



Regional Management Board

Minutes of Meeting held on 13.02.25 Online meeting starting at 7pm

Present:	Chris Lee (CL)	Vice Chairperson
	George Adamson (GA)	Board Member
	Brian Deval (BD)	Board Member
	Jenny Gray (JG)	Board Member

In attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
Peter Roycroft (PR)	Vice President

1. Apologies

Sara Todd (ST)	Chairperson
Rosa Gallop (RG)	Board Member
Carys Jones (CJ)	Board Member
Mike Lambert (ML)	Board Member
Roger Penfold (RFP)	Board Member
Roger Prior (RGP)	Board Member
Andy Giess (AG)	Regional Welfare Officer

2. Minutes from previous meeting 14th January 2025

The minutes were approved as an accurate record.

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

- 2.1.1 Incorporation – Finance committee has been working with the tax team at Charterhouse to establish the best way to move forward with incorporation and transferring funds from the unincorporated organisation into the incorporated company. Written advice has now been received from Charterhouse and a Finance meeting is being planned to review this.
- 2.1.2 Trophies – The trophies audit happened, ML should be able to close the storage unit soon. Trophies were divided into three categories
1. Trophies suitable for re-use
 2. Trophies with silver content
 3. Trophies to be disposed of
- Categories 1 and 2 are in a single box. Category 3 trophies are in 3 (smaller boxes).
Next steps:

1. Decide how many trophies we want to retain for potential re-use.
ML will select 6 for use as the overall club trophies for the swimming championships

2. Decide on strategy for disposal of unwanted trophies
ML will develop a proposal and circulate for email discussion when he returns from holiday.

A query was raised on if the 6 trophies ML mentioned relate to top clubs across the long course, short course and relay championships. Clarification on this may be required. It was noted that other disciplines may also want trophies however it was understood that these had already been supplied for Masters.

Action: ML

3. Items for Decision

There was not a quorum present at the meeting so no decisions could be taken. All items requiring decision will be sent to the Board by email.

3.1 Swim England Member-Nominated Director - The nominations committee will need to convene to review any applications received for the Swim England Member Nominated Director role (closing date 17th Feb), to then make a recommendation to the Board. The terms of reference state that the group will be formed by at least 3 members. ST has excused herself from the committee on this occasion so further members will be required to join RFP and CJ on the committee. It was proposed that a further 3 members join. GA, BD & JG confirmed they would be willing to join the nominations committee for this purpose, this will be for this occasion only and not on an ongoing basis. Those present at the meeting were in agreement. BG to email the Board for decision.

Action: BG

3.2 Amended Meeting Schedule – The amended schedule circulated in advance of the meeting. BG to circulate to the Board for decision and send meeting invites once approved. It was noted that the proposed ACM date clashed with the Hampshire ACM, this date will be subject to review.

Action: BG

Items for Discussion / Information

3.3 Strategy & Development – There has not been a meeting of the committee. Now that the Swim England strategy has been released it is hoped to have another meeting where club representatives are invited to attend. JG will discuss further with ST. At the last committee meeting disciplines were invited to send a representative to the meeting, this will continue to happen to help support their development.

3.4 Finance – The draft accounts and notes circulated were noted by the Board. RGP had expressed disappointment at the surplus achieved, this would increase slightly once final adjustments were made. GA advised that there is a current proposal from Swim England/Aquatics GB relating to Officials Training/Licensing in all aquatic disciplines and how costs relating to this are covered, it is proposed that Regions fund these

costs. Such a proposal would need to be investigated and considered by the Development and Finance committees.

BD raised an issue with the expenses policy relating to hotel costs for the Swimming Championships. It was confirmed that this had been discussed by the Finance Committee and was being considered.

Action: Finance Committee

3.5 Regional Communications Update – BD confirmed that it had been planned to do something at the Swimming Championships to engage with parents, it was hoped to do something around the strategy however it was noted that timings may not align for this.

3.6 Welfare report – A brief report on Welfare was supplied outlining the response received regarding updates to Wavepower and how these are recorded. However it was felt that it is not easy to see that changes with limited detail being provided, it was noted that similar issues happen with other Swim England publications. It was felt that it would be beneficial to reference the page numbers and details of the changes included the original wording and new wording and any rationale for the change. It was also noted that a subscription service would be useful allowing you to be notified about changes as they are made. It was confirmed that this is also an issue when it come to changes to the swimming regulations. ST to raise through the Regional Chairs Committee regarding Wavepower and Aquatics GB for the regulations. It was also noted that there had been a meeting called at short notice the previous week for County and Regional Welfare Officers, which related to a significant increase in reported cases of mobile phones being used under/over changing rooms during January and this spike continuing during February. It was confirmed that at the Region's Swimming Championships no one is able to use mobile phones in the changing rooms, any cases would be reported to the onsite welfare officer.

Action: ST

3.7 Regional Staff update – The report was circulated in advance of the meeting. It was confirmed that all except two clubs had completed their Club Affiliation by the deadline. It was noted that depending on the outcome of the staffing review there may need to be consideration given to the additional hours needed for this work to be completed. It was confirmed that all information for the end of year accounts had been sent on to Charterhouse and that the contract for Caroline Burke had now been extended for 6 months.

3.8 Regional affiliation – None to report

3.9 Correspondence – None received.

4

AOB

Annual Report – A first draft of the annual report will be sent out to the Board for review next week. It was confirmed that the format will be similar to previous years.

Action: BD

SwimMark – Following the SwimMark programme being paused the portal has been renamed to the Governance portal. However it was noted that the URL for this remains as SwimMark so cannot currently be found when searching for the Governance Portal. It was confirmed that the Region’s website has been updated to remove references to SwimMark.

HSBC – It was confirmed that the Region has now completed all safeguarding checks with HSBC to comply with money laundering regulations. These have now been accepted and are compliant.

5 Date of next meeting – Thursday 13th March 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 2.1

MATTERS ARISING FROM RMB MEETINGS

Updated as at 06.02.25

	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 – trophy store audit to take place 24th January</p>	<p>29.11.19 Min 164 Updated 10.09.20 Min 123 Updated 19.11.23 Min 141</p> <p>14.03.24 Min 24.2 10.09.24 Min 2.1.1 14.01.25 Min 2.1.2</p>	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>	<p>12.09.23 Min 101</p> <p>14.03.24 Min 24.6.2 25.06.24 Min 59.6 10.12.24</p>	<p>BG</p> <p>RGP</p> <p>CMB</p>	<i>Ongoing</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>	<p>13.02.24 Min 16.2</p> <p>10.09.24 Min 2.1.2</p>	<p>ML</p> <p>ST/ML/CB</p>	<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	
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Updated 06.02.25 BG

Date	Location	Meeting
Tuesday 14th January 2025	Online	Regional Management Board
Thursday 13th February 2025	Online	Regional Management Board
Thursday 13th March 2025	Online	Regional Management Board
Thursday 24 th April 2025	Online	Annual Council Meeting
Thursday 15 th May 2025	Online	Regional Management Board
Sunday 22 nd June 2025	Holiday Inn Guildford	Regional Management Board
Tuesday 16 th September 2025	Online	Regional Management Board
Sunday 16 th November 2025	Holiday Inn Guildford	Regional Management Board & Discipline Managers

Going forward proposed that the Board meet as follows; January, March, May, June (face to face), September and November (face to face). In addition there will be an Annual Council meeting (currently taking place in April).

Swim England South East Region Report
Income and Expenditure Account for the period-ended 31/12/2024

	<u>Notes:</u>	<u>31/12/2023</u>	<u>31/12/2024</u>	<u>Variance to</u> <u>31/12/2023</u>
		£	£	£
Income				
Affiliation fees		(168,220.00)	(168,844.50)	(624.50)
Licensed meet fees		(43,913.00)	(42,545.13)	1,367.87
Bank interest (net)		(7,796.00)	(8,904.24)	(1,108.24)
Sponsorship		(6,200.00)	(8,500.00)	(2,300.00)
Miscellaneous		(133.00)	(184.68)	(51.68)
		<u>(226,260.00)</u>	<u>(228,978.55)</u>	<u>(2,716.55)</u>
Expenditure				
Cost of Democracy				
Regional council meeting		-	-	-
Swim England council		-	-	-
Regional management board		826.00	2,245.05	1,419.05
President's expenses		427.00	569.45	142.45
Welfare officer's expenses		43.00	-	(43.00)
Finance group costs		-	-	-
Accountancy fees		2,520.00	2,736.00	216.00
Bank charges		540.00	925.33	385.33
		<u>4,356.00</u>	<u>6,475.83</u>	<u>2,119.83</u>
Disciplines				
Diving (net)		2,828.00	4,633.12	1,805.12
Disability (net)		1,081.00	3,094.92	2,013.92
Masters (net)		1,455.00	(5.40)	(1,460.40)
Open water (net)		5,066.00	2,758.24	(2,307.76)
Swimming (net)		36,448.00	9,653.20	(26,794.80)
Artistic swimming (net)		(1,641.00)	10,013.14	11,654.14
Water polo (net)		14,515.00	13,797.94	(717.06)
Medals		279.00	373.77	94.77
		<u>60,031.00</u>	<u>44,318.93</u>	<u>(15,712.07)</u>
Development plan				
Development group costs		-	1,840.48	1,840.48
Course subsidies		41,041.00	22,010.00	(19,031.00)
SwimMark		-	-	-
Volunteer training		5,632.00	11,533.59	5,901.59
Athlete Support		602.00	452.30	(149.70)
Youth Forum		-	-	-
		<u>47,275.00</u>	<u>35,836.37</u>	<u>(11,438.63)</u>
Staffing				
Staffing Costs		96,595.00	119,589.74	22,994.74
Central establishment costs		5,191.00	6,233.96	1,042.96
		<u>101,786.00</u>	<u>125,823.70</u>	<u>24,037.70</u>
		<u>213,448.00</u>	<u>212,454.83</u>	<u>(993.17)</u>
(Surplus) / Deficit	5	<u>(12,813.00)</u>	<u>(16,523.72)</u>	<u>(3,709.72)</u>

Swim England South East Region Report
Balance Sheet as at 31/12/2024

	<u>Notes:</u>	<u>31/12/2023</u>	<u>31/12/2024</u>	<u>Variance to</u> <u>31/12/2023</u>
		£	£	£
Current Assets				
Debtors	2	19,933.00	5,265.50	(14,667.50)
Cash at Bank	3	404,832.00	428,081.59	23,249.59
		<u>424,765.00</u>	<u>433,347.09</u>	<u>8,582.09</u>
Less: Current liabilities				
Creditors	4	(64,431.00)	(53,969.36)	10,461.64
		<u>360,334.00</u>	<u>379,377.73</u>	<u>19,043.73</u>
Total Assets Less Current Liabilities				
Accumulated Surplus	5	(360,334.00)	(379,377.73)	(19,043.73)
		<u>(360,334.00)</u>	<u>(379,377.73)</u>	<u>(19,043.73)</u>

Notes to the Financial Statements for the period-ended 31/12/2024

1 Accounting policies

The financial statements have been prepared under the historical cost convention.

2 Debtors

	<u>31/12/2023</u>	<u>31/12/2024</u>	<u>Variance to</u> <u>31/12/2023</u>
	£	£	£
Debtors	6,200.00	1,020.00	(5,180.00)
Prepayments and accrued income	13,733.00	4,245.50	(9,487.50)
	<u>19,933.00</u>	<u>5,265.50</u>	<u>(14,667.50)</u>

3 Cash at bank

	<u>31/12/2023</u>	<u>31/12/2024</u>	<u>Variance to</u> <u>31/12/2023</u>
	£	£	£
Cash at Bank - General Purposes	404,832.00	428,081.59	23,249.59
Cash at Bank - Restricted Cash	-	-	-
	<u>404,832.00</u>	<u>428,081.59</u>	<u>23,249.59</u>

4 Creditors

	<u>31/12/2023</u>	<u>31/12/2024</u>	<u>Variance to</u> <u>31/12/2023</u>
	£	£	£
Amounts falling due within one year:			
Trade Creditors	(35,794.00)	(19,646.40)	16,147.60
Accruals and deferred income	(28,637.00)	(34,322.96)	(5,685.96)
	<u>(64,431.00)</u>	<u>(53,969.36)</u>	<u>10,461.64</u>

Swim England South East Region Report
Notes to the Financial Statements for the period-ended 31/12/2024 (Continued)

5 Accumulated Surplus

	<u>31/12/2023</u>	<u>31/12/2024</u>	<u>Variance to</u> <u>31/12/2023</u>
	£	£	£
General Fund:			
Balance brought forward at 1 January	(345,596.00)	(362,854.01)	(17,258.01)
(Surplus) / deficit for the year	(12,813.00)	(16,523.72)	(3,710.72)
Released liabilities	(1,925.00)	-	1,925.00
Balance carried forward at end of period	<u>(360,334.00)</u>	<u>(379,377.73)</u>	<u>(19,043.73)</u>

6 Related Party Transactions

The Region is controlled by the Regional Management Board on behalf of the members.

Swim England South East Finance – 2024 Year End

Outstanding Items –

- Artistic Swimming – waiting on an invoice for a grade day in December. This is being chased. Expected around £500
- Diving – waiting on an invoice for Age Groups pool hire from May. This is being chased. £2k budgeted
- Diving – Judge Development £100 requested to be returned due to invoicing error
- Water Polo – Festivals £588 requested to be returned due to invoicing error

Budget Variances –

Swimming (Budget -£39,700 vs Actual -£9653.20)

1. Swimming Talent Camps – no budget was included for this, just under £5k spent. Kristie did alert Roger Prior and Mike Lambert to this during the year.
2. Offshore Camp – £6.8k spent against £26k budget. Larger costs such as the hotel did not occur until later in January. An adjustment could be made for this, Finance Group to confirm.

Development (Budget -£47,000 vs Actual -£35,836.37)

1. Bursaries - £19.8k vs £26k budget. There were less Coach bursaries claimed in 2024, we have asked the IoS if they can provide any data on the uptake of courses to assess if this has reduced or just less clubs are claiming the bursaries
2. Time to Listen – just over £3k spend against £1,650 budget due to the changes with the way this course is running through UK Coaching.
3. Officials Licensing – only £155 spent against £5k budget
4. Young Volunteers – programme only started in Jan 2025 so £5k budget not spent in 2024.
5. Volunteers Management - £5k spent but no budget in place

Open Water (Budget -£9,350 vs Actual -£2758.24)

1. Income - £9,686 income against £5k budget
2. Officials Training – only £54 spent against £1.5k budget

Water Polo (Budget -£24,380 vs Actual -£13797.94)

1. Development training and inter regional girls/boys went ahead as in prior years however other budgeted activities did not go ahead in 2024, the group did alert that this may be the case during the budget setting. Small amount of spend for Water Polo Festivals which were unbudgeted.

Masters (Budget -£7,490 vs Actual £5.40)

1. Competition budgets income and expenditure mostly on track beyond a larger expense overall on the inter county event of just under £3.4k & costs lower than budgeted for the Club Relay event (£2.2k).
2. Other budgeted activities such as the training day and Coaching Forum did not go ahead.

Diving (Budget -£15,900 vs Actual-£4,633.12)

1. Competitions generated higher income than budgeted, £6.5k vs £4.6k budget.
2. Competition expenditure on track (beyond the missing pool hire invoice).
3. Large underspends in the development / network activities budgeted.

Disability (Budget -£10,870 vs Actual -£3,094.92)

1. Training day income and costs were lower overall than budgeted.
2. Large underspend for Disability Events expenditure as the competition was hosted by the South West in 2024. This will be hosted by the South East again in 2025.
3. No spend against the £4k START Para budget.

Artistic Swimming (Budget -£12,665 vs Actual -£10,013.14)

1. Costs for the Regional Squad £3.7k higher than budgeted
2. Competition costs and income lower than budgeted
3. Assessment centres spend lower than budgeted but with higher income
4. Budgets for Officials training, coach development and group/management costs mostly unused.

Central Budget

1. Income just under £21k up on budget due to higher membership income, bank interest and licence meet fees.

South East Regional Management Board update- welfare and safeguarding

Following the last RMB meeting Andy has followed up with Swim England in regard to changes to Wavepower and how these are communicated. The following response was received from James Diamond in the Safeguarding team;

Any changes to Wavepower are highlighted via the change log published underneath the document on this page:

<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>, which should be suitable for what is being asked here. As Wavepower goes through further changes, this will be updated accordingly.

I will raise to Kevin regarding the sharing of statistical safeguarding data with regions, but believe this will be discussed/explored in the new regional working groups.

Staff update February 2025

Bryony		
Financial management		Supporting Caroline with year end. Finance Group meeting has taken place
RMB attendance & administration		
ACM administration		Planning underway & meeting date proposed
Regional Awards Administration		not yet launched for 2025
New club affiliation		none to report
Communicate with the counties		
Time to Listen pre course checks		February workshop complete
Management of the team		Contract extension complete for Caroline, final review meetings arranged for the team with Kristie, working on the staffing review with Kristie.
Regional Governance Code Support		Action plan received from Kristie
Regional Governance / Incorporation		Attended meeting with accountants in January to look at moving forwards
Regional Development / Strategy Group		
Newsletter collation		
Website maintenance		
Para Swimming Records		Require updating
Kristie		
SwimMark Accreditation (103 clubs)		All SwimMark clubs completed club affiliation to retain their status for 2025.
		44 clubs supported this quarter- all completed in the end except The Royal Navy. They have not been suspended as there are questions with the safeguarding team around applicability. This was a major challenge this time, particularly supporting masters clubs and universities due to the Welfare changes. I would recommend that the region should budget for increased resources in January 2026 due to the high volume of staff time required.
Club affiliation (Surrey, Hampshire, BSB)		
County liaison (attend two meets per year)		BSB Meeting in February.
Regional pathway camps - swimming		Camp 2 complete, final face to face camp is in June 2025.
Regional off shore camp		Excellent trip, great social media engagement.
Regional open water/distance camps		Looking at planning for 2025, coaches have agreed that we should increase capacity for the lake day rather than run a lake and pool day.
National club leadership group attendance		Attended the meeting in January.
Regional Development/ strategy group		A meeting should be planned for March, will liaise with Jenny.
Regional swimming group attendance		
Regional governance code - support		Renewed the membership on OMS and handed back the action plan to Bryony.
		Good meeting in January with the new coaches. I attended the national coaching strategy group meeting in January- the consultation day for the new strategy in the South East is planned for the 27th March in Guildford, an afternoon and evening session.
Regional swimming coaches forum		
Time to Listen course planning		Courses booked up to June 2025
Swimming coach mentoring programme		
RMB attendance		Final meeting in January - handed back to Bryony
Management of regional staff		Completing the final staff reviews with Bryony in February. Working with Bryony on the staff review, draft proposals are planned to be ready in March.
Club support		

Kate		
Team manager training		
Young volunteer training		
County Liaison (attend 2 meetings per year)		
Club affiliation (ONB, Sussex and Kent)		All clubs have started, 9 still to complete
Regional Development/ strategy group		
Disipline Support - Para swimming		
Discipline support - Water polo		WP Manager now in place
Discipline support - Artistic swimming		
Discipline support - Diving		
Discipline support - Masters		
club support		

Caroline		
Financial management		Preparing for year end
RMB administration		Handed back to Bryony
ACM administration		Handed back to Bryony
Regional awards administration		Complete for 2024
Website maintenance		ongoing
New club affiliation		Handed back to Bryony
Communicate with the counties		Handed back to Bryony
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		has been slight delay in getting licences back since Jan have had to chase up a couple of times
Newsletter collation		Handed back to Bryony



RMB Agenda – 7pm 13th February 2025 Online

- 1 Apologies
- 2 Minutes from previous meeting 14th January 2025
 - 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 – Swim England Member-Nominated Director CL
 - 3.2 – Amended Meeting Schedule BG
- 4 Items for Discussion / Information
 - 4.1 Strategy & Development JG
 - 4.2 Finance RGP
 - 4.3 Regional Communications Update BD
 - 4.4 Welfare report AG
 - 4.5 Regional Staff update BG
 - 4.6 Regional affiliation – None to report BG
 - 4.7 Correspondence – None received.
- 6 AOB
- 7 Date of next meeting – Thursday 13th March 2025 Online.