

Regional Management Board

A meeting of the Regional Management Board will be held on 13th February 2024 as an Online Meeting commencing at 1900

Agenda

- | | | |
|-----|--|-------------------------------|
| 12. | <p>Apologies
 <i>To receive any apologies from members unable to attend the meeting:
 George Adamson, Jennifer Gray, Carys Jones</i></p> | ST 1900 |
| 13. | <p>Minutes of the Meeting held on 15th January 2024
 <i>To agree accuracy of minutes from the previous meeting</i></p> | ST 1905
Enclosed |
| 14. | <p>Matters Arising
 <i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i></p> <p>4.2 – Volunteer Certificates</p> | ST 1910
Enclosed

BD |
| 15. | <p>Items for Decision
 15.1 - Board Representative for Welfare
 15.2 - Increase of allowance for evening meals</p> | ST
RGP |
| 16. | <p>Items for Discussion / Information
 16.1 – Finance report (information)
 16.2 – Regional Staff Update
 16.3 – Strategy development update</p> | RGP
KJ
ST |
| 17. | <p>Affiliations & Resignations
 <i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i></p> <p>17.1 New Affiliations – Approved
 None</p> <p>17.2 Affiliation Applications – Pending
 None</p> <p>17.3 Resignations
 None</p> <p>17.4 Enquiries
 Basingstoke Water Polo Club (Hampshire)
 Sunbeam Swimming Club (Horsham) (Sussex)
 University of Portsmouth SC (Hampshire)
 Hythe Water Polo Club (Kent)
 Millennium League 2024</p> <p>17.5 Mergers
 None</p> | CB |

17.6 Change of Name

None

- | | | |
|-----|---|----|
| 18. | Regional Chairs Meeting
No meeting since last RMB | ST |
| 19. | Sports Operation Committee Minutes
To review the minutes of the Sports Operations Committee meeting held on – No minutes published. | ST |
| 20. | Correspondence
None | |
| 21. | AOB | |
| 22. | Date of Next Meeting
14 th March, 7pm. Online Meeting | ST |

Swim England South East
Regional Management Board

Minutes of Meeting held on 13.02.24 as an online meeting starting at 7.00pm

Present:	Sara Todd (ST)	Chairperson
	Brian Deval (BD)	Board Member
	Jenny Gray (JG)	Board Member
	Mike Lambert (ML)	Board Member
	Roger Penfold (RFP)	Board Member

Also in attendance (non-voting):

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

12. Apologies

George Adamson (GA)	Board Member
Carys Jones (CJ)	Board Member
Rosa Gallop (RG)	Board Member
Chris Lee (CL)	Board Member
Roger Prior (RGP)	Board Member

13. Minutes of the Meeting held on 15.01.24

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

14. Matters Arising

4.2 – Volunteer Certificates – BD presented a “Swim England” branded design, to be produced on high quality paper with specific and individual calligraphy to reflect the purpose and recipient of the award. The minimum print run would be approx. 10 and the anticipated budget would be circa £200 p.a.

The following discussion centred around the link to the current award/ recognition process, the different criteria for the awards e.g long service, outstanding service, and the nomination and approval process. The following principles were agreed :

- These awards would be for volunteer service to the Region open to members of all disciplines
- The existing Regional awards structure will be maintained and used as a base from which to develop this proposal.
- Disciplines will be asked to nominate recipients
- RMB to review and approve nominations

Action : BD to further develop criteria for RMB review.

Landscape sheet

- 14.2 - Regional trophies – ML to propose date in March for visual inspection of and recording of trophies.
- 14.8 - Regional governance code – Feedback from Helen Weeks not received. KJ confirmed that completion of all items before submission is preferred and progress is on track.
- 14.9 – First joint Strategy & Development group meeting scheduled for 27th February, to which all Discipline Managers are invited.

15. Items for Decision:

15.1 – Board representative for Welfare:

ST proposed Roger Penfold as RMB member responsible for Welfare & Safeguarding. Board members present approved the appointment which will need to be ratified at the next RMB.

Action : R Penfold to collaborate with AG to develop role description , expectations and actions to be presented at the next meeting.

15.2 – Increase of allowance for evening meals –
Board approved request to increase to £25 pp in line with Swim England.

16 . Items for Discussion/ Information:

16.1 – Finance Report – Attached, surplus against budget largely due to disciplines not running all events budgeted for. Accounts submitted to Charter House for audit and approval.

16.2 – Regional Staff Update

KJ presented overview and highlighted the following :

Resources required to check Club Constitutions ... recent resignation in Hampshire due to perceived lack of support from Swim England maybe a sign of things to come. Suggestion to raise issue with Regional Chairs to identify whether or not this is a common problem and ideas to address. **Action** : ST to raise

Regional governance code has made progress but still further work to do.

Volunteer training has some support from Swim England.

Water polo remains without a discipline manager and KH supports where possible.
Diving also would benefit from further support.

Swimming Manager replacement ongoing. ML has not found anyone willing to take on the role citing scope and complexity as the reason. Forthcoming advert, highlighting leadership and co-ordination rather than hands-on operations, may solicit more interest. Coaches in the Coaches forum have suggested that the role should be a paid one. This may be investigated

if the response to the advert is poor and as part of a broader review of the Regional staff responsibilities across all disciplines.

Action: ML – to provide an analysis of the main tasks of the role and how these could be resourced/ delegated to make it more attractive to potential candidates.

16.3 – Strategy development update

First meeting planned for 27th Feb.

Interim meeting held between ST , KJ, JG

- ToR being re-written
- Review of the workload and current areas of focus of the regional staff is underway.
- Development requires input from all discipline managers to understand the future support required. Discipline Mangers invited to the next meeting.
- Positive meeting with Claire Coleman and request for regional data to support Strategy development . Subsequent report revealed significant data gaps and will be circulated for RMB understanding.
- RMB Workshop to be planned following input of the disciplines and further completion of the Regional Strategy Template.
- Circulation to Counties and Clubs planned for the summer.

17. 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

Basingstoke Water Polo Club (Hampshire)
Sunbeam Swimming Club (Horsham) (Sussex)
University of Portsmouth SC (Hampshire)
Hythe Water Polo Club (Kent)
Millennium League 2024

Change of Name

None

18. Regional Chairs Meeting – No meeting since last RMB. Next meeting 4th March.

19. Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 5th Feb – No minutes published to date.

20. Correspondence

None

21. AOB

SwimMark review notice has gone out – will be discussed at Regional Chairs Meeting 4th March.

Action : ST to circulate review notice

Sports Operation Committee – published vacancy with closing date 28th Feb.

22. Date of the Next Meeting

Thursday 14th March – 7pm Online Meeting

The meeting was closed at 20:30

Finance Report for RMB Meeting 13 February 2024

The Finance Sub-Group met on 29 January and I pass on the following to the Board:

Matter for Information

The Group approved the financial documents to be passed to the Accountants for preparation of the Annual Accounts of the unincorporated body.

Matter for Decision:

Swim England has recently increased the allowance for Evening Meals from £20 to £25. Currently the Region's limit is £22. In the past the Region has broadly followed Swim England policy. The Group recommends that the Region increase the allowance in accordance with the Swim England Policy.

The Board is asked to agree that the allowance for Evening Meals be increased to £25.

Roger Prior
Finance Director
06 February 2024

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> <p>Review files for submission via Helen Weakes, ML raised different format being used for some forms. Should have progress to share by next meeting</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</p>	12.09.23 Min 106	ST / Strategy Sub Group	<i>In Progress</i>

<p>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 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.</p> <p>meeting next week for progress update.</p> <p>Sara proposes merging strategy and development group, now frame work is more clear it feels more efficient to combine those groups to become more effective. BD feels this would be beneficial in cutting down the number of meetings which would be welcome. JG feels good idea to merge due to close working relationships of both groups and members within.</p> <p>Proposal accepted.</p>	<p>15.01.24 Min 3.1</p>		
---	-----------------------------	--	--

Updated 29/11/23 BG

Calligraphic Name Goes Here

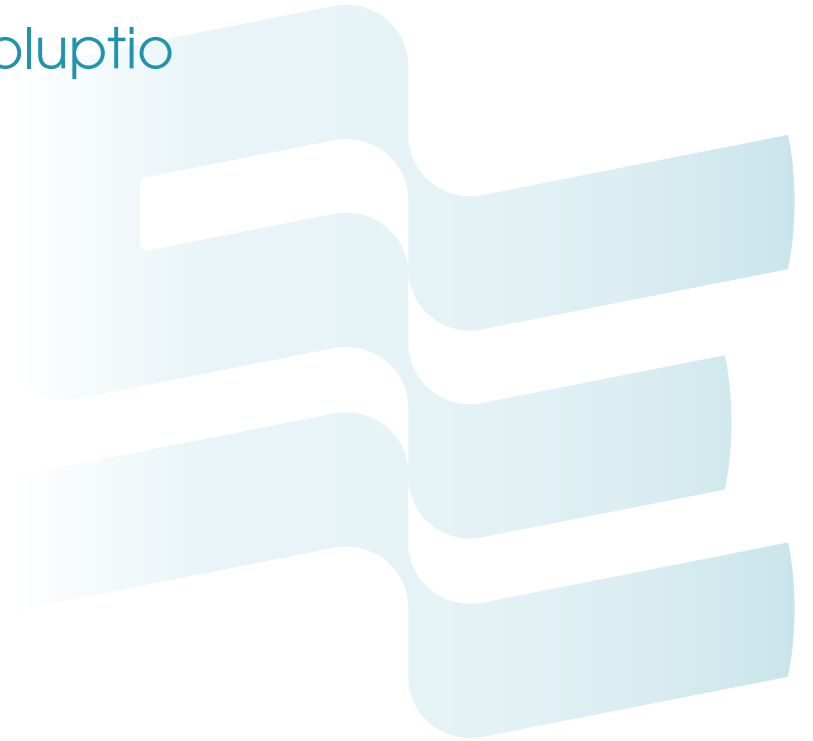
Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio

Calligraphic Name Goes Here

Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio

Calligraphic Name Goes Here

Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio



Calligraphic Name Goes Here

Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio

Calligraphic Name Goes Here

Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio

Calligraphic Name Goes Here

Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio



Swire England
South East

CERTIFICATE OF LONG SERVICE

Calligraphic Name Goes Here

Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio

.....

.....



Swire England
South East


CERTIFICATE OF LONG SERVICE

Calligraphic Name Goes Here

Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio

.....

.....



Swire England
South East

CERTIFICATE OF LONG SERVICE

Calligraphic Name Goes Here

Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio

.....

.....



Swire England
South East

CERTIFICATE OF LONG SERVICE

Calligraphic Name Goes Here

Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio

.....

.....



Swire England
South East

CERTIFICATE OF LONG SERVICE

Calligraphic Name Goes Here

Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio

.....

.....



Swire England
South East


CERTIFICATE OF LONG SERVICE

Calligraphic Name Goes Here

Es aniscit lam idemqui nonseque dolor as volupta turibus
a quo bere, in num hic to es audaepero voluptio

.....

.....



Swim England South East
Regional Management Board

Minutes of Meeting held on 15.01.24 as an online meeting starting at 7.00pm

Present:	Sara Todd (ST)	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

Also in attendance (non-voting):

Caroline Burke (CB)	Administration & Finance Coordinator
Kristie Jarrett (KJ)	Acting Regional Manager
John Tripp (JT)	Regional President

1. Apologies

Andy Giess (AG)	Regional Welfare Officer
Roger Penfold (RFP)	Board Member

2. Minutes of the Meeting held on 11.12.23

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

3. Matters Arising

3.1. Landscape sheet

8 – (min 102) Regional Governance Code - Review files for submission via Helen Weeks, ML raised different format being used for some forms. Should have progress to share by next meeting.

9- (Min 106) Regional Strategy – meeting next week for progress update.

Sara proposes merging strategy and development group, now framework is more clear it feels more efficient to combine those groups to become more effective. BD feels this would be beneficial in cutting down the number of meetings which would be welcome.

JG feels good idea to merge due to close working relationships of both groups and members within.

Proposal accepted.

4.1 - 2024 Youth Swimming Championships – Swimmer Numbers.

Details as per ML paper submitted – ML advised coaches he was not able to go with a plan that makes a £5000 deficit against original budget without board approval, coaches responded that a complaint would be raised. ML feels would be better to stick with original plan for this year however to form a group to discuss and look at other options due to pressures put down from Swim England in relation to less focus on 50meter events and more on longer events such as 200/400/800m.

Responses:

- GA – Agrees with ML issue of coaches making demands of the organisation but also the volunteers that man the events of which some would not offer up the help to the event.
- KJ – do we know if other regions looking to change the format ML commented that other regions don't really have the same problem due to numbers as South East being very large numbers.

Coaches forum planned for this week so a better idea of overall coach feeling can be established during meeting. Is there no way we can have 3 sessions to shorten session running time.

- RG – agrees that volunteers would not want to assist with longer sessions.
- RGP – further agrees very long sessions are not in best interest for recruiting volunteers and 4 hour sessions are the very upper limit, adding to over all time volunteers are “out of the house” could extend to time over 13 hours including travel time.
- GA – question of who the complaint will be raise to? Will not be accepted by the judiciary, regional decision would be made.
- BD – Accepts officials it will raise an issue for longer sessions.
- CJ – feels sessions over 4 hours is not ideal however having done sessions of longer duration as a parent people would be more supportive locally to aid having more swimmers through.
- JG – need to ensure the interest of the swimmers is paramount not just the officials.
- ST - Less concerned about the finances more concern with representing the swimmers and we should remain aligned with Swim England. Proposal to continue with current plan, form the focus group and consult heavily with region to stress the complexity of the event and the running.
- ML – age profile of officials at region is very different from officials at club level which is a concern.

ST – Puts to vote - run with already proposed structure:

5 with

1 against

Carried

ST – Puts to vote- Working party put together for moving forward next year:

All agreed.

4.2 - Volunteer Certificates

A4 landscape certificates following all branding. Pre-printed with hand written name.

Further to circulation an alternative option instead of single swimmer that all disciplines are represented on the certificate was discussed.

ST – for BD develop new proposal incorporating the feedback and prepare for next meeting.

5 Affiliations & Resignations

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

5.1 New Affiliations – Approved

Jersey Water Polo (Hampshire) – CB
Hythe Artistic SC (Kent) -CB

5.4 Enquiries

Basingstoke Water Polo Club (Hampshire) - KJ
Sunbeam Swimming Club (Horsham) (Sussex) - KJ
University of Portsmouth SC (Hampshire) KJ -
Hythe Water Polo Club (Kent) KJ – merged with Shepway remove from the list

6. Regional Chairs Meeting

19.12.23 minutes circulated and update was given at meeting in November.

7. Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 18.11.23 were noted.
BD question on what the Ripple project was – KJ advised bringing in disability volunteers into roles.

8. New Chairs address -

Thank you to CL for stepping in during technical difficulties.

Process of consultation of the RMB is still ongoing and views and feedback are very valuable.

Will complete and prepare a holistic review of the perceived challenges and areas of focus to ensure the RMB is aligned on priorities.

My current understanding of key areas of focus :

- Regional Governance
- Strategy
- Succession planning
- Work load and prioritisation of Regional team.

Single biggest concern currently is workload, significant amount on the shoulders of volunteers and the volunteer pool seems to be shrinking!

If you have any concerns please do share with ST either publically or privately if appropriate, all input very welcomed as we move forward into the coming 2 years.

9. AOB

Congratulations to Bryony, Baby Girl safely delivered 10 days overdue but both Mother and Baby are doing very well. Baby girl name TBC.

All news for new letter please send to BD release on 1st Feb.

10. Date of the Next Meeting

Tuesday 13th February – 7pm Online Meeting

The meeting was closed at 20:20