



Regional Management Board

Minutes of Meeting held on 13.03.25 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
	Jenny Gray (JG)	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):

Bryony Gibbs (BG)	Regional Manager
Andy Giess (AG)	Regional Welfare Officer
Peter Roycroft (PR)	Vice President

1. Apologies

Carys Jones (CJ) Board Member

2. Minutes from previous meeting 13th February 2025

The minutes were approved as an accurate record.

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

2.1.1 Trophies – ML reported the progress. The inventory had been organised and ML proposed to terminate the storage unit, providing that the RMB was prepared to accept any risk of the remaining trophies being stored at ML's home for the time being. The value of the remaining trophies is unknown. Some of the trophies will be disposed of for metal value and some retained for future use. The proposal to close the storage until was agreed. ML will put forward a proposal regarding the disposal of trophies which are no longer required.

Action: ML

- 2.1.2 Incorporation – Finance meeting was planned for the next 2-3 weeks to review the advice from Charterhouse before moving forwards.

Action: Finance Sub Group

3. Items for Decision

- 3.1 Accounts Y/E 31 December 2024 – It was noted that one adjustment had been made to the accounts relating to a discrepancy between the opening and closing balances, which was made up of the accountants fee for last year. The accounts for Y/E 31 December 2024 were approved.
- 3.2 Annual Report 2024 – Draft reports for the Annual Report had been circulated to the RMB and Discipline Managers. Amendments had been made to these and the report was currently going to artwork, a further draft is expected next week. Reports are outstanding currently for Chair, President and Finance. A potential issue with the membership data was noted due to the dates the information had been pulled from the system, BG to look into this.

Action: BG/ST/RGP

- 3.3 ACM – Regional Management Board Members Elections. A paper was circulated to review how to proceed in relation to the Regional Management Board members and elections for these roles. Elections had not been held in the previous 2 years due to the move across to the new structure which has been delayed. Following discussion it was agreed that elections would not be held at the Annual Council Meeting in April, approval would be sought from Council for the extension of the terms of office for RMB members whose terms of office ended in 2024 and those due to end in 2025.

3.4 Ratification of decisions taken by email:

- 3.4.1 Nominations Committee – ST had excused herself from to committee on this occasion, further members were required to join the committee to review the SE Member Nominated Director applications. It was agreed that BD, GA and JG would join RFP & CJ on the committee for this purpose.
- 3.4.2 Meeting Dates – Updated meeting schedule approved.
- 3.4.3 Nomination – SE Member Nominated Director – Nominations committee reviewed the 3 applications received and recommended Sara Todd as the Region's nominee for the Swim England Member Nominated Director role, this was agreed. It was also agreed that one of the applicants would be approached to see if they would be interested in joining the Regional Management Board.
- 3.4.4 Swim England Members Forum Members – Agreed for 3 additional members added to fill vacancies, Kristie Jarrett, Susan Harrison and Sarah Endersby.

4 Items for Discussion / Information

4.1 Chairs Report

A brief report was circulated in advance of the meeting. Focus areas for March/April include, Incorporation, ACM preparation, Strategy finalisation, working with Kristie and Bryony on the Regional team structure and Board/Discipline Succession Planning. An overview of the Regional Chairs meeting was provided, ST has been nominated as the Chair of Chairs. The first G9 meeting had taken place, it was felt that this had been positive and a

report of the meeting had been shared. It was confirmed that the G9 is made up of representatives from the Regions and Swim England.

4.2 Strategy & Development – JG provided a brief verbal update. There had been limited progress since the last meeting, the group will be looking to meet in early April to discuss the new strategy. ST confirmed that she would be happy to draft something as a template linking into the Swim England Strategy. Following this there will need to be consultation with the disciplines and will need to go back out to the membership to ensure that everyone is on board.

Action: ST / Strategy & Development Group

4.3 Regional Communications Update – BD provided a brief verbal update. The main focus has been on the annual report. It was also confirmed that the 2 new discipline managers now have new email addresses set up. It had been hoped to have a strategy update at the LC swimming championships however likely this may happen at the SC competition later in the year instead.

4.4 Welfare Report – AG provided a brief verbal update. AG will put together a brief report for inclusion in the Annual Report. The Wavepower updates and how these changes are communicated were discussed, this will be raised through the G9 group. It was noted that an issue had been raised at a recent Regional Event.

4.5 Regional Staff Update. The report was circulated in advance of the meeting.

4.6 Regional Affiliation – New Application had been received from Hedge End SC (Hampshire).

4.7 Correspondence – The minutes of the Swim England Board meeting in Dec 2024 were circulated and noted.

5 AOB

None received.

6 Date of next meeting – Wednesday 23rd April 2025 (Annual Council Meeting)

20.05 meeting closed



RMB Agenda – 7pm 13th March 2025 Online

- 1 Apologies
- 2 Minutes from previous meeting 13th February 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 – Accounts Y/E 31 December 2024 RGP
 - 3.2 – Annual Report 2024 BD
 - 3.3 - ACM – Regional Management Board Members Elections ST
 - 3.4 - Ratification of decisions taken by email;
 - 3.4.1 Nominations Committee
 - 3.4.2 Meeting Dates
 - 3.4.3 Nomination - SE Member Nominated Director
 - 3.4.4 Swim England Members Forum Members
- 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 BG
 - 4.6 Regional affiliation – None to report BG
 - 4.7 Correspondence – Swim England Board Minutes Dec 2024 BG
- 5 AOB
- 6 Date of next meeting –
Wednesday 23rd April (Annual Council Meeting) Online
Thursday 15th May Online.



Regional Management Board

Draft 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.

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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.

AGENDA ITEM 2.1

MATTERS ARISING FROM RMB MEETINGS

Updated as at 06.03.25

	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>Update – Trophy audit has taken place. ML will develop a proposal on next steps.</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 13.02.25 Min 2.1.2</p>	<p>CL, GA, ML & BD</p> <p>ML</p>	<p><i>In Progress</i></p>
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</p> <p>Update – ST and CL collated information gathered from other regions, meeting is being set for January to discuss this further with Charterhouse. Update – meeting with Charterhouse has taken place and written advice has now been received. This will be reviewed by the Finance Group.</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 13.02.25 Min 2.1.1</p>	<p>BG</p> <p>RGP</p> <p>CMB</p> <p>Finance Group</p>	<p><i>Ongoing</i></p>
9	<p>Swim Manager Role</p>	<p>13.02.24 Min 16.2</p>	<p>ML</p>	<p><i>In Progress</i></p>

	<p>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.</p> <p>Advert to be drafted for Swim England jobs board</p> <ul style="list-style-type: none"> - Suggested possibly to be put forward to a paid role, to be taken in consideration as part of the Regional staffing review 	<p>10.09.24 Min 2.1.2 17.10.24 Min2.1.3</p>	<p>ST/ML/CB</p> <p>ST</p>	
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Updated 06.03.25 BG

Staff update March 2025

Bryony		
Financial management		Finance group meeting being planned, liaison with accountants for year end.
RMB attendance & administration		
ACM administration		First communication has been circulated
Regional Awards Administration		not yet launched for 2025
New club affiliation		none to report
Communicate with the counties		Counties advised of any suspended clubs following renewals deadline
Time to Listen pre course checks		March workshop checks complete
Management of the team		Review meetings completed for Kate & Caroline with Kristie. Review meeting for Kristie has also taken place.
Regional Governance Code Support		Work is beginning on reviewing documents in line with the task timeline
Regional Governance / Incorporation		Meeting being planned for Finance to look at recommendations from the accountants
Regional Development / Strategy Group		Meeting of this group to be planned
Newsletter collation		
Website maintenance		
Para Swimming Records		Updates completed for all Para Swimming Records
Kristie		
SwimMark Accreditation (103 clubs)		Feb - April clubs in progress.
Club affiliation (Surrey, Hampshire, BSB)		Complete for this quarter
County liaison (attend two meets per year)		Attended BSB meeting in February, sending a report to the Surrey Meeting in March due to AL.
Regional pathway camps - swimming		Currently planning the 2025/2026 programme.
Regional off shore camp		Completed an athlete feedback survey. Will review at the coaches forum in March.
Regional open water/distance camps		I have booked the lake and pool for the 15th June. I am doubling the number of athletes and reducing the programme to 1 day to resource this. The emphasis will be open water experience.
National club leadership group attendance		
Regional Development/ strategy group		We still need to arrange a meeting of this group asap.
Regional swimming group attendance		
Regional swimming coaches' forum		
National coaching strategy group		I have now attended 2 meetings of this group as a regional rep. Consultation on the new strategy is underway in the form of surveys for coaches, participants, parents and clubs. Face to face meetings with coaches are planned for March, I will be attending the Guildford workshop.
Time to Listen course planning		
Swimming coach mentoring programme		
Management of regional staff		Completed Kate's and Caroline's performance reviews with Bryony. Working with Bryony on the staff review, disciplines have been consulted on their requirements by Bryony and we have reviewed their comments.
Club support		
G9 Group/ Swim England and regions		I attended the first face to face meeting of this group in February. The SE strategy goals were reviewed and support/engagement from the regions assessed. The aim is to improve operational co-operation between SE and the regions.
Kate		
Team manager training		
Young volunteer training		Started well 41/44 that completed workshops are active
County Liaison (attend 2 meetings per year)		Need to check in with counties for their meeting dates
Club affiliation (ONB, Sussex and Kent)		All clubs got through this quarter (InSync suspended but completed)
Regional Development/ strategy group		
Discipline Support - Para swimming		
Discipline support - Water polo		
Discipline support - Artistic swimming		
Discipline support - Diving		
Discipline support - Masters		
club support		
Caroline		
Financial management		Accounts for Jan are up to date completing Feb currently
Regional awards administration		Complete for 2024
Website maintenance		ongoing
Manage the office e-mail account/ phone and answer/redirect enquiries		up to date
Time to listen post course admin		March Pre course emails going out.
Coach bursaries		
Meet licensing		has been slight delay in getting licences back since Jan have had to chase up a couple of times

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

Monday 16th December 2024 1:00pm – 4:30pm

Venue: TEAMS

Members	Initials	Meeting 6 16.12.2024
Richard Hookway (Chair)	RH	✓
Andy Salmon (CEO)	AS	✓
Aysha Kidwai	AK	✓
Barry Saunders	BS	✓
Joan Wheeler	JW	✓
Katie Walcott-Greenwood	KWG	✓
Ali Breadon	AB	✓
Neil Booth	NB	✓
Caroline Green	CG	A
Bernard Simkins	BSi	✓
Carolyn Ryan	CR	✓

Non-members in attendance:

Ashif Manjothi, Interim CFO	AM	✓
Kirsten Fasey, Interim Director of Safe Aquatics, Legal and Governance	KF	✓
Catherine Searcy (Minutes)	CS	✓
Item 6 only:		
Emma Griffin	EG	P
Sarah Green	SG	P
Kerry Watkiss	KW	P

Key: ✓= Present, A = Apologies given, P = Partial attendance, X = Non-attendance

Red text indicates content to be redacted in published version.

STANDING ITEMS: ADMINISTRATION	
1.	Welcome and apologies
	<p>Welcome from RH.</p> <p>Apologies from CG and AB, who will be joining the meeting late.</p> <p>Apologies in advance that AK will need to leave the meeting at 3:15pm and CR will step out briefly at 3:30pm approximately.</p>
2.	Declarations of interest
	Nothing new to report.
3.	Minutes of the Board of the Amateur Swimming Association (Swim England) Limited
	<p>Recommendation from KWG to amend some of the language used at items 9.7 and 9.9. Approved.</p> <p>Decision: Draft minutes of 7th November 2024 approved with these changes.</p>
4.	Actions arising from the meeting held on 07/11/2024
	<p>AS has updated where possible and a number of items will be discussed in the course of the meeting.</p> <p>RH suggested reevaluating the target dates as many now passed.</p>
5.	Confirmation of decisions made by email
	None received.
6.	Project
	<p>AB joined the meeting.</p> <p>Emma Griffin (EG), Sarah Green (SG), and Kerry Watkiss (KW) joined the meeting.</p> <p>Paper taken as read by all.</p> <p>EG, SG and KW left the meeting.</p>
7.	SEQ Statement of Compliance
	<p>Annual submission of draft Statement of Compliance to be approved by Board. Will also go to Qualification Board (SEQ) for review and then RH will be asked to sign off on behalf of the Board once SEQ have finalized in January 2025.</p> <p>Decision: Draft approved.</p>

STANDING ITEMS: ORGANISATIONAL	
8.	<p>Chair's Report</p> <p>Verbal report from RH:</p> <ul style="list-style-type: none"> • Closer set of links continue to build between various Boards and Committees, home nations etc • Met with Regional Chairs recently – relationship very good and full support for new strategy from all regions.
9.	<p>CEO's Report</p> <p>AS gave verbal overview of report headlines:</p> <ul style="list-style-type: none"> • Very happy with strategy launch and response from the community and beyond – now need to focus on delivering it. • Final version of Scorecard in Appendices sent before meeting. The scorecard was approved, subject to some amendments. • Digital/IT: continues to present surprises so investing in third party to work through these issues. • Stakeholder relations: in a good place. 6-month review with Sports England entirely positive. Met all conditions of funding.
10.	<p>People Report</p> <p>AS gave verbal overview of report headlines:</p> <ul style="list-style-type: none"> • 2nd interview for role of Director of Community and Participation taking place Monday 16th December 2024 • 1st interviews for Director of People taking place on Tuesday 17th December • Director of Finance role closes 2nd January 2025, interviews 13th January • Using an agency for Director of Aquatics vacancy due to specialised nature <p>Discussion around Board members attending/sitting on interview panels going forward. Agreed to include in second stage on interviews for Director vacancies.</p> <p>Discussion around staff morale currently. Suggestion of Roger Steare, Interim Director of Leadership and Culture attending a future Board meeting to feedback.</p> <p>ACTION: People Committee to schedule a meeting in the New Year.</p>
11.	<p>Safe Aquatics, Legal and Governance reports</p> <p>KF gave verbal overview of report headlines:</p> <ul style="list-style-type: none"> • Thank you to NB for supporting KF and Kevin Suckling, Head of Safeguarding and Welfare, in getting to grips with these reports. <p><u>Historic case review</u></p> <p>KF updated on proposed changes to the previously considered Terms of Reference (TofR).</p> <p>Following discussion, the draft TofR were agreed.</p> <p>ACTION: Board to see communication plan and timings before anything is communicated out</p>

	<p>KF next steps are communication plan, insurers being informed, speaking to organisations who may be able to lead review and then agreeing ToFR. The final ToFR will be brought before the Board again for final sign off.</p> <p>AK left mtg.</p> <ul style="list-style-type: none"> Changes to handbook need formal approval: taken as read. No questions or comments and no objections to changes proposed. <p>Decision: Changes to Handbook approved.</p> <p><u>Safeguarding report</u></p> <ul style="list-style-type: none"> Report before Board is in a format similar to previously seen. NB has spoken with Kevin Suckling and he is comfortable with staffing levels in team and how things are moving forward. NB is still concerned with how long matters are taking to be resolved/completed. NB took the Board through the safeguarding statistics within the Board pack. Delays within Judiciary: New system requires extra steps therefore extra time to complete. KF will be reviewing the system and processes, in conjunction with the team and listening to feedback from the community.
12.	<p>Finance Report</p> <p>AM gave verbal overview of report:</p> <ul style="list-style-type: none"> Has been an increase in Finance team members working in the office rather than from home. Audit: good processes in place. VAT recommendations to be implemented over next 2 quarters. Management accounting: some discrepancies between processes completed by team. Only 10% of the team's time is spent looking forward currently and want to change that. Work to do on separating transformation and one-off costs.
13.	<p>2025 Budget</p> <p>AM gave verbal overview of report:</p> <ul style="list-style-type: none"> Support guides being created to assist staff <p>RH: At Board meeting in February 2025, would like to sign off plan at that meeting.</p>
STANDING ITEMS: SUBSIDIARY AND COMMITTEE REPORTS	
(to be taken as read – questions only)	
14.	Committee/Working Group Reports (meetings held since last Board meeting)
14.1	Sport Operations Committee
	<p>BSi: 26.11.24 minutes, item 3.4 – talks about details of event planning and spend increase of £45k. What was the cause of that?</p> <p>JW: pool hire very much the main cost, expense rate for employees and volunteers has risen and hotel costs higher in 2024.</p>

	TofR: Committee are aware of governance review in future but wanting to make these changes now. Approved by all. Decision: New TofR approved.			
14.2	Regional Chairs			
	<ul style="list-style-type: none"> Discussed role of Regional Chair itself as has morphed into role as an Executive which it shouldn't be as number of hours involved is prohibitive. Going to do a piece of work about the role and bringing it back to a governance function. Have asked for recommendations on timetable for Regional Chair vacancies – looking at 4-6 weeks potentially. 			
14.3	Swim England Qualifications			
	<ul style="list-style-type: none"> Warm response from Board around new strategy. Board operating very effectively. 			
14.4	Institute of Swimming Board			
	<ul style="list-style-type: none"> Had an update on and were supportive. 			
14.5	Audit, Risk & Probity Committee			
	<ul style="list-style-type: none"> Met recently and need to confirm dates for 2025 Nothing specific to raise here 			
14.6	Trading Board			
	<ul style="list-style-type: none"> Meeting held on 9/x/2024 			
STANDING ITEMS: CLOSE				
15.	Future meetings:			
	Thursday 20 th February 2025	In person	11:30am – 5:30pm	Information
	Monday 7 April 2025	Virtual	1:00pm – 4:00pm	
	Wednesday 9 July 2025	In person	11:30am – 5:30pm	
	Wednesday 17 September 2025	In person	9:30am – 5:30pm	
	Monday 24 November 2025	Virtual	1:00pm – 4:00pm	
16.	Any Other Business			
16.1	Date of AGM			
	Tuesday 20 th May 2025 proposed Decision: Date agreed			
16.2	Thank you			
	RH thanked BSi for his contribution to Board, at club level, Trading Boards, ARP and all his involvement at Swim England.			

	If any members are interested in replacing BSi on ARP and Trading Board please let RH or AS know ahead of February meeting.
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Meeting closed.

PUBLIC