

Minutes of the Board of Directors

5th May 2021 at 9.30 am

By Zoom

Members Present:

Joan Wheeler (JW)	Chairman
Keith Belton (KB)	Finance Director
Ian Mackenzie (IM)	Director
David Metcalf (DM)	Director

Also present:

Leanne Brace (LB)	Regional Development Manager
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21/67

Apologies

21/67.1 All were present.

21/68

Declarations of conflicts of interest

21/68.1 LB declared a conflict of interest in item 10 Staffing.

21/69

Minutes

21/69.1 The minutes of the meeting held on 14th April 2021 were confirmed as a correct record.

21/70

Matters Arising

21/70.1 A Matters Arising Report, circulated with the agenda was noted. The report was updated to reflect actions confirmed at the meeting.

21/71

Ratification of Decisions Taken Between the Meeting

21/71.1 The decision, to nominate Chris Galer as the region's representative on the Swim England Judicial Appointments Panel, which had been taken by email between meetings, was ratified.

21/72

Finance

21/72.1 Former Association – Finance Report and Winding up The budget report, and Unaudited Statement as at 30th April 2021, circulated with the agenda, were noted. KB confirmed that the winding up of the former association was not possible until bank accounts could be opened in the name of the new Company.

21/72.2 The Budget Reports for April for the Company, circulated with the agenda, were noted.

- 21/72.3 The Budget Reports for March for the former Association, circulated with the agenda, were noted.
- 21/72.4 Loan to Swim England – KB reported that, as previously agreed, the Company had loaned Swim England £40k, and Swim England had repaid the previous loan plus interest to the former Association.
- 21/72.5 Membership
 21/72.5.1 A spreadsheet produced by KB showing 2021 Membership Fees received, compared to 2020, had been included with the agenda. It was noted that Beaumont Diving Academy had now paid.
 21/72.5.2 IM reported on his meeting with a representative of Bedford Modern School, following the decision to deem the club to have resigned for non-compliance with Stronger Affiliation. The Headmaster of the school had confirmed that he wished the school to affiliate, and that it would take the steps necessary to comply. IM had clarified the next steps and would receive the relevant documents. In the meantime, athletes that are part of the Water Polo Academy had registered with other clubs. **(Action IM)**
- 21/72.6 Membership Upgrades and joiners after 1st October 2021
 21/72.6.1 The Directors discussed the issue of membership fee upgrades made during the year. It was agreed that the regional and county fee must be collected by Swim England and past to the region and relevant counties as soon as possible.
 21/72.6.2 With regard to the proposal to set aside the 50% discount for upgrades and joiners after 1st October, it was agreed that the region would follow the decision made by the Swim England Board.

21/73

Issues Arising from the SCM and General Meeting

The Board discussed issues arising from the SCM and General Meeting.

- 21/73.1 With regard to the SCM, it was agreed that JW would write to those awarded Silver Pins who were not at the meeting. LB would send the pins when possible to do so. **(Action JW/ LB)**
 21/73.1.1 Following the SCM JW and LB had reviewed the list of Management Board and Committee members and identified those qualifying for Gold Pins. LB would send these. **(Action LB)**
 21/73.1.2 The Board confirmed that, following the revised governance arrangements, in future Gold Pins should be confined to those serving the Region for 6 years in the following capacities:
 Directors, Members of the Regional Operations Committee, Members of the Audit, Risk and Probity Committee, Managers and Officers.
- 21/73.2 Turning to the General Meeting of the Members Forum, the following issues were identified:
 21/73.2.1 Poor attendance, late apologies and no use of proxy votes, with some members appearing to have forgotten about the meeting. Some County Secretaries had followed up absences. It was agreed that this be raised at the County Forum and that for future years a reminder be sent three days before the meeting. **(Action JW)**
 21/73.2.2 Difficulties with on line polls due to:
 - a member logging in using the region's Zoom account
 - partners using the same IP address being unable to both vote.

21/73.2.3 The Directors discussed the advantages and disadvantages of holding future meetings virtually. JW would write to Members of the Members Forum seeking feedback and asking for views on face to face or Zoom meetings for 2022, and would include perceived pros and cons of the options. **(Action JW)**

21/74

Report from the Regional Development Manager

- 21/74.1 A report from LB, summarising activity over the past month, had been circulated. In discussion of the report, the following issues were raised:
- 21/74.1.1 LB gave an update on arrangements to vacate the Regional Office. LB had moved equipment and stock to the storeroom and good progress had been made in disposing of surplus equipment.
- 21/74.1.2 LB reported that the office dishwasher, which had been sold to a tenant of Lanwades Business Park, had blown up on connection. It was agreed that Jo Stalley be asked to refund the purchase price, from the funds of the Company. **(Action LB to JS)**
- 21/74.1.3 LB had drafted an online accident/ incident report form to be used as an alternative to the Accident/ Incident Report Books by those running regional events. It was agreed that LB should confirm that the insurers were agreeable to this. **(Action LB)**
- 21/74.2 Health and Safety Policy – a draft Health and Safety Policy had been circulated with the agenda. LB reported that this document had been based on the Institute of Swimming Health and Safety Policy, but amended to be applicable to competitions. The policy referred to a Safety Concern Report Form, which would be circulated to the Directors for comment. Subject to approval of this form, the Health and Safety Policy was approved. **(Action LB)**

21/75

Update of Plans from Leadership Groups

- 21/75.1 The Board discussed emerging plans from Swim England and regional leadership groups. The following issues were raised:
- 21/75.1.1 Artistic Swimming – Level X starting shortly, Artistic Leadership Group have a meeting arranged. Initial talks were happening about hosting a development day. Further details will be provided to the Board in due course.
- 21/75.1.2 Disability – LB had met with Martyn Lees (ML) and Carl Cooper to discuss the competition pathway. They had raised the possibility of a combined East and London meet at the LAC in October and a newcomers event at Luton in February. LB had advised that the region would not be willing to run events at a loss and that, as both pools carried considerable hire costs, the proposals were not realistic. LB would report back to ML that the region might be prepared to host a joint event with London (subject to the Disability Group supporting the notion) on the proviso that the event broke even. ML will also be made aware an event during the County window was unrealistic but that the region would consider a different time of year. **(Action LB)**
- 21/75.1.3 Diving – Level X going well, development events to prepare for Level X had been successful, and there were regular meetings of the Diving Leadership Group.
- 21/75.1.4 Masters – JW had met with Louise Mackie, Manager, and Gerry Metcalf to discuss a possible Masters Championships. Louise was keen to organise a Masters Championship for early October, and Jo Stalley was exploring a pool booking for Newmarket. Louise would liaise with local members about the practicalities of running a COVID compliant event at this pool.
- 21/75.1.5 Open Water – The Open Water Leadership Group had decided not to run the 2021 Championships, due to COVID restrictions.

21/75.1.6 Swimming – TB was working on the Festival of Swimming as requested by British Swimming. Pool hire was problematic, no availability at Luton due to use as a vaccination centre, Basildon floor and boom stuck, Norwich having a refit.

LB had organised a Swimming Coaches drop in. The SE Talent Team had also contacted regions and counties about development camps to be held early in the new season. Concerns over lack of notice and unreasonable deadlines for appointing lead coaches had been raised with SE.

21/75.1.7 Water Polo – LB had had meetings with Dean Walker, to discuss emerging plans. IM reported that the competition review had discussed National age Group Competitions and Inter-regional Competitions in November/ December. There was no pressure to recommence Regional Academies as the National Academy selections would be based on coach recommendations.

21/76

Staffing

21/76.1 Following discussions at the previous meeting, the Board further discussed the staffing structure where it had been agreed that a third member of staff should be recruited with a potential start date of September.

21/76.2 The draft Job Descriptions, drafted by LB and circulated with the agenda, were discussed. Potential roles and salary ranges were discussed. It was agreed that:

- Directors should look in detail at the draft Role Descriptions **(Action ALL)**
- LB should seek advice from the SE People Development Team **(Action LB)**
- An additional meeting be arranged to cover this issue, DM may be unavailable but was willing for others to proceed. **(Action JW)**

21/77

Governance

21/77.1 JW gave an update on governance. The ROC would have its first meeting on 16th June, with dates now set for the rest of the year.

21/77.2 In discussion of possible agenda items, it was agreed that an update on each of the disciplines should be included, and also that JW would ask whether George Wood would be available to give an update on the SE sports development key issues. **(Action JW)**

21/77.3 The County Forum had been arranged for 8th June. It was noted that this date clashed with one of the Officials' Seminars and, as some county representatives had said that the 8th was not convenient, it was agreed to change this to 9th June. Chris Vinter had drafted an agenda. **(Action LB)**

21/77.4 JW had met with Simon Lever, Chair of ARP. He had asked that the Directors join the early part of the next meeting, planned for 30th September, to introduce themselves. **(Action ALL to note the date)**

21/77.5 With regard to DBS checks for Directors, Simon Lever had indicated that he was content to await guidance from Swim England.

21/77.6 LB reported that the Club Leadership Group would have its first meeting on 23rd June. As previously discussed, the following membership was approved:

Stewart Murray (Chair), Ian Cotton, Chris Galer, Sharyn Bord, Helen Stephens, Anna Hewitt and Leanne Brace.

21/78

Swim England

21/78.1 JW reported on the Regional Chairs Meeting held on 15th April. The agenda, notes and

meeting papers had been circulated and were discussed. It was agreed that LB would contact Katya Boyd to discuss the proposed SE Awards. **(Action LB)**

- 21/78.2 JW gave a summary of the issues covered in the Buddy Meeting with George Wood held on 23rd April. These included:
- Unreasonable timescales relating to development camps
 - County Constitutions
 - Forwarding to the region of emails coming into SE via the Club Development and other generic email addresses
 - LTS run outside SE membership
 - Whether trustees should be DBS checked
 - Classification
 - Incomplete regional agreement format.

21/78.3 JW and LB had met with Claire Coleman re Regional Agreements. Discussions were ongoing.

21/79

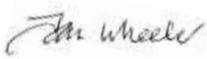
Next Meeting

21/79.1 The next meeting is scheduled for 9th June 2021.

21/79.2 The following dates had also been agreed for meetings of the Board of Directors: 14th July, 15th September, 13th October, 10th November and 8th December 2021. In addition, Wednesday 18th August at 7.30 pm had been held in reserve for a meeting, if necessary.

There being no other business the meeting closed at 12.30 pm.

Signed:



Joan Wheeler

Chairman

9th June 2021