

Regional Management Board

A meeting of the Regional Management Board will be held on Monday 11 December 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 19 November 2023
<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 |
| Items for Decision | | |
| 4. | Volunteer Recognition | BD 1915 |
| 5. | Appointments –
<ul style="list-style-type: none"> - Board Member – outgoing Chairman, Roger Penfold, to be appointed as a Board Member from 01 Jan 2024 in one of the current vacant positions. - Board Member Responsible for Finance – Finance Director of Swim England South East Limited, Roger Prior to remain in role as Board Member Responsible for Finance during the transition period and be appointed as a Board Member in one of the current vacant positions. | RGP 1925 |
| 6. | Regional Governance Code
<ul style="list-style-type: none"> - Endorse formation of Audit Committee comprising of RGP, RFP, CL, ST, JG and agree TORs | RFP 1930
Enclosed |
| Items for Discussion / Information | | |
| 7. | Welfare & Safeguarding Update | AG 1940 |
| 8. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i>
8.1 New Affiliations – Approved
None
8.2 Affiliation Applications – Pending
Hythe Artistic SC (Kent)
Jersey Water Polo (Hampshire)
8.3 Resignations
None
8.4 Enquiries
Basingstoke Water Polo Club (Hampshire)
Sunbeam Swimming Club (Horsham) (Sussex)
University of Portsmouth SC (Hampshire)
8.5 Mergers
None
8.6 Change of Name
None | RFP 1950 |
| 9. | Regional Chairs Meeting
<i>To review the notes of the Regional Chairs meeting held on 27 November 2023, if available.</i> | RFP 1955
To Follow |

- | | | |
|-----|---|-----------------------|
| 10. | Sports Operation Committee Minutes
To review the minutes of the Sports Operations Committee meeting held on 28 November 2023, if available. | RFP 2005
To follow |
| 11. | Correspondence | RFP 2015 |
| 12. | AOB
<i>24 hours notice required</i> | RFP 2020 |
| 13. | Date of Next Meeting
Monday 15 January, 7pm. Online Meeting | RFP 2025 |

Swim England South East
Regional Management Board

Minutes of Meeting held on 11/12/2023 as an online meeting starting at 7.00pm

Present:	Roger Penfold (RFP)	Chairperson
	George Adamson (GA)	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
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Caroline Burke (CB)	Administration & Finance Coordinator
Andy Giess (AG)	Regional Welfare Officer
Bryony Gibbs (BG)	Regional Manager
Kristie Jarrett (KJ)	Acting Regional Manager
John Tripp (JT)	President

147 Apologies

No Apologies received

148 Minutes of the Meeting held on 19/11/2023

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

Action:

149 Matters Arising

113.3 Disability - Sue Barker emailed regarding budget for disability awaiting confirmation. A competition has been run, and the cost is shown in the accounts.

113.5 Masters – Glenn Isaac had not yet specified what additional support he requested. Crawley SC was likely to act as representative of the new concessionaires at the Masters' event in January 2024.

113.6 Open water – to be discussed.

113.7 Swimming – recruitment of next swimming manager role to be drawn.

113.8 Water Polo – no updates.

141.116 Internet banking – signature needed by RFP.

150 Landscape sheet

2. Storage to be visited in new year, for cataloguing trophies: date to be circulated by ML. Bryony has catalogued a number of discipline trophies and has a record.

Remove – none

151 Volunteer Recognition:

The use of a certificate was discussed, using template of a Swim England example. Would we want to mount certificate and present it locally? BD to further investigate. A4 size option agreed. GA to forward wording previously used in Hampshire, for consideration. Parameters to be decided for the issuing of the certificates for next meeting.

Action:BD/GA

152 Appointments:

- **Board Member** – outgoing Chairman, Roger Penfold, to be appointed as a Board Member from 01 Jan 2024, to one of the current vacant positions.
- **No objection - all in favour, carried**
- **Board Member Responsible for Finance** – Finance Director of Swim England South East Limited, Roger Prior, to remain in role as Board Member Responsible for Finance during the transition period and be appointed as a Board Member in one of the current vacant positions.
- **No objections - all in favour, carried.**

(CL took the chair for the first of the above appointments.)

153 Regional Governance Code:

The Governance Group had held 1.5 meetings so far. Formation of audit committee - terms of reference have been drafted. Have to have collected together risk registers for all activities the Region provides: discipline managers/teams will need to hold both centrally and locally. Most of the requirements of governance code were both achievable and in place.

The Board

- endorsed the formation of an Audit Committee comprising of RGP, RFP, CL, ST, JG and agreed its circulated TORs.
- Agreed circulated proposals for the performance review of the Board and Board members

154 Welfare & Safeguarding update:

AG reported orally that a new edition of Wavepower would be published on the Swim England website on 3 January 2024. It would be the subject of a regional meeting of county welfare officers on 15 January'

It was reported that the principal intended changes to Wavepower were

- Inclusion of adult safeguarding
- Safeguarding changing rooms – prohibition of all use of mobile phones or devices in changing rooms
- A requirement for some post holders to undergo approved safeguarding training;
- Use of safer recruitment for paid roles in regulated activity
- Mandatory that welfare officers are not related chairs and coaches Of their club or rganisation.

The Board discussed, and expressed reservations about, the ban on the use of mibile phones in changing rooms, commenting that promoters of events would have difficulty enforcing it

Roll out – to be discussed at regional meeting on 3rd Jan with hope of further information regarding launch/roll out. BD to upload the new Wavepower on to South East website as soon as practicable.

Action:BD

155 Affiliations & Resignations

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

New Affiliations – Approved

None

Affiliation Applications – Pending

Hythe Artistic SC (Kent)

Jersey Water Polo (Hampshire)

Resignations

None

Enquiries

Basingstoke Water Polo Club (Hampshire)

Sunbeam Swimming Club (Horsham) (Sussex)

University of Portsmouth SC (Hampshire)

Hythe Water Polo Club (Kent)

Mergers

None

Change of Name

None

156 Regional Chairs Meeting

To review the notes of the Regional Chairs meeting held on 27 November 2023- Minutes of the meeting were not yet available, RFP provided an overview of items discussed at the meeting the following were noted:

- Talked about SwimMark: East and West Midlands will no longer give preferential treatment to SwimMark clubs.
- Imminent review of SwimMark planned.
- SwimMark 15 elements v club affiliation 6 elements. Lots of tools and processes that are not tying up together. ST put forward a more overall structure less reliant on regional decisions more Swim England consolidated approach would be beneficial, many clubs see it as a tick

box exercise and year on year it is repeated paperwork as opposed to new/relevant information.

- To avoid it becoming a tick box exercise how do we challenge clubs in what areas to ensure they are compliant? Overall, Somewhat lacking support from other chairs at meeting in relation to the topic.
- Review of judicial system appears to be ongoing.
- Raised intregation of regional staff on new Swim England pay structure: on the agenda for further investigation.
- Reputation of Swim England: some regional chairs believed the reputation is damaged outside of the sport due to conditions tied to funding by Sports England.
- Regional agreement templates seem difficult and complicated and simplification is needed/welcomed.
- National strategy now at operational plan stage.
- @ September, there were 168,000 members nationally, 5% down from pre covid levels. South East regional actually above pre covid numbers, so very positive. Total for region 38,000 at end of Oct - 22% of total national membership.
- Income nationally is stable expenditure now on budget, break even budget looking to be set next year.
- Regional chairs did express wish to receive funding from central sources. Workforce at Sports Park now at pre covid levels with different focus.
- 80% growth in membership in within 20% of the clubs – interesting fact!

157 Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 28th November 2023 were not available

158 Correspondence none

159 AOB

RFP expressed his great thanks and enjoyment of chairing the board for the last 9 years. ST added her thanks to Roger for both efforts in chair and support through all swimming encounters, her guidance has been invaluable. Carried by ALL.

160 Date of the Next Meeting

15/01/24 – 7pm Online Meeting

The meeting was closed at 20:24.

**Swim England South East
Regional Management Board**

Minutes of Meeting held on Sunday 19th November 2023 at Holiday Inn Guildford starting at 10.00am

Present:	Roger Penfold (RFP)	Chairman
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	Board Member
	Jenny Gray (JG)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL) (via Zoom)	Board Member
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
Andy Giess (AG)	Regional Welfare Officer
Kate Hutchinson (KH)	Regional Club Development Officer
Di Hughes (DH)	Artistic Swimming Manager
Glen Isaacs (GI)	Masters Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
John Tripp (JT)	Regional President

132 Apologies

George Adamson
Sue Barker
Carol Butler
Andy Hewat
Carys Jones

133 Discipline Managers' Reports & Succession Planning Updates

1. Artistic Swimming

DH confirmed that it is currently a busy time for Artistic Swimming. Although the budget currently looked underspent it was hoped to end the year at the same point as budgeted. It was noted that the underwater speaker was no longer working, this had not been included in the budget but will need replacing: a quote was being sought for this.

Regional development squad 2023 –

This is the development pathway with GB for Artistic Swimming. Tweaks were made for 2023 and competition rules were changed quite late in the day by GB. The group chose to keep the athletes as selected rather than amend, as this felt the right thing to do by the athletes, although a better result could have been achieved if amendments had been made. The squad came 3rd at the Regional Games. For 2024 the structure will be slightly different, selections are taking place currently and it is planned to run a mini camp before Christmas. A domestic camp is proposed in February half term.

It was noted that a few clubs were struggling with the new supervision policy. This resulted in one club not being able to compete at the Regional event as they do not have the capacity /

resource. It was also noted that the J1 course being run by Swim England was oversubscribed, so the regional group are hoping to run one in January. Challenges with the supervision policy in regard to grade days were noted, due to these being held at mixed locations and judges/one Team Manager being on poolside. It was confirmed that the national leadership group were looking into this and plan to issue guidance on how these should run in the new year.

It was confirmed that Aquaoaks Artistic SC had won the Artistic Swimming Club of the Year award at the Swim England National Awards the previous day.

2. Development

The Development report was noted. JG thanked the RCDO's for their support. It was noted that there had been a large increase in the number of coaches asking for bursaries after the Covid pandemic and JG thanked the Board for supporting the budget increase to accommodate these requests.

3. Disability Swimming

SB was unable to attend. The Disability Swimming report was noted. The challenges with finding a venue for the competition held in October were discussed. It had not been possible to find a pool that had AOE and also space for classification. This meant that the event had to be run at L4, as there was manual timing, so could not be used for entries into the nationals.

4. Diving

AH was unable to attend. The Diving report was noted. JG & KH were not aware of any meetings of the diving group taking place during the year. In item 5 of the report, a reference to the printer was noted. It was noted that Artistic Swimming and Swimming have printers that are not being used, if a replacement is needed.

5. Masters' Swimming

GI report that the Masters' programme in the Region had grown since the last meeting with capacity being reached for most events. As a result, the relays had now been separated out to create more room in the programme and accept more entries: these additional spaces were filled. It was noted that there were lots of records being broken including at the World Championships in Japan with Regional Clubs being represented at the event. The Inter-County event was held at the London Aquatics Centre and was supported by Middlesex. At the 2022 event it was noted that all record holders in the Region turned up to support the event. The data from 2023 is still being reviewed. The event was organised more centrally this time as a trial and may continue this way for future.

GI confirmed that the Operations Group is well supported by volunteers, but some of these volunteers are starting to retire. A lot is delivered by this group currently, the running of events is done well. However, it was felt that there has been less progress with the development side of the strategy and that more support may be needed for this. It was agreed that GI would provide further information on the support it was felt was needed.

Action: GI

It was noted that all the national events are being run in Sheffield currently. This is challenging for athletes due to the costs and time involved. The British Championships had been due to take place at the London Aquatics Centre this year but were switched to Sheffield at the last minute, which was disappointing.

6. Open Water Swimming

CB was unable to attend the meeting. The Open Water report was noted. It was noted that a query had been raised regarding recognition of volunteers, it was agreed that an item would be added to the agenda for 11th December to look at this for all disciplines.

Action: BD/BG

It was noted that the championships had been held at a new venue for 2023, Mercers Park in Reigate. There was discussion around lakeside access. Due to the environment, it is not possible to manage access in the same way it would be on poolside. Therefore, there were people operating on lakeside, wearing “welfare” vests, who acted as points of contact on the day. This is also challenging in terms of supervision, as athletes enter as individuals, so, for minors, safeguarding is the responsibility of the parent. Clubs for the most part do not send coaches or team managers, which will make the national policy challenging to enforce.

7. Swimming

ML discussed the challenges with scheduling the Summer Championships for 2024 due to changes to the qualification window and exam period. The group had looked at this and a survey was also conducted. It was felt that holding the Youth events over one weekend during exams would be less disruptive than multiple dates. Relays had also been moved to a separate day. The Board supported the decision taken and congratulated ML on the efforts put into this planning.

It was noted that finance had been a big challenge, as costs have increased more than inflation. This resulted in the entry fee being increased from £7 to £10, although it was found that this did not appear to be affecting the amount of swimmers entering or the number of events they entered. Costs of running events were increasing partly due to professionalising certain jobs that were previously done by volunteers, such as providing security at events and commentators for live streaming. Facilities continue to be a challenge as there are only really 2 pools in the Region that are suitable for running these events. These can be difficult to book as some venues are limited to only being allowed to hire out facilities one weekend per month.

ML will stand down as Swimming Manager at the end of the July 2024 and there will be a need to recruit a new Swimming Manager. A role description will be put together and a piece put in the Regional Newsletter in the new year.

Action: ML/BD

8. Water Polo

RG thanked KH for her support with Water Polo this year. It was confirmed that the group still needs a manager. The group is currently being looked after by RG, KH and David Cross managing finance to keep things moving forward. There have been no competitions as someone is needed to manage the programme.

Coaching courses had been discussed at meetings with clubs, who had been concerned about the cost of courses and also the time taken to complete courses. It was also noted that coaches not being allowed to coach in the water was a challenge for smaller clubs with limited pool time. However, it was noted that more coaches are going on courses which has been positive. There had been an interest from some clubs in networking although there were challenges with this due to the criteria stating specific pool time would be required for network sessions.

Regional Training was taking place regularly for junior athletes. However, it was noted that boys' training was mainly held in Worthing and it had been asked if it was possible that this be

moved around the Region, to make it more accessible for athletes based in other parts of the Region. Currently, activities for junior water polo were taking place, but there were not the volunteers available to support senior water polo. This will only be available if there is a volunteer/s to run these activities.

9. General

Discipline Managers were thanked for their reports & attendance. They were reminded that they can approach the Board regarding issues at any point in the year and are welcome to attend RMB meetings to discuss such issues, if needed.

134 Regional Governance Code

A copy of the Regional Governance Code was circulated with the papers. This has been updated and the Governance Group will be meeting tomorrow to look at this further.

135 Finance

Budget Monitoring 2023

There is currently a surplus of around £32k vs a deficit of £78k budget. There are still a number of costs to come in, including the Artistic Swimming competition, Winter Championships expenses and staffing costs. It was noted that there are large underspends for Water Polo - £15k and Disability Swimming - £10k. Costs for the recent Disability Competition were not yet included although they were expected to be low. It is expected that there will be a small deficit for the year although there has been additional spend in some areas of the budget, coaching bursaries for example.

Budget 2024

The Finance Group felt that the requests submitted for 2024 could be accommodated with the exception of Disability Swimming. It was agreed that Disability Swimming would be asked to look at a more realistic budget for 2024. It was also noted that there was a number of items for Water Polo that they were not currently able to deliver: due to this it may be necessary to revisit the Water Polo budget later in the year. The proposed budget for 2024 - totalling a deficit of no more than £99,302.00, was agreed, subject to amendments to the Disability Swimming budget.

Action: BG

136 Regional Strategy Update

Swim England launched their new 10 year strategy in May 2023. The Region are currently working to align with the Swim England Strategy. A nominal timeline had been agreed for January, however there is some flexibility around this. Will be looking at March launch. Swim England have provided a lot of information and resources including, a template and data packs which tell us information about demographics in the Region. There are three major pillars of the Strategy; Capability, People and Water.

The Strategy group are looking at this. It was confirmed that there was no expectation from Swim England that the Region do everything in the strategy - Regions are free to decide where to focus and prioritise.

As this is a 10 year strategy, there is some flexibility on timing. It was proposed to focus on what is delivered currently by the Region and identify improvements to efficiency and effectiveness during the period 2024-26. It was noted that the Governance Code will come in during this time, the implications of this framework will need to be understood.

The following priorities were identified;

1. Development of financially robust , well governed Clubs / Disciplines via implementation of existing programmes e.g. Club Affiliation, SwimMark, Wavepower (?), Diversity & Inclusion Action Plan
2. Talent Systems including regional competitions/development camps
3. Review how to maximise / measure return on investment for all resources (financial and human!)
4. Assess current governance structures considering requirements of Regional Governance code , sub-group structures & ToR
5. Opportunities for further alignment with County structures and assessment of potential benefits.
6. Identify what we would do if more centrally-managed resources were available
7. Identify potential sources of additional resource (esp. voluntary)

Next steps:

1. Develop a robust understanding of current Regional environment from which to develop
 - a. Assessment of under-represented communities within Clubs and Disciplines
 - b. Understanding of Clubs with LTS programmes and those with “ space “ for increase in membership
 - c. Current local initiatives to signpost LTS programmes to Clubs
 - d. Local intelligence on publicly available infrastructure (e.g. Operators , pool closures / refurbishment/ new builds
2. Improve understanding of impact of Regional / County Governance code
3. Seek input from Disciplines & Counties
4. Run workshop, with appropriate representation, to further develop strategic priorities and conduct SWOT (as per SE recommendation) (Jan /Feb)

It was noted that Swim England need the Region’s help to deliver on this strategy. However, they are not providing any funds to support. It was understood that Sport England have attached conditions to the Swim England funding. There is flexibility within the strategy for Regions to do what they like to some extent so there is not a joined up approach. It was noted that it may have been expected that Swim England would apply to Sport England for funding to help delivery of the strategy, including activities that the Regions will deliver. It was understood that the Regional Chairs would be broadly supportive of this approach.

The proposed vision and mission statement were approved;

Regional Vision Statement: **“Swimming for All”**

Regional Mission Statement: **An inclusive environment where swimming for all is actively encouraged and where clubs, athletes and volunteers in all communities can flourish.**

It was requested the members should contact ST if they had any ideas or thoughts on the strategy work.

Action: RMB

137 Review of Communications

BD confirmed that work would be needed on the website for 2024. This included updates to the calendar, which was not working, and others. It was noted that 70% of users on the website are viewing it on a mobile phone. The traffic on the website increases greatly in the build up to the Swimming Championships with around 800 hits per day.

There were currently around 1200 subscribers to the newsletter, 3000 followers on Twitter and 2400 on Facebook. BD is looking at pushing Instagram currently. There is now also a second Mailchimp account, which swimming are using for communicating championships information, and which has 274 subscribers currently. It was noted that BD will look to update access to Instagram for Regional Staff.

One of the largest expenses for the Swimming Championships is the live streaming. The possibility of adverts during this with providers had been explored to help subsidise the cost, although this had not yet been possible. BD is also looking at the possibility of drone coverage for the Open Water Championships.

The Board recorded their thanks to BD for the work put into the website and communications.

138 Staffing Update

Since the last meeting an appointment had been made for the role of Administration and Finance Coordinator. The successful candidate will start on 4th December. Kristie Jarrett will begin acting up to Manager's role from 1st December.

139 Club Officers Update Reports

Reports from KH and KJ were circulated in advance of the meeting. The following were noted;

Kate Hutchinson – There is a lot of work being done on Team Managers at the moment and work is being done to train up additional presenters to support Zoe. Thanks were noted to Zoe for all her support with running the courses. It was noted that there was some discussion taking place around Swim England running a Young Volunteer Programme going forward.

Kristie Jarrett – Communications from Swim England regarding Club Affiliation / SwimMark were discussed. It was agreed that the Regional Chair would formally request that these emails are not sent to South East Clubs.

Action: RFP

The Board recorded their thanks to KH & KJ for the excellent support they provide the Region.

140 Minutes of the Meeting held on 19 October 2023

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

Action: BG

141 Matters Arising

116 Incorporation – Bank Account – It was confirmed that the online banking application was in progress.

118-Concession Agreement – RFP confirmed that an email had been received from Mailsports thanking the Region. Arrangements for other disciplines under the concession agreement were discussed.

Action: BD

Landscape sheet

2 Regional Trophies – ML will try to visit the storage early in the new year to progress this further and decide what help is needed.

Action: ML

3 – Athlete Contributions / Overseas Training Camps/Competitions – This item relates to the maximum contribution for camps across the board which had been set up £50 per day. This was set a number of years ago and may need review. It was agreed the action would be moved back to the Development Group.

Action: Development Group

Item 4 & 7 to be deleted.

142 Affiliations & Resignations

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

New Affiliations – Approved

Brighton College Swimming Club (Sussex)

Affiliation Applications – Pending

Jersey Water Polo (Hampshire)

University of Portsmouth SC (Hampshire)

Resignations

Lymington SC (Hampshire) (as of Dec)

Enquiries

Basingstoke Water Polo Club (Hampshire)

Hythe Aqua (Kent)

Sunbeam Swimming Club (Horsham) (Sussex)

Change of Name

Reed's School Swimming Club to become Reed's Swimming Club (Cobham)

143 Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 12 September were reviewed, the following were noted;

2.5 Transgender verification process – It isn't known that this was received by officials.

3.1 Harold Fern and A.H Turner Awards – It was confirmed that John Davies received the Alfred H Turner Award at the Swim England Awards.

144 Correspondence

None noted.

145 AOB

None noted.

146 Date of the Next Meeting

Monday 11th December, 7pm, Online Meeting

The meeting was closed at 14.50

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 29 November 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	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. Update; ML will try to visit the storage early in the new year to progress this further and decide what help is needed.	29.11.19 Min 164 Updated 10.09.20 Min 123 Updated 19.11.23 Min 141	CL, GA, ML & BD	<i>In Progress</i>
3	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. Update; It was agreed this would be passed on to the Development Group to consider	06.02.20 Min 4 Updated 28.06.21 Min 68 21.11.21 Min 123 16.03.23 Min 35 19.11.23 Min 141	Development Group	
5	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. 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 Update; A meeting had taken place with the Welfare and Safeguarding Group and Kevin Suckling, Head of Safeguarding & Welfare at Swim	19.04.23 Min 56 Updated 27.06.23 Min 85	CJ/GA/RG/AG	<i>On Agenda</i>

	<p>England. After further discussion, the following were agreed;</p> <ol style="list-style-type: none"> 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. 			
6	<p>Incorporation Company AGM – The Company Articles require the company to have an AGM annually. Currently the company consists of the 4 directors, so it was agreed that an AGM would be held in conjunction with an RMB meeting, by the end of the year, to cover the requirement.</p>	12.09.23 Min 101	BG	<i>Meeting being held 11/12/23</i>
8	<p>Regional Governance Code The Regional Governance Code information had been circulated in advance of the meeting, along with RFP's comments. There would be further work required for the Region to meet the proposed requirements, and these were discussed. It was agreed that a Governance Committee be formed to review the requirements and move this forward, if it is agreed. It was noted that any proposal needs to make sense for the Region and be appropriate for the organisation. It was agreed that CL and ST would put together some words to go back to Swim England regarding the proposal.</p> <p>It was agreed that the Governance Committee would be ST, CL, RFP, RGP and JG. BG would support the group.</p>	12.09.23 Min 102	ST / CL / RFP / RGP / JG / BG	<i>On Agenda</i>
9	<p>Regional Strategy The proposed timeline was circulated in advance of the meeting. A first draft will be completed by 1st November with a draft going to Swim England for feedback soon after. It is proposed to have the strategy aligned with Swim England by 1st March. ST will begin work on the first draft in the coming weeks. This will look to strengthen the alignment</p>	12.09.23 Min 106	ST / Strategy Sub Group	<i>In Progress</i>

	between Development and Strategy. It was noted that the objectives of Swim England include areas that the Region does not formally cover, and consideration will need to be given around what the Region's support for this will be. The timeline was agreed.			
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Updated 29/11/23 BG

Notice is hereby given that the Annual General Meeting of Swim England South East Limited will be held as an online meeting at 2030 on Monday 11 December 2023, to conduct the business shown in the Agenda below.

AGENDA

1. Apologies for Absence

2. Minutes

As this is the first Annual General Meeting (AGM) of Swim England South East Limited there are no minutes for approval.

3. Swim England South East Region Audited Accounts 2023

Due to the challenges with setting a bank account up for the company there are no accounts for 2023 as activity has not yet been transferred from the unincorporated association, Swim England South East Region.

4. Report on Activities of the Company since the previous AGM

This is the first AGM of Swim England South East Limited. The company has not been operational during 2023 due to the challenges with opening a bank account. This is now resolved, so further progress can now be made. It is expected that there will be further activity to report at the company's 2024 AGM.

5. Elections and Installations

Delegates are reminded that, "where there are the requisite number of candidates, or fewer, those candidates are automatically elected, unopposed"

5.1 President 2023-2024

The Regional Management Board recommends that John Tripp (Hart SC), the current President of Swim England South East Region, is appointed as President of Swim England South East Limited until the election of a successor at the 2024 AGM.

5.2 Vice-President 2023-2024

The Regional Management Board recommends that Sara Todd (Reading SC), the current Vice President of Swim England South East Region, is appointed as Vice President of Swim England South East Limited until the 2024 AGM.

5.3 Members of the Regional Management Board

Members are reminded that in the normal course of events, there would be an election for 3 Directors. However, due to the current status of the company it was not felt appropriate that elections take place. Such elections are planned to take place at the AGM in 2024. Members of the company are asked instead to consider the appointment of a Director, the outgoing Chairperson, Roger Penfold (Reading SC), with effect from 01 January 2024. This appointment will be until the end of the 2024 AGM.

5.4 Regional Delegates to the Swim England Annual Council Meeting

Members are reminded that in the normal course of events, there would be an election for Regional Members of the Swim England Members Forum. Due to the timing of this meeting this is not required, elections for these representatives will take place at the 2024 AGM.

6. Appointments

6.1 Examiner(s) (or Auditor(s) as appropriate) of the Region's Accounts

The Board of Directors recommends the appointment of Charterhouse

7. Vote of thanks to the Scrutineers