



RMB Agenda – 7pm 14th January 2025 Online

- 1 Apologies
- 2 Minutes from previous meeting 10th December 2024
 - 2.1 - Matters Arising not covered in agenda (From landscape sheet)
 - 2.1.1 - Incorporation
 - 2.1.2 – Trophies
- 3 Items for Decision
 - 3.1 – Meeting frequency ST
 - 3.2 – Proposal of Water polo manager RG
- 4 Items for Discussion / Information
 - 4.1 Chairs Report ST
 - 4.2 Strategy & Development JG
 - 4.3 Regional Communications Update BD
 - 4.4 Welfare report AG
 - 4.5 Regional Staff update KJ
 - 5.5 Regional affiliation – None to report CB
 - 5.6 Correspondence – None received.
- 6 AOB
- 7 Date of next meeting – Thursday 13th February 2025 Online.



Regional Management Board

Minutes of Meeting held on 14.01.25 Online meeting starting at 7pm

Present:	Sara Todd (ST)	Chairperson
	George Adamson (GA)	Board Member
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	Board Member
	Carys Jones (CJ)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Roger Penfold (RFP)	Board Member
	Roger Prior (RGP)	Board Member

In attendance (non-voting):

Caroline Burke (CMB)	Administration & Finance Coordinator
Bryony Gibbs (BG)	Regional Manager
Andy Giess (AG)	Regional Welfare Officer
Kristie Jarrett (KJ)	Acting Regional Manager
Peter Roycroft (PR)	Vice President

1. Apologies

Jenny Gray (JG) Board Member

2. Minutes from previous meeting 10th December 2024

The minutes were approved as an accurate record.

2.1 Matters Arising not covered in agenda (From landscape sheet)

2.1.1 Incorporation – information gathered from other regions was collated and has been shared with Charterhouse in preparation for a meeting to discuss further. CL is also in contact with a contact from the RFU.

2.1.2 Trophies – ML has made arrangements to review with several other Board members on Friday 24 January. If others are available please let ML know.

3. Items for Decision

3.1 Meeting frequency - One of the outcomes of discussions at the November meeting was around reviewing the frequency of RMB meetings. Meeting frequency differs in other regions however the average is a 6-8 week cycle. Following discussion it was proposed to reduce the number of meetings to 6 meetings per year, with 2-3 meetings being held face to face on a Sunday daytime. This was on the understanding that an additional meeting could be called should an urgent matter arise.

Vote: the majority voted in favour.

Action: BG/ST to put schedule together

3.2 Proposal of Water Polo Manager – The proposal was circulated in advance of the meeting. It was planned for 2 or 3 others to join the group to support. The group are looking to hold 3-4 meetings per year going forward. It was proposed to appoint Tim Ferris-Brown as the Region's Water Polo Manager.

Vote: all voted in favour of proposal.

Action: RG/KH to provide details for website announcement

4. Items for Discussion / Information

4.1 Chairs Report – the report was circulated, there were no further questions or comments.

4.2 Strategy & Development -

KJ – Swim England are pulling together a group to look at strategic areas which will include Regional Managers. Less frequent RMB meetings will help with sub groups being able to meet and give meaning full feedback.

4.3 Regional Communications Update – call for items for newsletter. BD is looking to identify possible training in social media training for the team, further update to follow once sourced.

4.4 Welfare report – The report was circulated.

CL – noted a query he had raised at a recent safeguarding course. Wavepower is a fluid document and changes as needed, when the document is changed are changes highlighted and circulated so users are aware. A tool is required centrally to ensure updates are communicated and can be easily identified.

KJ – changes are not always clear, how fluid should the document be?

ST – suggested a monthly summary? Will raise at regional chairs

KJ – identified the need to work with leisure operators in regard to Safeguarding as issues can arise with other users in the centres. Discussed if could be something that Welfare Officers within Active Partnerships may be able to support with.

Action: AG to raise with Fiona within National safeguarding. ST to raise with regional chairs clarity on updates.

4.5 Regional Staff update –

The report was circulated in advance of the meeting.
A staffing review will take place to review work areas to see what we can adjust to support further in the disciplines and other areas.
Looking to introduce a progress report in line with the budget to give a clear view of where we are and to identify areas where there may be difficulties in delivering what has been budgeted. RGP looking to be proactive on budget review along side the finance group.
Club affiliation – With a couple of weeks to go many clubs are still to complete their Club Affiliation however working to ensure they complete. There is however always a possibility that some clubs may be suspended.

4.6 Regional affiliation – None to report

4.7 Correspondence – The board received the sad news of the passing of Eileen Adams. Eileen was a great supporter of the Region and as well as being a key volunteer for the Region's Swimming Championships for a number of years Eileen was a Past President of the Region and a member of both the Swimming and Staffing Groups. The board would like to formally record their thanks to Eileen for her long standing support of the Region and Berkshire & South Bucks.

4 AOB

BD – Noted that there is a Swim England Welfare Officer network on Facebook (currently with 352 members). AG confirmed he is a member of the group.

Action: BD will add link to the newsletter.

5 Date of next meeting – Thursday 13th February 2025 Online.

AGENDA ITEM 2

MATTERS ARISING FROM RMB MEETINGS

Updated as at 17.10.24

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
2	<p>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. ML To make inventory – bring to board in due time all agreed plan to take 1 box at a time to catalogue. ML – 7 trophies completed rest to be done</p> <p>Update – date to set in January to audit trophy store</p>	29.11.19 Min 164 Updated 10.09.20 Min 123 Updated 19.11.23 Min 141 14.03.24 Min 24.2 10.09.24 Min 2.1.1 17.11.24 Min 4.6.1	CL, GA, ML & BD	<i>In Progress</i>
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> <p>Update - New company information to go onto website – CL, RGP to inform BD so information can be published on website. 1. Remains ongoing meeting to be held between SE, region and Charter house to establish way forward Update – ST and CL collated information gathered from other regions, meeting is being set for January to discuss this further with Charterhouse</p>	12.09.23 Min 101 14.03.24 Min 24.6.2 25.06.24 Min 59.6 10.12.24	BG RGP CMB	<i>On Going</i>
9	<p>Swim Manager Role 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. Advert to be drafted for Swim England jobs board</p>	13.02.24 Min 16.2 10.09.24 Min 2.1.2	ML ST/ML/CB	<i>In Progress</i>

	- Suggested possibly to be put forward to a paid role, to be taken in consideration as part of the Regional staffing review	17.10.24 Min2.1.3	ST	
--	---	----------------------	----	--

Updated 17.11.24 CB

To : RMB
From: Sara Todd
Re: Chair's Report

Key Activity and focus since last RMB December 2024

Christmas and New Year break

Areas of Focus January 2025

- 1) National Governance Group
- 2) Regional Staff Planning/ Onboarding Bryony
- 3) Governance
 - a) Board skills analysis
 - b) Board 1:1
- 4) SE Strategy Deployment

Please note : I will be out of office from January 27th until March 3rd

Item for discussion & decision January 2025

RMB Meeting frequency .. during the preparation for our Board effectiveness discussions at our November meeting a proposal was made to reduce our RMB meetings to every other month. We did not cover this at the meeting and I would like to raise it now , with the ambition of making a decision on January 14th or , if necessary, during February latest.

Our current constitution and future articles state we need 6 meetings per year so we are free to make this change if we think it desirable. As a reminder , we did agree to holding two face to face meetings each year. I did ask other regions about their practice , and there is, as Roger describes, “ the usual diversity” but some do meet every 6-8 weeks.

I have no strength of feeling either way ; to continue to operate successfully will be highly dependent on the phasing of the meetings , preparation for each meeting and continued sub-group diligence and reporting. My only concern is the loss of connectivity between Board members due to the combination of online and reduced frequency alongside the inevitability of absences that cannot be avoided.

I look forward to hearing your views on January 14th.

From: kristie.jarrett@southeastswimming.org
To: ["Andrew Giess"](#)
Cc: ["Caroline Burke"](#)
Subject: RE: Safeguarding
Date: 16 December 2024 11:55:57

Hi Andy,

Thanks for this. I have copied in Caroline so she can send this out for information with the January board papers.

Thanks,
Kristie

-----Original Message-----

From: Andrew Giess <andrewgiess@yahoo.co.uk>
Sent: 13 December 2024 16:36
To: kristie.jarrett@southeastswimming.org
Subject: Safeguarding

Hi Kristie

Thought the board would like an update on welfare and safeguarding As you will probably know Swimming England are hoping to roll out a welfare and safeguarding program for all clubs called globocol.

This is to make sure the regions know what safeguarding and welfare issues are being dealt with and what issues are being encountered.

Currently in the Southeast there are a handful of clubs that have been chosen to take part in the pilot.

This is working and there have been 12 local issues ranging from poolside changing rooms club events being code of conduct with a few issues that will have been dealt with by the chair of the club. Coaching and the failure of a child Centre approach often result in disagreement .

training on how to deliver a child Centre approach and understand the young people that have learning difficulties is in hand. this is only a minority of clubs.

Swimming England National safeguarding folk are currently dealing with one level one issue and eight level two issues in the south east region.

We only deal with level three.

The new system when it is finally rolled out hopefully by Easter will enable a very clear pattern to emerge of issues and will enable smooth takeover for changing club welfare officers.

This change is essential as currently we have no idea of what clubs are resolving satisfactory what county officers are resolving satisfactory? It's only if a second opinion is needed that get involved.

Hopefully this change will be welcomed

andy

Regional swo

Will probably need to call a meeting for County welfare offices to explain the new system and introduce Heidi who will talk about their support and Fiona from National to explain about the new system Sometime in February towards the end Happy Christmas and happy New Year is good Andy Sent from my iPhone

South East Regional Management Board update - welfare and safeguarding

As you will probably know Swimming England are hoping to roll out a welfare and safeguarding program for all clubs called Globocol.

This is to make sure the regions know what safeguarding and welfare issues are being dealt with and what issues are being encountered or emerging. National can also access this.

Currently in the South East there are a handful of clubs that have been chosen to take part in the pilot.

This is working and there have been 12 local issues ranging from poolside, changing rooms, club events. Mainly being code of conduct with a few issues that will have been dealt with by the chair of the club.

Coaching and the failure of a child Centre approach often result in disagreement .

Training on how to deliver a child centre approach and understand the young people that have learning difficulties is in hand. This is only a minority of clubs who seem not to understand this.

Swimming England National safeguarding team are currently dealing with one level one issue and eight level two issues in the South East region.

We only deal with level three issues all other are referred to the national team.

The new system when it is finally rolled out hopefully by Easter 2025 will enable a very clear pattern to emerge of issues and will also enable smooth takeover for changing welfare officers as they only have to pass over an active system.

This change is essential as currently we have no idea what clubs are resolving satisfactory, what county officers are resolving satisfactory?

It's only if a second opinion is needed that Region get involved and action advised.

Hopefully this change will be welcomed

Will probably need to call a meeting for County welfare offices to explain the new system and introduce Heidi who will talk about their support and Fiona from National to explain about the new system Sometime in February towards the end .

Andy

Regional Safeguarding and Welfare Officer

Staff update January 2025

Kristie	Colour Code	Comments
SwimMark Accreditation (103 clubs)		Paused. Region bursaries will continue for 2025.
Club affiliation (Surrey, Hampshire, BSB)		44 clubs to support this quarter - 4 clubs are yet to start uploading. The deadline is the end of January. St Georges School will need to complete next month.
County liason (attend two meets per year)		Hampshire meeting attendance in December, sent a report to Surrey due to clash with RMB.
Regional pathway camps - swimming		Camp 2 complete, final face to face camp is in June 2025.
Regional off shore camp		Final preparations taking place for the trip at the end of the month.
Regional open water/distance camps		Complete for 2024
National club leadership group attendance		
Regional Development/ strategy group		Excellent meeting in December with Active Surrey in attendance.
Regional swimming group attendance		
Regional governance code - support		80% return on board skills audit. The results will be looked at by the governance group at the next meeting .
Regional swimming coaches forum		6 new members recruited from a variety of clubs and 2 new female members.
Time to Listen course planning		Courses booked up to June 2025
Swimming coach mentoring programme		
RMB attendance		
Management of regional staff		Final review meetings for the year to be booked in January when Bryony returns.
Club support		

Kate		
Team manager training		
Young volunteer training		Programme has been launched
County Liaison (attend 2 meetings per year)		
Club affiliation (ONB, Sussex and Kent)		
Regional Development/ strategy group		
Disipline Support - Para swimming		
Discipline support - Water polo		Senior league is in the planning phase and a meeting with clubs has taken place
Discipline support - Artistic swimming		
Discipline support - Diving		
Discipline support - Masters		

club support		
--------------	--	--

Caroline		Preparing for year end
Financial management		all up to date
RMB administration		
ACM administration		
Regional awards administration		Complete for 2024
Website maintenance		ongoing
New club affiliation		
Communicate with the counties		
Manage the office e-mail account/ phone and answer/redirect enquiries		up to date
Time to listen post course admin		up to date currently
Coach bursaries		up to date currently 2025 bursaries are now on the go
Meet licensing		
Newsletter collation		
SwimMark panel administration		SM on hold
SwimMark/ Club affiliation letters		

Water Polo Manager – Southeast

Tim Ferris-Brown has applied to be Water polo Manager for the Southeast Board. Below is the background on Tim and his motivation to work as Discipline Manager with the Southeast water polo. I would like to have the Board's approval to go forward with the appointment. Water polo have been looking for some time for a credible Manager and I am sure that Tim with his experience and enthusiasm will meet all expectations.

Tim Ferris-Brown

“My experience:

I began playing water polo at age 12 in Zimbabwe, having represented my province and country, as a swimmer first, at age group level. By 13, I was competing as a player for Zimbabwe in the U14 category. I made a significant breakthrough in breast stroke after two years in water polo and continued swimming and competing for my province and country throughout high school. I then moved to South Africa, where I represented my province at U15, U16, and U19 levels. I later swam at two Division II universities in the United States, while continuing to compete for Zimbabwe.

After college, I volunteered as an assistant coach, specializing in sprint team training and starts/turns. I also competed semi-professionally in swimming and I took a water polo refereeing course, while working part-time in the wine industry. I retired from swimming in 2016 after holding the national number-one spot in all breaststroke events for ten years having competed in several open international events including World Championships, All African Games, Open Grand Prix and the Mare Nostrum. In 2022, I returned to water polo with RTW Monson SC, a community-focused club.

In 2023, I began volunteering as a coach at Monson, working with athletes from ages 12 to 18 and adults. I also joined Sevenoaks Sharks for occasional matches and extra practices. At the end of 2023, I helped foster a partnership between Sevenoaks and Monson to strengthen both clubs, increasing competitiveness and growing membership. Sevenoaks, which had been in conflict with its swim club, saw improvements thanks to the senior members' efforts.

In early 2024, I earned my Swim England Level 1 Assistant Water Polo Coach qualification and became an official assistant coach for Monson. Monson and Sevenoaks also formed a reciprocal agreement then, to share pool time, doubling access for all members without additional cost. We started recruiting and competing as Monson Sharks, transitioning from the Teamer app to Spond. This summer, we rebranded as "Monarks," doubling Sevenoaks membership and growing Monson by 50% since January, with both clubs now in net profit.

I recognize that none of this was solely my achievement. I stand on the shoulders of many who have supported me, including Tim Price and Mark Freed (both copied here), respective chairs of Monson and Sevenoaks, who I list as references.

Motivation to work with Swim England:

My motivation for pursuing the Southeast region management role stems from my positive experiences with Monson and Sevenoaks, both of which have become like family. I've seen conflicts between swim clubs and their water polo sections resolve after some exemplary proactive steps taken. I've built friendships with players and coaches from across the region and abroad, growing as an athlete, coach, and person. In my time with UK water polo, I believe I've made a positive impact and hope to continue helping others in the Southeast.

That is a bit longer than I think you asked for but I hope it's clear why I think I could be a good fit.

Thanks again for the opportunity “.



Regional Management Board

Minutes of Meeting held on 10.12.24 Online meeting starting at 7pm

Present:	Sara Todd (ST)	Chairperson
	Roger Penfold (RFP)	Board Member
	Roger Prior (RGP)	Board Member
	Brian Deval (BD)	Board Member
	Chris Lee (CL)	Board Member
	Rosa Gallop (RG)	Board Member
	Mike Lambert (ML)	Board Member
	Jenny Gray (JG)	Board Member
	George Adamson (GA)	Board Member
	Carys Jones	Board Member

In attendance (non-voting):

Caroline Burke (CMB)	Administration & Finance Coordinator
Kristie Jarrett (KJ)	Acting Regional Manager
Andy Giess (AG)	Regional Welfare Officer
Peter Roycroft	Vice President
Ally White (AW)	Sports Development Director

1. Apologies - None

2. Minutes from previous meeting 17th November 2024 were approved.

2.1- Matters Arising not covered in agenda (From landscape sheet)

2.1.1- Incorporation

ST wrote to the chairs of other regions asking for information on how they moved to incorporated – multiple approaches were taken from regions, 3 approaches to be considered– meeting to be planned for finance group to discuss move forward.

Interest is in protecting members money to ensure this doesn't become subject to taxation.

KJ – asked what likely timescales might be – CL responded this is somewhat unknown until we know the route of which we will take.

PR – are there any other sporting organisations similar structure that we can go to for alternative? CL – RFU is similar, they are reaching out for information to share.

3. Strategy presentation (Priorities into 2025, Regional Expectation) - Ally Whike.

Ally presented the refreshed strategy to the board –

Why did we refresh, previous strategy was felt it didn't speak to culture or values of our organisation, also the listening report came out giving even more reason to change and move forward.

Several roadshow (26) were held alongside workshops and engagement with stake holders of the organisation to take on information from all of these partners.

The Strategy is for all involved in the sport, to ensure everyone is behind the purpose of the strategy working towards One Swim England.

We aimed to have strategy contained within one page to encourage people to engage with it.

Vision – Great experiences in water. For all. For life.

Mission – To lead and serve an aquatic community to enable safe, enjoyable and successful experience.

Values – Include, Ambitious, Collaborate, Do what's right.

Goals – Foundations, Enablers, Community Growth.

The listening report highlighted that people want us to lead in this space at the same time enabling them to also be involved, taking member service from this into the aquatics community was put to the forefront bringing a change in culture within the sport.

Access to water is often the first thing to be raised in feedback, no water no sport, making inroads within government on facilities is an ongoing piece of work.

Feedback on digital features were also often top of the list including SwimMark and websites.

Lifelong participation is a door opener to all aquatic sports encouraging participants to explore.

Priorities 2025 top 8:

Foundations – Shift in culture – trusted welfare and safeguarding – stronger clubs – effective learn to swim

Enablers – Build trust – Connected digital ecosystem – outstanding people - grow revenues

What's different?

- Vision – Collective
- Mission – Lead & Serve
- Values – Collective
- Outcomes – what we want to see in the future, whoever does the work
- Change – shift the culture, collaborative, digital
- Lifelong participation – Masters, getting wet! Clubs
- Health
- Focus on annual priorities – reviewed annually

Questions:

- ML – will look forward to actions being forthcoming to support the aims.
- KJ – positive! Is there an annual comms plan established? Will there be review points through the year for feeding in to be actioned? AW – board will evaluate progress

along with SLT to inform the objectives this will be done on a quarterly basis with the aim to shift the culture over time.

- AG – safeguarding model, training courses to encompass aims and objectives? AW – safeguarding and wellbeing is paramount and one of the objectives that sits within the goals is the development of a new coaching strategy, looking at coaches keeping themselves upskilled and current within delivery.
- JG – improving learn to swim, programs for teacher learning has been diluted, what influence will the board have on producing excellent teacher? AW – average length of teaching career within operator currently is 2 years, supply of teachers is difficult, we are working hard to push through more ongoing CPD's and ongoing learning. Teaching qualifications are scheduled for review.
- BD – positivity around the refresh. Ecosystem of digital work, was there any consultation with interested parties/end users? AW - Do we understand what everyone wants? We had lots of feedback during the roadshows and stakeholder consultations with lots of quality insight into website content. BD – awareness of restrictive practices around programming and software when running competitions. ML – biggest challenge faced is poor communication, there were 2 meetings a year for regional swimming managers, but this has not happened for 4 years, it would be helpful for the competition planning group to be feeding down? AW – comms is key, and we need to address this going forward to enable information sharing to ensure effective meets can be run.
- CJ – interested in the values set, doing what's right linking in training and change how will we link in actions to ensure this is coming through in the broader sense of the sport AW – changing the culture collectively is required and flipping the mindset, we should be trying to help wherever possible to support people, actions for staff to look at needs of members in the first instance assisting clubs and regions to ensure they are clear on the values.
- ST – Positive vibe from strategy. SLT need to be role models of the future demonstrating values and goals, what are your expectations of the regions in next 12 months - AW working collaboratively with Swim England being involved in the delivery of the objectives. Regions to also be feeding back up to Swim England with things working well and not so well to share information. Regions leaning into the refresh. ST – SER will have a strategy that will clearly link to the Swim England strategy, this needs to be manageable and well communicated consistently.
- CL – Concentration on pool stock is needed to enable members to have water, the is growing old stock, with many pools being closed. How are we work to get more and better pools in England - AW we have been knocking on the door of government to push this item, a change of mind set at that level is needed to enable that to be fed down through councils and operators. Highlighting the health benefits to government and councils, trusts or operators to push through the need for repairs, builds to replace dwindling stock. CL – have Swim England produced any mapping of pools to ensure pools are located in the most appropriate place. AW – poolfinder map is in place, data of pool aging is also held.

4. Items for Decision

4.1 - Budget 2025 sign off

RGP

All requested changes have been completed and the full budget for 2025 was approved.

5. Items for Discussion / Information

5.1 -Chairs Report -

The Chairs report was circulated, no further comments were made.

5.2 -Strategy & Development

No further updates currently.

5.3 -Regional Communications Update

No further updates currently.

5.4 -Regional Staff Update

The regional staff update was circulated, no further comments were made.

5.5 - Regional affiliation –

5.5.1– St Georges Ascot Swimming Club – application received.

5.6 -Correspondence – None received.

6. AOB - None

7. Date of next meeting – Tuesday 14th January 2025 Online.