



**Swim England East Region
Minutes of the Management Board Meeting
15th March 2020**

Present: Mrs Joan Wheeler (JW)	Chairman
Mr Keith Belton (KB)	Finance Manager

Elected Members

Mr Tom Baster (TB)
Mr Ian Cotton (IC)
Mr Stewart Murray (SM)
Mr Chris Vinter (CV)

County Representatives

Mr Gary Applin (GA)	Norfolk County ASA Substitute Representative
Mr Ian Knight (IK)	Cambridgeshire ASA
Mr Paul Hayes (PH)	Swim England Essex
Mrs Sheila Mackenzie (SMM)	Swim England Hertfordshire (via Zoom)
Mr Phil Pelling (PP)	Bedfordshire ASA
Mr David Robinson (DR)	Suffolk County ASA

Specialist Co-opted Members

Miss Lottie Thompson (LT)

Also present:

Mrs Leanne Brace (LB)	Swim England East Region Development Manager
Miss Amy Bryant (AB)	Swim England East Region Development Officer

20/01

Apologies

20/01.1 Ian Mackenzie (IM) – Elected Member
David Metcalf (DM) - Vice Chairman
Gerry Metcalf (GM) – Elected Member
Darren Peck (DP) – Norfolk County ASA (Substituted by Gary Applin)

20/02

Declarations of conflict of interest

20/02.1 No conflicts of interest were declared.

20/03

Minutes of the previous meeting

20/03.1 The minutes of the meeting on 15th December 2019 were confirmed as a true record, other than a minor grammatical error in item 19/86.14.

20/04 Matters arising

20/04.1 A report on Matters Arising from the Minutes, was circulated prior to the meeting. There was a pending action for the Management Committee to review small stocked items such as blazer badges. This related to item 19/57.5. This action will be reviewed at the next Management Committee meeting.

20/04.2 LB provided an update for item 19/77.2 providing a response from Richard Lambourn, Head of Facilities for Swim England (SE). It advised that there was neither the funding, nor the demand for a 50m pool in Bury St Edmunds. DR disagreed with this statement, he felt that there was demand for a 50m pool in Suffolk, and as there was no certainty of a 50m facility in Ipswich, there would be demand for a long course pool at Bury St Edmunds. The SE response will be passed to DR.

20/04.3 JW clarified that SE had appointed an external consultant to look at the judiciary, including SE Friends.

20/04.4 All other actions were complete.

20/05 Ratification of items agreed since the last meeting

20/05.1 There were two items to ratify. The decision to appoint Louise Mackie as Masters Manager, and the decision to leave the SE contract for staff mobile phones and to buy new phones with SIM contracts. Both items were ratified at the meeting.

20/06 Finance

20/06.1 There were no concerns raised regarding the Detailed Budget Report and Summary Budget Report for February that had been circulated with the meeting papers.

20/06.2 KB reported on the end of year predicted position. He confirmed the end of year deficit was likely to be around £50,000, which was less than half the planned deficit set in March 2019. The submitted budgets for 2020/ 21 were looking to be more accurate, based upon lessons learned from 2019/20.

20/07 Plans and budgets for 2020/21

20/07.1 i) Board/ Administration

KB provided detail on the submitted plan and budget. A change from the previous year included the purchase of a card reader for events. KB explained that the version sent out with the papers was not up to date, and that the staff training budget had been reduced, and the store room rent may increase subject to decisions to be made in a later agenda item.

20/07.2 ii) Disability

AB summarised the plans for disability, commenting on the move of the Regional Competition from June to October due to pool availability.

20/07.3 iii) Diving

A Level 4 competition has been added to the plan for the year, as the region has an increase in divers of a higher ability, and the region should now support this higher level. Another variation included a combined diving camp, rather than two separate ones. This would utilise resources over one day, rather than two.

20/07.4 iv) Masters

The plan was very similar to that of the previous year due to the success of, and feedback from, the current programme.

20/07.5 v) Open Water



This year's submitted plan included the introduction of online entries and chip timing. This has meant a slightly higher entry fee, and increased county contribution, to accommodate this. Mileage cover for those travelling to train officials has also been included this year.

- 20/07.6 vi) Artistic Swimming
The trials for older swimmers have been removed this year due to the previous year's pilot not having much uptake. The remainder of the plan is a similar format to last year, with the exception of the trials taking place in September.
- 20/07.7 vii) Water Polo
The plan for this year details a combined training opportunity for the Regional Academy and the Inter Regional training. There is a large crossover in players, and so a combined session would be more efficient.
- 20/07.8 Rather than host an Inter County event this year, the submitted plan highlights a second Grand Prix style event for the younger players. This was piloted in 2019/20 and was deemed a success.
- 20/07.9 viii) Swimming
The plan was reviewed with some minor changes from last year. It includes five camps for our athletes, with the International camp being changed to a Trials Preparation Camp in Loughborough. This will use the Performance Centre resources and staff. Four coach conference/ workshop opportunities will also happen during the year, and three parent projects will take place.
- 20/07.10 TB summarised the changes to the competition programme, and the reasoning behind it. It was already apparent that the choices the region has made on the dates and schedule has had a positive influence on opportunities available to our swimmers.
- 20/07.11 ix) Swimming Officials Group
The plan remains very similar to the previous year. JW highlighted a need to increase the budget by £200 to cover licences to access SE databases. She explained that the region had been notified of this change in the last week, and so the board was asked to include it within current discussion, rather than via a variation form. This was agreed.
- 20/07.12 x) Club Development
The plan included 36 Safeguarding workshops, three Time to Listen courses, and 16 Team Manager workshops over the year. 14 coaching courses were also planned, covering all disciplines. SwimMark quarterly meetings would continue to be online.
- 20/07.13 All submitted budgets were approved by the Management Board. KB would write to the Managers to inform them.
- 20/07.14 xi) Implications for Reserves and Future Years
KB explained that if the region's expenditure continued to exceed income by around £50,000 per year, the region would use up its reserves in 4 years' time. The Board discussed the implications of this, and agreed that the most effective way to manage the situation was via a managed decline of the overspend over the next few years. The Management Committee would look at this issue and report to a future Board meeting.

20/08 Report from the Regional Development Manager

- 20/08.1 A report was circulated with the meeting papers. It included details of workshops, courses, and events delivered in the last quarter, as well as some key areas of work for staff. Presenting the report, LB advised of an Open Water Coach Development Day that had been led by Amy Bryant as a national pilot. Another success was the Coaches' Conference, attended by over 90 swimming coaches.

20/09 Incorporation

- 20/09.1 A report on Incorporation had been circulated with the agenda. The Management Board was asked to consider three recommendations;



- i) That Swim England East Region should become an incorporated body with charitable status
- ii) That Simon Lever, be co-opted onto the Management Board as a Specialist Member, for one year to assist with the project.
- iii) A working group be established to manage the project, comprising Keith Belton, Simon Lever, Sheila Mackenzie, and Lottie Thompson.

20/09.2 The Board agreed to accept, and implement, these recommendations. The costs associated with Incorporation had not been factored into the submitted budgets, and so will be added upon further confirmation of pricings.

20/10 Storeroom

20/10.1 A report was circulated with the meeting papers. It summarised an issue with the current amount of storage, and the build-up of rubbish in the communal area in front of our store. The Board was advised of an opportunity to rent the wide corridor in front of the existing store, for an additional amount of £3,788 per annum.

20/10.2 KB explained that he had spoken to the site agent and had been offered a smaller space, in the same vicinity, at a lower rent. The Board therefore asked for further investigations to take place before a decision was made.

20/11 Chairman's report

20/11.1 JW provided a summary of the discussions that had taken place at the last Regional Chair's meeting. The main discussion was about DiSE (Diploma in Sporting Excellence). JW explained how regions were provided with two options for the DiSE swimming programme; to jointly employ an officer, with Swim England, to deliver a similar programme to our Talent Officer's existing programme, although with a focus on the athletes enrolled on the DiSE programme; or for Swim England to deliver the programme centrally in our region. JW reported that, after consultation with the MC, there had been concerns at the implications for our regional swimming development plan, and she had therefore advised that East Region did not wish to be involved in the delivery this year. This did not preclude involvement at a later stage.

20/11.2 The meeting had also included a presentation from Craig Nicholson, British Swimming Para Swimming Lead and Martyn Lees, SE Para Swimming Development Manager. The presentation had focussed on steps being taken to resolve the difficulties with classification, and on planning for Regional Disability Championships. JW would liaise with the Disability Manager, and Board members on the Disability Committee, about the requirements for Regional Disability Championships.

20/11.3 The SE Chief Executive Officer had also raised the issue of diversity of regional boards. The general view was that more should be done to encourage people from different backgrounds to become involved in volunteering at a club committee level, as this would in time lead to an increased diversity of county and regional management.

20/12 President's report

20/12.1 A report was circulated with the papers for the meeting. The report summarised the events that the President had attended. There were no questions on the report.

20/13 Membership report

20/13.1 A report from Chris Galer, Membership Officer, was circulated with the papers for the meeting. Also included had been the minutes of a recent Membership Panel Meeting, which had concluded that the request for a new club in Cambridgeshire, Anglian Flyers, should be approved. The Board noted this.

20/13.2 After discussion on the status of suspended clubs, it was confirmed that all East Region clubs had now completed the renewals process.



20/14 Swim England Annual General Meeting

20/14.1 An email from Brian Havill, SE Chief Financial Officer, was circulated with the meeting papers. It requested contact details for East Region members of the Members' Forum. JW reported she had provided details for those appointed at the Annual Council Meeting in September 2019, who would remain in post for 12 months. Members of the Members' Forum would receive their invitation to attend the Swim England Annual General Meeting (AGM), on the 16th May 2020. The AGM will be in the form of a lunch, followed by the meeting, and then workshops. There would be a formal dinner in the evening.

20/15 Policy for the use of regional medals

20/15.1 A draft policy was circulated with the meeting papers. It highlighted the need to differentiate between the two types of medals, in order to keep the prestige of the more elite medal. Conversations with Discipline Managers would need to take place to confirm medal usage on a case by case situation.

20/16 Sub-Group items

20/16.1 Management Committee- 9th January 2020; Minutes were received and noted.

20/16.2 Management Committee- 26th February 2020; Minutes were received and noted. The recommendations formed part of the agenda.

20/16.3 Disability Committee- 18th November 2019; Minutes were received and noted.

20/16.4 Disability Committee- 13th January 2020; Minutes were received and noted.

20/16.5 Diving Committee- 6th February 2020; Minutes were received and noted.

20/16.6 Masters Committee- 15th February 2020; Minutes not yet available.

20/16.7 Open Water Committee- 23rd February 2020; Minutes were received and noted. JW will write to the County Secretaries to notify them of the Board's decision to increase the county contribution now that the Board has approved the budget.

20/17 Any other issues raised by County Representatives

20/17.1 There were none.

20/18 Any other urgent business

20/18.1 Amy Bryant
JW confirmed that Amy would be leaving the region next month to take up a new role at England Athletics. The Board thanked AB for all her work over the past five years, and explained that the region would miss her. JW reported that the MC had scheduled an additional meeting on 17th March to discuss the way forward with the post.

20/18.2 Coronavirus
JW reported that updates were being received daily, and the region would continue to act in the best interests of the members. JW explained that decisions needed to be made swiftly, and asked the Board to allow the Management Committee to make decisions as appropriate, and to update the Board on progress. The Board agreed.



20/19 Confidential items

20/19.1 There were none.

20/20 Next meeting

20/20.1 The next meeting is scheduled for 7th June 2020. JW thanked everyone for their time and hoped that people would stay safe.