



Swim England South East Limited - Board of Directors Meeting

Minutes of Meeting held on 11.02.2026 7pm Online Meeting

Present:	Sara Todd (ST)	Chairperson
	George Adamson (GA)	Director
	Brian Deval (BD)	Director
	Rosa Gallop (RG)	Director
	Chris Lee (CL)	Director
	Roger Prior (RGP)	Finance Director

In attendance (non-voting):

	Bryony Gibbs (BG)	Regional Manager
	Andy Giess (AG)	Regional Welfare Officer

1. Apologies

Jenny Gray
Carys Jones
Mike Lambert
Roger Penfold
Peter Roycroft

2. Declarations of Interest

None declared.

3. Minutes from previous meeting 16 November 2025

The minutes were approved as an accurate record.

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

Regional Trophies – BG to reach out to ML on how to move forward.
Complete items to be removed post meeting
Regional Awards – Long service criteria – still needs to be addressed.
The changes to the national awards were discussed.

4. Items for Decision

4.1 Annual Council / Annual General Meeting –

The following were agreed;

- Submission deadline for nominations agreed as 25th March
- President 2026/27 – agreed to approach Peter Roycroft around completing a second term. It was agreed that there was a need to look at succession planning to ensure that we have these roles in place.

Action: BG

5. Items for Discussion / Information

5.1 Chairs Report

A summary of Swim England restructure was shared. It was noted that there will be a Swim England appointed role who will be visiting clubs and working with the Regional Team and how this would work. It was confirmed that this would be agreed with the Regional Team. Given the number of clubs in the Region, it was also noted that additional support for the South may be introduced in the future, subject to Sport England funding.

There had been 19 applications for the Events and Administration Coordinator role and it is anticipated that an appointment will be made in the next 6 weeks.

The Chairs report for the Annual Report is in progress. In addition ST will be conducting review meetings with the Board Members, Members should expect to be contacted around this shortly.

5.2 Finance Update

Finance meeting took place yesterday, apologies that this was delayed. The annual accounts have been circulated, with the accountants' fee being the only remaining item to be added. The expected bottom line is £9–10k surplus, the Region is in a good position financially however it is disappointing that the variance is in the region of £100k. Several disciplines were significantly off their budget. A number of other factors contributed to this, including increased income from membership fees and a rise in licensed meet fees.

For Swimming 2026, costs have increased considerably. Pool hire is expected to rise by around 5%, and catering by 10–12%. Hotel and accommodation costs have also increased significantly, with Winchester seeing a 45% increase compared to the previous year. BD has secured a rate at the Holiday Inn Eastleigh for Regionals. RGP will be conducting further research into hotel options, and the Finance Group discussed alternative approaches to managing these rising costs.

The following budget adjustments had been agreed:

National Skills – Pool Hire: An additional £1,460 approved. The original budget was based on the price previously paid by the East Region.

Parent Education Session – AP Racing: £600 approved. This session will be delivered online and made available to a wide range of families.

Diving – Tutor Training Support: Funding approved for Matt Pipe to complete tutor training, enabling courses to be delivered within the Region.

Disability Officials' Expenses: Reduced from £500 to £100.

The Masters Inter County Event was discussed. As the event will not be held at the London Aquatics Centre due to pool unavailability and will instead move to Guildford Spectrum at a cost of £1,450. A discussion was held on whether counties should still be charged; this requires further review. BG will analyse the 2025 figures to determine costs and recommendations.

Action: BG

5.3 Governance Update

CL and BG are reviewing the schedule for updates in the year. This will include company requirements and the Regional Code.

ST discussed the thorough Governance review taking place at Swim England, a report from this week is currently in the consultation phase. ST will be meeting Regional Chairs tomorrow and a face to face meeting in Loughborough will follow. There is a desire to meet with the Regional Board and potentially the Members' Forum.

Andy Salmon has been invited to the March meeting. He is available to discuss any topics the group wishes to raise. It was noted that advanced notice of key questions may be helpful.

5.4 Regional Communications Update

We are currently working with a social media educator, who will also be working with staff in due course. This has already been extremely valuable and has significantly improved the way we create and share content on Instagram. He will attend the upcoming team event to capture stock photos for future use.

The new incorporation details will need to be added to the website. Strategy was also discussed and how this might be presented on the website. A brief needs to be put together for the board regarding design and artwork to share the final look and feel of the document. Ways of reinforcing the messages within the strategy were discussed including ST producing blogs or video content and also monthly themes linking back to the core strategy document on the website.

Currently Looking at expanding our use of Mailchimp to send communications out to officials as we can no longer manage this effectively via email due to volume limitations. To accommodate all swimming officials, we will need to increase our Mailchimp capacity. We currently pay approximately £45 for a list size of 2,500 contacts; upgrading to a 5,000-contact plan would cost around £74. This would allow us to include all officials in our communications. This change was supported. It was noted that there was also a need to look at wider IT solutions.

Action: BD/BG

5.5 Welfare Report

There had not been much recent communication from Swim England.

County Welfare Officers continue to deal with issues as needed. As part of the new structure there will be an officer covering the South.

The lack of information regarding Safeguarding issues in the Region was discussed. At present, there is no visibility of the number of cases or their status. It was felt that there was a need to understand how many issues exist, what actions are being taken, and when these matters are resolved. It is not acceptable for the Region to be without this information. It was felt that a regular safeguarding report should be requested setting out clearly what information was required.

5.6 Regional Staff Update

ST expressed thanks to the team for their work.

5.7 Regional Affiliation

New application – Benenden School (Kent) Application currently with County for their input.

Resignation – Ashford School (Kent)

5.8 Correspondence

The meeting minutes from the Swim England Board meeting in September were circulated. The minutes were discussed, it was felt that it is difficult to gauge what is going on based on these.

6. AOB

None raised.

7. Date of Next Meeting

Thursday 12th March

21:04 meeting closed



Swim England South East Limited - Board of Directors Meeting Agenda

7pm 11th February 2026 Online

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes from previous meeting 16 November 2025
 - 3.1 - Matters Arising not covered in agenda (From landscape sheet)
- 4 Items for Decision
 - 4.1 – Annual Council Meeting BG
- 5 Items for Discussion / Information
 - 5.1 Chairs Report ST
 - 5.2 Finance Update RGP
 - 5.3 Governance Update
 - 5.4 Regional Communications Update BD
 - 5.5 Welfare Report AG
 - 5.6 Regional Staff Update BG
 - 5.7 Regional Affiliation BG
 - 5.8 Correspondence –
Swim England Board Minutes September 2025
- 6 AOB
- 7 Date of next meeting – Thursday 12th March 2026 Online.



Regional Management Board

Draft Minutes of Meeting held on 16.11.25 10am Holiday Inn Guildford

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

In attendance (non-voting):

Carol & David Butler (CB)	Open Water Manager
Bryony Gibbs (BG)	Regional Manager
Andy Giess (AG)	Regional Welfare Officer
Di Hughes (DH)	Artistic Swimming Manager
Kate Hutchinson (KH)	Aquatics Development Officer
Kristie Jarrett (KJ)	Aquatics Development Lead
Matt Pipe (MP)	Diving Manager
Peter Roycroft (PR)	Regional President
Geoff Stokes (GS)	Masters Representative

1. Apologies

Carys Jones
Roger Prior

2. Discipline Reports

2.1 Swimming

ML reported that he was retiring as Swimming Manager, effective today. A strong team has been established to ensure continuity and Mike had already stepped back during the Winter Championships, which ran successfully. He was congratulated for building such a capable team and thanked for his significant contributions over the years.

It was noted that the Region will require a designated Swimming Manager role, even if much of the operational work continues to be shared across the group. Mike's detailed succession plan has been extremely helpful in identifying priorities and any gaps that need addressing.

Finance remains largely on track, with some variances, but nothing of concern.

2.2 Open Water

2025 saw another successful event with continued growth. Thanks to KJ, BD and David Butler (DB) for their contributions. Increased funding has supported the need for additional facilities at the venue. Succession planning is a challenge with CB and DB currently leading supported by BD. Following a meeting with KJ, a few potential names have been identified for exploration. Officials continue to be an issue, the mentoring progress is lengthy unless candidates are willing to travel to other regions to get qualified. The aim is to keep progressing this area.

2.3 Diving

Strong progress reported across clubs, with notable success. The region will host the National Skills Finals in July. Preparations include training additional officials, with MP & Emma West recently shadowing. Pool bookings have been slow due to the operator change at Southampton

The first camp took place yesterday, and a coach/mentoring session is scheduled for January. There has been an increase in membership in clubs, with Albatross now reaching 200 members, this has been supported by the new pool. Work is currently underway to build the volunteer team for the National Skills event, provisional date for the finals is 18 July. KH will send information to BD, comms will need to be looked at for the event.

Action: KH to send details to BD

2.4 Artistic Swimming

DH shared a request for support from Rushmoor regarding a new pool due to concerns about the proposed pool depth and the absence of spectator facilities. Swim England have been involved however the Region have also been asked to provide support.

It was noted that the new pool built at Reading was too shallow for Artistic Swimming and similar specifications are being proposed for Farnborough. A similar situation was also emerging with a proposed pool in Brighton. DH confirmed that Artistic Swimming, the minimum safe depth is 2m, but ideally 2.5m with a length of 15–20m to accommodate all movements. Reading currently relies on the diving pit and cannot host county or regional events under current conditions.

Action: ST will liaise with Swim England's facilities team.

Budget – Positive outlook. Trials scheduled for next weekend and the next regional event on 7th December so expect to remain on target.

World Aquatics has announced a Down Syndrome event, possibly in Paris in the Spring. This may require additional regional financial support.

This year the squad went to Spain for their training camp before the Regional Games. There have been changes to the Regional Games for next year so it will look different with no overseas trip planned.

2.5 Water Polo

It was hoped to establish a senior league however despite best efforts, there was not enough buy in from clubs to establish the league. For 2026 the main objective is to introduce mini splash ball to create pathways for children to progress into WP clubs. Currently working on a coaching course to be run early in 2026. An officials' course has been completed, with 17 officials trained. Tim Ferris is working hard on communications and encouraging clubs to collaborate.

Focus for next year will be on junior water polo development, with ongoing discussions with the South West region looking at their approach. The aim is to build a strong group to drive development across multiple areas.

Drenched Water Polo continues to run a highly successful junior programme, although they are not currently affiliated with Swim England. KH is working with Drenched to review how their programmes are structured.

Junior performances remain strong, and international selections will be included in the report.

2.6 Masters

GS provided an update on behalf of Glen Issacs.

The SC event ran successfully in September, GS has supported this event for a number of years so great experience in running this. The LC is planned for January at K2 and entries are now open.

Recruitment of officials remains a challenge. Clubs supported during the Short Course event despite shortages. KH will include a reminder in the December update for Young Volunteers regarding LC volunteering and timekeeping opportunities.

The Masters Intercounty competition ran in November with seven teams competing. Surrey won both the regional and national titles. For 2026, the event cannot be held at the LAC; Aldershot is being considered as an alternative venue. The second weekend in November will become the permanent date.

Action: KH to send information to YVs in December update

2.7 Disability

Two development days had taken place, there has been an increase in participant numbers which has been positive. There also appears to be an increase in para activity across more clubs, with some expanding their provision. The June development day dovetailed with the Age Group Development Day, sharing studio and pool space which worked well for the athletes.

The Regional Para Competition took place in September, although entries were lower than anticipated. Current eligibility criteria (limited to S99 and classified swimmers) may need to be reviewed, as broadening access could help create a larger, more inclusive event. Young Volunteers provided valuable support at the meet, assisting with medal presentations and sign-in duties.

Sue Barker has stepped back from the Manager role but will continue to support Para meets going forward.

ST thanked all discipline leads their contributions and the excellent progress that had been made.

3. Finance – Budget 2026

Budget proposed of -£87,903 was put forward by the Finance Committee. **Vote: All in favour.**

Action: BG

4. Minutes from previous meeting 16th September

Approved as an accurate record.

4.1 Matters Arising Trophies – ML reported that this had not progressed and may require assistance from the Regional Office. The trophies have been categorised so it is known which are valuable. It was agreed this would be revisited and progressed after 1st January. A disposal policy has not yet been developed and will need to be drafted and approved.

5. Items for Decision

5.1 Incorporation;

5.1.1 Transfer agreement – Charterhouse reviewed the agreement to ensure no tax obligations would be triggered. The transfer agreement, originally produced by lawyers in another region, has been checked by both a lawyer and the Region's Accountants and has been approved by both. A Board meeting of the Limited Company was held earlier today, and the company resolved to enter into the agreement. The Board is asked to authorise the Chair and Brian Deval to sign on behalf of the unincorporated association. **Vote: All in favour.**

5.1.2 Co-option of Directors – The proposal was circulated in advance. There are currently four directors: ST, RGP, RFP, and CL. Six directors will transition across, and RMB will continue until the unincorporated company closes. All directors will need to provide identification, complete the required forms, and submit their codes. **Vote: All in favour.**

5.2 Finance – Reserves Policy – The Finance Group reviewed the Reserves Policy, considering both potential closure costs and six months of operating expenses. Closure costs vary throughout the year but were found to be less than six months of costs.

It was proposed to set the reserves policy at £250,000 and to adopt the policy circulated. The policy will be reviewed annually. It was felt this is valuable to explain why funds are held in reserve. It was noted that the reserves do not need to be instantly accessible. The Governance Group will lead on this policy. **Vote: All in favour**

5.3 Meeting Dates – Changes to the meeting dates were discussed to incorporate holding the awards in early October. It was agreed to keep the June meeting date as face to face but hold it on a weekday instead. January meeting date to be removed. *Post meeting a proposal from Swim England became known to move their awards so meeting dates after June will be revisited once more is known.*

Action: BG to review dates and send a revised list.

5.4 Swimming Governance Structure Review – The group discussed the proposed future governance structure for the swimming discipline following

ML's resignation as Swimming Manager. It was noted that the discipline encompasses several distinct areas, licensing, competitions and development and it was proposed to separate these functions.

The proposal included evolving the existing Coaches' Forum into a Swimming Coaching and Development Group. It was also highlighted that the licensing function needs a succession and escalation policy to support informal resolution of issues when needed, it was noted this occurs infrequently.

For competitions, it was proposed that each area should have a designated lead, supported by a Swimming Competition Manager. The Terms of Reference for this group will need to be updated accordingly, alongside a clear allocation of responsibilities across all areas. The group will need to identify a lead for the new structure. A potential volunteer has been identified, but further discussion within the group is required before confirming the appointment. Once agreed, the updated TORs will need to be finalised and published.

6. Items for Discussion / Information

6.1 Strategy & Development

6.1.1 **Update Report** – The report was circulated and noted. It was confirmed that the Region's Strategy had been finalised that that disciplines had been attending the group meetings.

6.1.2 **KPIs and Objectives**- The KPIs and Objectives for 2026 were discussed along with how these would be reviewed and reported quarterly.

6.2 Chairs Report – ST reported on the activities since the last RMB meeting. A lot of meetings have taken place and ST has been able to attend 4/6 of the Counties meetings in the Region. The group discussed the ongoing reorganisation taking place at Swim England.

An update was provided on the Governance Review, which is being chaired by ST and is in the early stages. The review will focus on board and committee effectiveness, governance accountability, and the role of counties and regions within the wider structure. A consultation is planned for next year. As part of the process, every county and chair will be consulted.

It was noted that there had been ad hoc meetings of Regional Chairs with Andy Salmon. The next formal Regional Chairs meeting will take place on 1 December.

6.3 Regional Communications Update BD reported on the Region's communications. Website performs well however the visitor numbers are not monitored due to challenges with doing this. Budget has been requested for training for the team to use tools better and social media.

6.4 Welfare Report No update has been received from Swim England regarding the latest figures. Support is provided when needed in counties. It was noted that the Head of Equality and Diversity, Mike Hawkes being made redundant. Mike has been a key contact for certain issues.

Action: ST will follow up to clarify the situation with the Safeguarding team.

6.5 Regional Staff Update BG, KH & KJ talked through their individual work areas & the report was noted by the Board.

6.6 Correspondence -

Sports Operations Committee Minutes 09.09.25 – 8.9. It was noted that six serious incidents were reported resulting in 3 deaths and 3 unconscious but recovered.

7. **AOB – None**

8. **Date of Next Meeting – TBC**

Meeting Closed 16.15

AGENDA ITEM 3.1

MATTERS ARISING FROM RMB MEETINGS

Updated as at 06.02.26

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	<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>Update – Storage unit in Basingstoke has now been terminated and ML will be looking at disposal of the trophies as agreed.</p> <p>Update - Support may be required in due course to assist with the disposal of trophies. ML will draft a proposed disposal policy for agreement. Support will be needed for implementation, CL, RG and JG volunteered to support. ST to enquire if other Regions have implemented a similar policy. It was noted that Swim England/ASA may have had one in place previously.</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 15.05.25 Min 2.1.1</p> <p>16.09.25 Min 2.1.1</p>	<p>CL, GA, ML & BD</p> <p>ML</p> <p>ML/ST</p>	<p><i>In Progress</i></p>
2	<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>12.09.23 Min 101</p>	<p>BG</p>	<p><i>Complete</i></p>

	<p>Update - New company information to go onto website – CL, RGP to inform BD so information can be published on website.</p> <p>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.</p> <p>Update – meeting with Charterhouse has taken place and written advice has now been received. This will be reviewed by the Finance Group.</p> <p>Update - A draft transfer document had been put together and sent on for review from a legal perspective. Once feedback has been received this will be sent on to the accountants to check in terms of tax. We will then look to proceed with official transfer looking to be on 31 December at the end of the accounting year. This will come back to the Board for approval in due course.</p>	<p>14.03.24 Min 24.6.2</p> <p>25.06.24 Min 59.6</p> <p>10.12.24</p> <p>13.02.25 Min 2.1.1</p> <p>22.06.25 Min 4.3</p>	<p>RGP</p> <p>CMB</p> <p>Finance Group</p>	
3	<p>Swim Manager Role</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>13.02.24 Min 16.2</p> <p>10.09.24 Min 2.1.2</p> <p>17.10.24 Min 2.1.3</p>	<p>ML</p> <p>ST/ML/CB</p> <p>ST</p>	<i>Complete</i>
4	<p>Finance</p> <p>A review will be completed looking at closing down costs and the Region's reserves policy. A paper will be produced in due course.</p>	<p>22.06.25 Min 3.1</p>	CL/BG	<i>Complete</i>
5	<p>Regional Awards</p> <p>It was agreed that criteria for Long Service Awards within the Region should be developed, with consideration given to what forms of recognition would be most meaningful. The aim is to have a framework in place for next year. This will be reviewed by the awards review panel.</p>	<p>22.06.25 Min 3.2</p>	CL/BD/RG/ML/BG	

Updated 06.02.26 BG

Report to the Regional Management Board

Title	Regional Annual Council and Annual General Meeting 2026
Date	09 February 2026
Presenter	Bryony Gibbs
Purpose of Paper	For Decision

1. Introduction

With the organisation now operating under the incorporated structure Swim England South East Limited, consideration must be given to how the 2026 annual meetings will be conducted.

2. Background & Context

For this year, it will be necessary to hold both:

1. **The Annual Council Meeting** of the unincorporated association, and
2. **The Annual General Meeting (AGM)** of the company.

It is proposed that both meetings take place on Wednesday 22nd April, beginning with the Annual Council Meeting.

Annual Council Meeting – Key Business

The primary business to be addressed at the Annual Council Meeting will include:

- Approval of the minutes from the previous year's meeting.
- Approval of the 2025 Annual Report and Accounts.

Annual General Meeting of Swim England South East Limited

The AGM of the company will follow and will address the matters required under the Articles of Association, including:

- Approval of the 2025 company accounts (dormant), if available.
- Appointment of the President for 2026/27.
- Appointment of the Vice President for 2026/27.
- Appointment of one Elected Director (term ending 2029).
- Appointment of the Company Auditors.
- Appointment of Regional Members of the Swim England Members' Forum.

Operational Considerations

Running both meetings consecutively presents some logistical challenges, particularly as the two entities have different requirements regarding attendance structure and voting rights.

These differences will need to be managed carefully, with clear communications issued to clubs/members outlining the procedures and expectations for each meeting.

3. Recommendation

The Board is asked to decide:

- **Submission deadline** for nominations (e.g., Elected Director, Vice President). *Proposed deadline; Wednesday 25th March (28 days before meeting)*

- **Approach to the President role for 2026/27.**

As there is currently no Vice President in post to move into the President position, the Board is invited to consider available options. One potential option would be to approach the current President to explore whether they would be willing to serve a second term, if considered appropriate.

4. Next Steps

Notification of the meeting and request for nominations will be circulated later this month with further communication to go out at the end of March.

Report to the Regional Management Board

Title	Finance Report
Date	10 February 2026
Presenter	Roger Prior
Purpose of Paper	For Information

A meeting of the Finance Group was held on 10th February.

Accounts Y/E 31 Dec 2025

A copy of the accounts put together are attached separately. The only adjustment still required relates to the Accountant's fee, which is currently being confirmed and is expected to be between £2.5–£3k, so will amend the bottom line accordingly. Following this amendment, the information will be forwarded to the accountants so the final accounts can be produced for agreement at the March Board meeting.

Budget Adjustments 2026

The group considered and approved three requested budget adjustments:

- **Diving - National Skills Final – Pool Hire Cost Increase**

Diving requested an adjustment to the cost of pool hire for the National Skills Final.

Original budget allocation: £2,800

Revised cost: £4,260

Increase agreed: £1,460

- **Swimming – Parent Education Session**

As part of ongoing swimming development initiatives, Kristie has been working with the Coaches Forum to introduce parent education sessions in partnership with AP Racing. This includes 2x parent online workshops of 60 minutes, led by AP race staff with an outline of content from the regional forum, this will be supported by an Olympic athlete to share their experience and tips. They can accommodate up to 2000 families so would open up to anyone with a regional consideration time and would run in the lead up to the champs.

Budget agreed: £600

- **Diving – Tutor Training**

A request was submitted to support Matt Pipe in undertaking the Diving Tutor Training Programme. This will enable the Region to host its own Diving Coaching courses, improving access for clubs and supporting long-term sport development. Both Kristie Jarrett and Kate Hutchinson have expressed their full support of this. Cost of the programme has not yet been confirmed however based on previous courses it is anticipated that this may be around £1200 plus travel/accommodation expenses attendance.

Budget agreed: £1200 increase agreed. Agreed to adjust as needed once the final costings are confirmed.

Disability – Officials Expenses – upon review of the spend for 2025 it was agreed that the budget relating to Officials expenses be reduced from £500 to £100 given that the event will be held in the South West so expenses expected to be paid by the Region will be minimal.

Adjustment Agreed - £400 reduction

Revised Budget Position

These adjustments alter the overall budget position, resulting in a revised deficit of: –£90,163.00

Expenses Policy and Channel Islands

Further research is required regarding potential amendments to the expenses policy, specifically in relation to hotel accommodation. The group discussed a proposed approach for a dedicated policy for the Channel Islands, and a proposal will be drafted for consideration.

Swim England South East Region Report
Income and Expenditure Account for the period-ended 31/12/2025

	<u>Notes:</u>	<u>31/12/2024</u>	<u>31/12/2025</u>	<u>Variance to</u> <u>31/12/2024</u>
		£	£	£
Income				
Affiliation fees		(168,845.00)	(176,673.50)	(7,828.50)
Licensed meet fees		(42,545.00)	(46,330.09)	(3,785.09)
Bank interest (net)		(8,904.00)	(12,077.17)	(3,173.17)
Sponsorship		(8,500.00)	(8,500.00)	-
Miscellaneous		(185.00)	(32.40)	152.60
		<u>(228,979.00)</u>	<u>(243,613.16)</u>	<u>(14,634.16)</u>
Expenditure				
Cost of Democracy				
Regional council meeting		-	-	-
Swim England council		-	-	-
Regional management board		2,245.00	1,925.83	(319.17)
President's expenses		569.00	207.66	(361.34)
Welfare officer's expenses		-	-	-
Finance group costs		-	-	-
Accountancy fees		2,976.00	2,628.00	(348.00)
Bank charges		926.00	1,164.96	238.96
		<u>6,716.00</u>	<u>5,926.45</u>	<u>(789.55)</u>
Disciplines				
Diving (net)		5,240.00	6,821.83	1,581.83
Disability (net)		3,095.00	1,908.59	(1,186.41)
Masters (net)		(5.00)	70.56	75.56
Open water (net)		2,758.00	6,117.76	3,359.76
Swimming (net)		5,689.00	21,121.46	15,432.46
Artistic swimming (net)		10,481.00	13,807.95	3,326.95
Water polo (net)		13,268.00	11,078.64	(2,189.36)
Medals		374.00	1,954.96	1,580.96
		<u>40,900.00</u>	<u>62,881.75</u>	<u>21,981.75</u>
Development plan				
Development group costs		1,840.00	-	(1,840.00)
Course subsidies		22,010.00	28,682.50	6,672.50
SwimMark		-	-	-
Volunteer training		11,554.00	6,407.22	(5,146.78)
Athlete Support		452.00	450.00	(2.00)
Youth Forum		-	-	-
		<u>35,856.00</u>	<u>35,539.72</u>	<u>(316.28)</u>
Staffing				
Staffing Costs		119,590.00	121,047.10	1,457.10
Central establishment costs		6,234.00	6,158.70	(75.30)
		<u>125,824.00</u>	<u>127,205.80</u>	<u>1,381.80</u>
		<u>209,297.00</u>	<u>231,553.72</u>	<u>22,257.72</u>
(Surplus) / Deficit	5	<u>(19,682.00)</u>	<u>(12,059.44)</u>	<u>7,623.56</u>

**Swim England South East Region Report
Balance Sheet as at 31/12/2025**

	<u>Notes:</u>	<u>31/12/2024</u>	<u>31/12/2025</u>	<u>Variance to</u> <u>31/12/2024</u>
		£	£	£
Current Assets				
Debtors	2	9,895.00	44,153.18	34,258.18
Cash at Bank	3	428,082.00	392,717.37	(35,364.63)
		<u>437,977.00</u>	<u>436,870.55</u>	<u>(1,106.45)</u>
Less: Current liabilities				
Creditors	4	(57,960.00)	(44,794.36)	13,165.64
		<u>380,017.00</u>	<u>392,076.19</u>	<u>12,059.19</u>
Total Assets Less Current Liabilities				
Accumulated Surplus	5	(380,017.00)	(392,076.19)	(12,059.19)
		<u>(380,017.00)</u>	<u>(392,076.19)</u>	<u>(12,059.19)</u>

Notes to the Financial Statements for the period-ended 31/12/2025

1 Accounting policies

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

2 Debtors

	<u>31/12/2024</u>	<u>31/12/2025</u>	<u>Variance to</u> <u>31/12/2024</u>
	£	£	£
Debtors	1,000.00	6,910.00	5,910.00
Prepayments and accrued income	8,895.00	37,243.18	28,348.18
	<u>9,895.00</u>	<u>44,153.18</u>	<u>34,258.18</u>

3 Cash at bank

	<u>31/12/2024</u>	<u>31/12/2025</u>	<u>Variance to</u> <u>31/12/2024</u>
	£	£	£
Cash at Bank - General Purposes	428,082.00	392,717.37	(35,364.63)
Cash at Bank - Restricted Cash	-	-	-
	<u>428,082.00</u>	<u>392,717.37</u>	<u>(35,364.63)</u>

4 Creditors

	<u>31/12/2024</u>	<u>31/12/2025</u>	<u>Variance to</u> <u>31/12/2024</u>
	£	£	£
Amounts falling due within one year:			
Trade Creditors	(22,377.00)	(13,571.53)	8,805.47
Accruals and deferred income	(35,583.00)	(31,222.83)	4,360.17
	<u>(57,960.00)</u>	<u>(44,794.36)</u>	<u>13,165.64</u>

Swim England South East Region Report
Notes to the Financial Statements for the period-ended 31/12/2025 (Continued)

5 Accumulated Surplus

	<u>31/12/2024</u>	<u>31/12/2025</u>	<u>Variance to</u> <u>31/12/2024</u>
	£	£	£
General Fund:			
Balance brought forward at 1 January	(360,334.00)	(380,016.75)	(19,682.75)
(Surplus) / deficit for the year	(19,682.00)	(12,059.44)	7,622.56
Released liabilities	-	-	-
Balance carried forward at end of period	<u>(380,017.00)</u>	<u>(392,076.19)</u>	<u>(12,060.19)</u>

6 Related Party Transactions

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

Social media

Instagram:

We are now working with an educator to support and develop our presence on Instagram. I have had one very useful session, and the professional team will have similar training over the coming months. He will be working with myself at the Team Championships (Saturday 28th March) to build a stock of images, develop skills and identify opportunities. (2.5k followers)

Facebook:

There is a relationship between Instagram and Facebook, but they have very different demographics so sharing posts from Instagram to Facebook is not always appropriate. This should be looked at on a case-by-case basis. (2.1k followers)

X:

This platform again has a very different demographic but has no relationship with either Instagram or Facebook – each post must be specific for the platform. (3k followers)

LinkedIn:

We have been recommended to add this platform as an engagement tool and are trying to understand reviewing what benefit or value it would add to the Region at this stage.

Newsletter

This publication continues to grow month on month. It is a team effort to produce and covers both items of both regional and national interest. (1.5k subscribers)

Disciplines

Very little is submitted by any discipline managers to the website about their activities.

It would appear that Di (Artistic) does not have a regional email – I have asked her for some details and will arrange for this to be set up.

Website

There are two specific areas that need to be added but have not yet agreed how they should be presented:

- Incorporation – this will be relatively simple
- Strategy – this needs careful consideration so that it is easily accessible for all constituents. It is important that its presentation is not only on-line but visible in a variety of formats, each one audience specific.

Annual report

I have nearly completed a first edit of the submissions from discipline managers and expect to have these completed by end February. They will be sent to Bryony for cascading and second edit by end March.

Mailchimp account

Currently used for 'Newsletter' and 'Competition Updates' but I have been asked to develop a data base for officials – our email system only allows 100 emails to be sent at a time meaning that to communicate with 1300 officials takes 13 emails and more than 24hrs and with many systems not accepting block emails there is a high failure rate. Developing a Mailchimp data base for this purpose would reduce the workload on John Tripp, improve communications with officials and allow more information to be distributed in timely way.

This proposal would exceed our current audience plan of 2,500 names so we would need to upgrade the plan to the next level (5,000 names) with an increased cost from the current £45pm to approx £73pm.

The spare capacity (1,400) could be used for a range of other long or short term projects as identified.

Report to the Regional Management Board

Title	Welfare Report
Date	01 February
Presenter	Andy Geiss
Purpose of Paper	For Information

What has happened over this last period in South East region

Contact with Swim England has been very limited with a flurry of conversations regarding a historic event before Xmas with a request to give support if needed hence the contact.

There has been no further development of the clubs portal system globocol. A programme which would give the region a clear pattern of issues being raised and resolved by clubs which currently we do not have.

There have been conversations about changes at Swim England with county officers which may need a zoom style meeting in the spring if there is pertinent info to share however this could be accomplished in the newsletter which reaches more.

The county welfare officer role for Oxford area is still vacant with coverage from a consortium of club welfare officers supported by South East region welfare

I have still to ascertain which clubs have issues being handled by Swim England safeguarding team and hopefully this can report at the meeting on the 11th

All in all there have been issue raised with the region which have been referred to county welfare officers with the proviso of support if needed. We are fortunate to have very able county welfare officers who manage many issues and seek advice when needed.

The active sports partnership works across the region providing support where these fit into its terms of reference providing some training and some financial help to swimming clubs.

Andy Geiss
 South East Welfare Officer

Staff update February 2026

Bryony		
Financial management		Accounts being finalised for 2025 YE with finance meeting taking place.
RMB attendance & administration		
ACM administration		Will commence shortly
Regional Awards Administration		Awaiting further information from Swim England before date can be confirmed for 2026
Affiliations & Resignations		Benenden School application received. Ashford School resigned.
Communicate with the counties		
Time to Listen pre course checks & post course admin		January course completed, next workshop in March
Management of the team		One to One meetings have taken place to agree objectives for 2026. Meetings to continue monthly. Vacancy advertised, 14 applications received to date. Shortlisting taking place w/c 8th Feb
Regional Governance Code Support		
Regional Governance / Incorporation		
Regional Development / Strategy Group		Meeting of the group to be arranged
Newsletter collation		
Website maintenance		
Para Swimming Records		To be updated shortly following county champs
Manage the office e-mail account/ phone and answer/redirect enquiries		
Coach bursaries		2025 Statistics - 47 coach bursaries, 175 safeguarding bursaries, 4 distance meets, 9 senior coach bursaries, 3 channel island athletes, 4 distance meets.
Meet licensing		November - 35 applications processed, 115 meets took place. December - 25 applications processed, 65 meets took place. Jan - 79 applications processed, 31 meets took place
Kristie		
Club affiliation (Surrey, Hampshire, BSB) Plus former Swim Mark clubs (103)		All clubs successfully completed this quarter including new affiliation Rari Nantes WP and Swimming.
County liaison (attend two meetings per year)		
Regional swimming development programme.		Next camp June.
Regional off shore camp		A very successful camp with positive feedback. 2 British age group records was the highlight , awaiting ratification.
Regional open water development		Date booked for 14th June 2026. Selection policy to be published in Feb and staff recruitment.
National club leadership group attendance		
Regional Development/ strategy group		

Regional swimming group attendance		Supporting the new team/ manager with the 2026 Long course preparations.
Regional swimming coaches' forum		We are looking at 2 initiatives this quarter - parents education and committee/coach working. The coaches continue to support and drive these developments - the group agreed the new TOR and the associated changes moving to the coaching and development group.
Welfare liaison		Due to the busy club affiliation quarter, progress on the action plan has been limited
Time to Listen course planning		Courses booked up to June 2026
Swimming coach mentoring programme		
Club support		Currently providing some intensive support to one club in Surrey.
G9 Group/ Swim England and regions		

Kate		
Team manager training		Workshops average around 28 participants per course
Young volunteer training		2025 programme complete - report to come. Current programme has 45 registered, 10 who have continued from the previous programme, two more intending to continue. Current programme has seen volunteers support at the Regional masters event and Surrey County Champs.
County Liaison (attend 2 meetings per year)		Attended ONB meeting in January
Club affiliation (ONB, Sussex and Kent)		Two clubs not in a position to complete paperwork (East Invicta and InSync) and actively made choice to be suspended this quarter. Continuing to work with another (Wantage Youth)
Regional Development/ strategy group		Working towards discipline development for water polo
Discipline Support - Para swimming		Oxford newcomers meet will see SER swimmers going through classification
Discipline support - Water polo		
Discipline support - Artistic swimming		
Discipline support - Diving		NSF 2026 planning progressing as well as new development programme
Discipline support - Masters		
club support		Continues

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

Wednesday 17th September 2025 10am – 11am

Venue: SportPark, Loughborough

Members	Initials	Mtg 1 20.02.25	Mtg 2 07.04.25	Mtg 3 09.07.25	Mtg 4 17.09.25	Mtg 5
Richard Hookway (Chair)	RH	✓	✓	✓	✓	
Neil Booth	NB	✓	✓	✓	✓	
Ali Breadon	AB	A	✓	✓	P	
Caroline Green	CG	A	✓	✓	A	
Aysha Kidwai	AK	✓	✓	A	✓	
Carolyn Ryan	CR	✓	✓	✓	✓	
Andy Salmon (Chief Executive)	AS	✓	✓	✓	✓	
Barry Saunders	BS	✓	✓	✓	✓	
Sara Todd	ST	NA	✓	✓	✓	
Katie Walcott-Greenwood	KWG	A	✓	✓	✓	
Joan Wheeler	JW	✓	✓	✓	✓	

Non-members in attendance on 17.09.2025:

Catherine Searcy (Minutes)	CS	✓
Kirsten Fasey, Interim Director of Legal and Governance	KF	✓

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

STANDING ITEMS: ADMINISTRATION	
1.	<p>Welcome and apologies</p> <p>RH welcomed everyone.</p> <p>Apologies received from CG.</p> <p>Apologies have also been received from AB who will be joining the meeting later on.</p> <p>Decision was made that Items 6 and 7 will now be discussed outside of the Board meeting in the afternoon session of the Board Strategy Day later today, when SLT are also present for background and to answer any queries.</p>
2.	<p>Declarations of interest</p> <ul style="list-style-type: none"> • BS declared a small personal contract with Aquatics GB (AGB). • Congratulations were noted to NB for his appointment as Competition Manager for the Swimming & Para Swimming at the Commonwealth Games 2026. • AS has joined the Board of Mental Health Swims as a Non-Executive Director and on a voluntary basis.
3.	<p>Minutes of the Board of the Amateur Swimming Association (Swim England) Limited</p> <p>Decision: Draft minutes of the Board meeting held on 9th July 2025 approved.</p> <p>Text redacted.</p>
4.	<p>Actions arising from the meeting held on 09.07.2025</p> <p>Comments:</p> <ul style="list-style-type: none"> • RH requested more detail of/around the action be included in the action log for ease of understanding. • CS confirmed that there is an ongoing spreadsheet that shows completed actions from the meetings. The action log shared in Board packs is a filtered view.
5.	<p>Confirmation of decisions made by email</p> <p>None.</p>
SECTION 2: STRATEGIC MATTERS	
6.	<p>Organisational Redesign</p> <p>See note in Item 1.</p>
SECTION 3: ORGANISATIONAL	
7.	<p>Finance Update</p>

	See note in Item 1.																
8.	<p>Scorecard Q3</p> <p>The explanatory paper for this item was unfortunately not shared with Board Packs – this will be sent via email today outside of the meeting.</p> <p>AS gave a verbal overview of the paper:</p> <p>8 priorities for 2025:</p> <ul style="list-style-type: none"> • 52.94% = green • 41.18% = amber • 5.88% = red <p>8 non-priorities for 2025:</p> <ul style="list-style-type: none"> • 47.06% = green • 35.29% = amber • 17.65% = red <p>Movement from Q2:</p> <table border="1"> <thead> <tr> <th></th> <th>Green</th> <th>Amber</th> <th>Red</th> </tr> </thead> <tbody> <tr> <td>Priorities</td> <td>-19.61%</td> <td>17.65%</td> <td>1.96</td> </tr> <tr> <td>Non-Priorities</td> <td>-20.59%</td> <td>5.88%</td> <td>14.71</td> </tr> <tr> <td>Overall</td> <td>-20.00%</td> <td>12.94%</td> <td>7.06</td> </tr> </tbody> </table> <p>AS highlighted the movement compared to Q2.</p>		Green	Amber	Red	Priorities	-19.61%	17.65%	1.96	Non-Priorities	-20.59%	5.88%	14.71	Overall	-20.00%	12.94%	7.06
	Green	Amber	Red														
Priorities	-19.61%	17.65%	1.96														
Non-Priorities	-20.59%	5.88%	14.71														
Overall	-20.00%	12.94%	7.06														
9.	<p>Legal and Governance Update</p> <p>Text redacted.</p> <p>Governance Review</p> <p>The Steering Group is meeting every 2 weeks and using smaller groups to focus on specific areas. The experience, energy and enthusiasm of the group is very positive, and a good start has been made.</p> <p>Strategic Risk Register</p> <ul style="list-style-type: none"> • This will be on the Board agenda for the November 2025 meeting. <p>Companies House Verification Requirements</p> <p>KF flagged this note in the meeting. It was asked if Regions were advised? ACTION: KF to check and follow up as needed.</p> <p>Annual Governance Statement</p> <p>ARG Committee have been through in detail and approved. Need to be published on the SE website.</p> <p>Decision: Approved.</p> <p>Other:</p>																

	<p>Decision: Approved to amend Swim England Regulation 57.</p> <p>Decision: Commercial Ethics Policy approved.</p> <p>Decision: Confidential Minutes Policy approved.</p>			
10.	Decisions required:			
10.1	<ul style="list-style-type: none"> Equality, Diversity and Inclusion Policy <p>Noted that section 4.1.4 commits SE to having a Head of Diversity and Inclusion, a role that is not included in the proposed Organisational Design.</p> <p>Decision: Approved subject to the removal of section 4.1.4.</p>			
10.2	<ul style="list-style-type: none"> Harold Fern and A.H.Turner Awards 2025 <p>Decision: Nominations for 2025 approved.</p>			
10.3	<ul style="list-style-type: none"> Proposed Board meeting dates 2026 <p>The Aquatics GB Board dates for 2026 have been very recently finalised and there is a potential impact on the proposed SE September Board meeting date.</p> <p>Once more detail has been received, the September date will be recirculated for approval/feedback and a decision made via email.</p> <p>ACTION: Recirculate proposed meeting dates via email for a decision.</p>			
10.4	<ul style="list-style-type: none"> Membership Fees 2026 <p>JW provided a verbal overview of feedback from the recent SOC meeting, where a good discussion on the subject had taken place text redacted.</p> <p>Text redacted.</p>			
SECTION 4: CLOSE				
11.	<p>Dates for next meetings:</p> <p>Monday 24 November 2025</p>	Virtual	1:00pm – 4:00pm	Information
12.	Any Other Business			
12.1	AGB Board – update from Reps			
	<ul style="list-style-type: none"> Meeting recently took place where attendees received an update from Scottish Swimming which was felt useful. It was noted that Scottish Swimming are very connected within club swimming and performance centres, and the ‘Scottish identity’ was very prevalent. A comment was made during the AGB meeting, about the Board Rep who is also on the European Water Polo Committee. This person has sought a response from SE, and no response has been received as yet. Feedback was received that there had been a lack of reporting on the SE website and social media during the recent World Championships of English 			

	results, particularly medals. It is seen as good publicity for the sport in general for all Home Nations to share these achievements. Action: Explore publicizing results in collaboration with AGB
12.2	Text redacted.
	Text redacted.

Meeting closed.

FINAL