4 When do you envisage that we will be able to hold this meeting in person again rather than over Zoom?

There are no plans to revert to the old ACM format. An expo is being scoped for 2024 to bring together all of the sports and all dimensions, such as awards, conference, workshops etc.

- 6.1.5 What does transformational change look like?

How to make our digital footprint work for us, noting usage differences for different age groups. Delivering and communicating in the most effective way for our member and how to use the platforms for the best.

- 6.1.6 Very encouraged and supportive of the focus on Welfare and Safeguarding. Great there is a new team, too. There does appear to be some confusion about the expectations from the Regions, when can we expect some further clarity, and possibly consultation?

JMN is engaging with the regions and communication is ongoing. National requirements are to be outlined to the Regional Chairs prior to inclusion of regional safeguarding leads and the SE safeguarding team as keen to work together. RH thanked the Regional Chairs, recognizing their commitment and the outstanding job they are completing on behalf of the sport, as well as their support for what is trying to be achieved.

7. **Close of Meeting**

There being no further business the Chair declared the meeting closed.