Swim England East Region
Minutes of the Board of Directors
8th April 2025 at 7pm, via Zoom

Present	Ian Mackenzie (IM)	Interim Regional Chairman
	Tom Baster (TB)	Director
	Keith Belton (KB)	Finance Director
	Sheila Mackenzie (SMa)	Director
	Gerry Metcalf (GM)	Director
	Stewart Murray (SMu)	Director
	Helen Stephens (HS)	Director

Also in attendance:
James Salmon (JSa) Regional Manager

25/045	**Apologies and introductions**
25/045.1	Apologies were received from Lottie Thompson.
25/046	**Declarations of conflict of interest**
25/046.1	There were no declarations of conflict of interest.
25/047	**Minutes**
25/047.1	The minutes of the meeting on 11th March were circulated with the agenda. The minutes were approved as a true record.
25/047.2	The minutes from the Open Water Leadership Group meeting were received.

It was confirmed that volunteers used at the Open Water Championships would all be Swim England members, unlike in previous years. The exception would be the rescue team and this will be discussed at the next Open Water meeting.

The distances to be swum this year were confirmed as 1k, 2k, 3k and 5k.

KB will address some issues with the Conditions for the Championships.

25/048	**Matters arising – using the Action Log**
25/048.1	**Stock insurance** Ongoing
25/048.2	**Youth Advisory Panel** On hold, awaiting direction from Swim England.
25/048.3	**County Forum and Members' Forum Terms of Reference**

These will need checking and updating following changes to the Regional Operations Committee (ROC).

25/048.4 **Staff role changes**
To be discussed after the Annual General Meeting (AGM).

25/048.5 **Remuneration policy**
Clarification and guidance being sought from Swim England – IM.

25/048.6 **Whistleblowing policy**
Collaboration via the G9 is being sought on policies.

25/048.7 **County Governance**
Four counties have completed, and the two counties outstanding are updating their constitutions.

25/048.8 **New ROC structure**
Amendments need to be made to the Terms of Reference (ToR), then these will be shared – KB.

25/048.9 **Issues with the website**
No response from the host. JSa to investigate further.

25/048.10 **Cross-discipline training days**
Ongoing

25/048.11 **Branding**
The proposals have been sent to the Leadership Groups. Water Polo and Swimming have responded. JSa will meet with Sharyn Bord to discuss Diving requirements, and there is an Artistic Swimming Leadership Group meeting scheduled for Saturday.

25/048.12 JSa provided an update on the planning for the Welfare Officer and Chairman Conference, confirming that presenters have been asked, but some responses are still awaited.
GM, JSa and Fran Vesztrocy have met to discuss the plans for the day. The venue is booked, and preliminary information was shared in the Newsletter.

25/048.13 There is no further update at the moment on clubs with Learn-to-Swim sections – work is ongoing.

25/049 **Ratification of items agreed since 11ᵗʰ March**

25/049.1 There were no items for ratification.

25/050 **Finance**

25/050.1 The reports have been circulated. No issues identified.

25/050.2 The Independent Financial Examiner has signed off the accounts for last year.

25/051 **East Region Strategy**

25/051.1   A presentation was shared, showing a work-in-progress strategy document for the purpose of feedback from the Directors.

25/051.2   IM asked if permission would be needed to use images in the document. SMu stated that Swim England had not gained permission from individuals to use their image.

25/051.3   SMu has written an introduction to the East Region Strategy, but, as this is a message from all the Directors, input would be welcomed.

25/051.4   Some of the Goals have been updated since the last presentation, to better reflect what is achievable within the Region. Each Goal now has a short paragraph explaining how it will be achieved. Feedback on the wording was requested.

25/051.5   SMu presented what the Strategy group believed to be the five Priorities and asked for feedback on this.

25/051.6   IM praised the group for their work on the document

Action - work-in-progress strategy document to be shared with all Directors for feedback

25/052   **Risk Register**

25/052.1   A new item has been added to the Risk Register following a suggestion from the Audit Risk & Probity Committee.

3.3 Difficulties recruiting Directors and Leadership Group Managers.

25/052.   This is currently Low risk as four new Directors have recently been recruited, all the Leadership Groups have a Manager, and there are nominations for all the posts for election at the Annual General Meeting.

25/053   **Regional Manager Report**

25/053.1   JSa presented his report.

25/053.2   He informed the Board that Swim England has recently appointed a Technical Facilities Officer, who is currently working on a number of projects in East Region. The three main projects are at Stevenage Swimming Centre, Kings Lynn and Cambridge University.

25/053.3   SMu asked why Stevenage were looking at a 10-lane pool, 1.8m deep, when this would exclude Artistic Swimming at that pool, rather than a deeper 8-lane pool.

It was explained that the pool operator and Council wanted a larger pool area to maximise their Learn-to-Swim provision.
Currently the Artistic Swimming club only train at the pool for one hour per week, but, as the Region holds the regional Artistic Swimming competitions at the pool four times a year, another venue would have to be found for these.

25/054   **Annual General Meeting (AGM) 2025**

25/054.1   JSa confirmed that, as he had now received the Annual Report, the invitations will be sent out tomorrow (9th April).

25/054.2   IM confirmed that there were nominations for all the vacant posts

25/054.3   It was agreed unanimously that Stewart Murray would be nominated as Chairman.

25/054.4   It was agreed unanimously that Ian Mackenzie and Helen Stephens would be nominated as Directors.

25/054.5   A conflict of interest was declared by SMu concerning the Chairman role.

25/054.6   A conflict of interest was declared by IM and HS concerning the two Director roles.

25/055   **Event support**

25/055.1   IM stated that previously there had been a spreadsheet which Board members could use to confirm their availability to attend an event. Currently swimming is very well attended, but there is rarely a Board member in attendance at the other disciplines' events. There is a spreadsheet used by the President, so the same could be done for the Directors.

25/055.2   **Action - JSa to send a spreadsheet showing all the events so that the Directors can share their availability.**

25/056   **Any other urgent business**

25/056.1   IM reported that Sarah Todd was elected by the national Members' Forum as a Director of Swim England.

25/056.2   East Region has nine seats on the national Members' Forum. It was decided, that subject to ratification at the AGM, this would be the eight Directors and the President.

25/056.3   As this was the last Board meeting before the AGM, IM thanked everyone for their support and help over the last year.

25/057   **Confidential Items**

25/057.1   No confidential items were discussed

25/058   **Date for the next Board meeting**

25/058.1   The next Board meeting is 13th May at 7pm.