



**Swim England East Region  
Minutes of the Board of Directors  
10<sup>th</sup> June 2025 at 7pm, via Zoom**

<b>Present</b>	Stewart Murray (SMu)	Regional Chairman
	Keith Belton (KB)	Finance Director
	Tom Baster (TB)	Director
	Ian Mackenzie (IM)	Director
	Sheila Mackenzie (SMa)	Director
	Gerry Metcalf (GM)	Director
	Helen Stephens (HS)	Director
	Lottie Thompson (LT)	Technical Specialist

Also in attendance:

Emma Winter (EW) Regional Administrator

Fran Vesztrocy (FV) Welfare Officer – for the Welfare Officer's report

**25/074                      Apologies and introductions**

- 25/074.1      Apologies were received from James Salmon (JSa) Regional Manager.

**25/075                      Declarations of conflict of interest**

- 25/075.1      There were no declarations of conflict of interest.

**25/076                      Welfare Officer's report**

- 25/076.1      FV explained various points in the Welfare Officer's report.

- 25/076.2      FV screen-shared a document explaining the difference between a level one safeguarding case and a level two. The document had been produced by Kevin Suckling, head of Swim England Safeguarding.

FV explained that a level one low level safeguarding welfare concern is one which can be resolved locally. They are generally low level Wavepower breaches /emotional harm, and are non-complex issues suitable for local resolution. They are generally managed by clubs, sometimes supported by the County Welfare Officer, the Regional Welfare Officer or the National Welfare Officer.

A level two safeguarding case is one where there is a potential risk for harm, and this would be managed by Swim England's Safeguarding team. It would be sent to sports resolution for an independent investigation.

- 25/076.3      FV clarified the acronym LADO as a local authority, designated officer. Every authority has a LADO.



- 25/076.4 KB asked if the spike under the Policy/Procedure/Governance was a reflection of the recording of every sort of communication like finding sections in Wavepower. He also asked whether the information is being shared with other Regions to see if their situation is similar.

FV stated that explanations of Wavepower are often asked for, and that she would like one of the FAQs on the website to cover Wavepower.

25/076.5 **Independent advisor**

FV presented her proposal for an independent advisor and explained why it would be beneficial.

- 25/076.6 TB asked if Swim England supports this.

FV was not sure if Swim England supports the Regions in having independent advisors, but Swim England do have their own independent advisors.

- 25/076.7 SMa asked FV why she cannot use the National Welfare Officer at Swim England to discuss ideas and to get advice and help.

FV explained that she does approach the Welfare Officer at Swim England to seek advice and help, but feels that there is a lack of interest in the development of the Regional Welfare plan.

- 25/076.8 SMa also asked FV about the possibility of working through the National Welfare Officer to seek advice from their independent advisors.

FV stated that she will check on this.

- 25/076.9 SMu thanked FV for joining the meeting. FV left the meeting.

**25/077**

**Minutes**

- 25/077.1 The minutes of the meeting on 13<sup>th</sup> May, circulated with the agenda, were approved as a true record.

**25/078**

**Matters arising – using the Action Log**

- 25/078.1 **Stock insurance**  
Ongoing.

- 25/078.2 **County Forum and Members' Forum Terms of Reference**  
To be picked up with JSa.

- 25/078.3 **Staff role changes**  
To be removed from the Action Log.

- 25/078.4 **Whistleblowing policy**  
JSa to produce a policy based on Swim England's policy.

- 25/078.5 **County Governance**  
Four counties have completed, and the two remaining are updating their constitutions.

- 25/078.6 **New Regional Operations Committee (ROC) structure**  
Proposed terms of reference have been circulated with some comments for KB to review. Once reviewed, a meeting will be set up.



- 25/078.7 **Issues with the website**  
Some progress has been made. KB to follow this up with JSa.
- 25/078.8 **Cross-discipline training days**  
Ongoing - to be discussed at the ROC meeting.
- 25/078.9 **Branding**  
The expenditure on branding was agreed.  
To be removed from the Action Log.
- 25/078.10 **Inspect the new silver medals.**  
SMu has inspected the new medals and there does not appear to be any significant quality issue. The quality of the medals will be reviewed at the next event.
- 25/078.11 **To get proposal and price for a fabric badge for the President's blazer**  
To be picked up by JSa.

**25/079 Ratification of items agreed since 13<sup>th</sup> May**

- 25/079.1 There were no items for ratification.

**25/080 Finance**

- 25/080.1 The monthly budget reports had been circulated. No issues were identified.

**25/081 Leadership Group minutes**

- 25/081.1 The minutes for Open Water meeting had been circulated. No issues were identified.

**25/082 East Region Strategy**

- 25/082.1 The Strategy is nearing publication.  
  
The Audit, Risk & Probity (ARP) committee have seen the document and are happy with the content and process.
- 25/082.2 SMu reported that the document has also been presented to the County Forum so that the county chairmen and secretaries have an understanding of what the Region is proposing. It was well received, and it was requested that SMu has a meeting with club chairmen in the Region to explain the Strategy in detail.
- 25/082.3 Ali Wyke and Claire Coleman, Swim England, have both reviewed the Strategy and given comments back. They are happy with the content and the alignment with the One Swim England Strategy.
- 25/082.4 SMu reported that the Strategy will go to Swim England marketing for consistent branding etc. It should meet the target of publication by the end of June.
- 25/082.5 HS asked about the scorecards.



SMu reported that the action list and scorecards may take another four to six weeks to finalize, but that will not affect the issuing of the Strategy.

**25/083 Risk Register**

25/083.1 There have been no updates to the Risk Register.

**25/084 Regional Manager's report**

25/084.1 SMu went through key points of the report.

**25/084.2 Swimming Long-Course survey results**

SMu reported that a survey had been sent out following the Regional Long-Course meets to request feedback from volunteers, both non-technical and technical. 31 responses of the 141 were anonymous.

25/084.3 The results of the survey had been circulated, and comments/feedback had been given.

Following the comments/feedback, for further event surveys a draft copy will be sent to the discipline manager for review and alterations before being sent out to the volunteers.

**25/084.4 County Governance update**

Four of the six counties have completed County Governance. Cambridgeshire and Essex are still to complete.

**25/084.5 G9 update**

The terms of reference for the group have now been agreed, as well as an engagement process for any project work. The plan is to have two face-to-face days per year and two online days per year, as well as a monthly online meeting.

**25/086 Summary of the Regional Chairs' meeting**

25/086.1 SMu reported that he had attended his first face-to-face Regional Chairs' meeting in London. He gave a review of the agenda and what was discussed. SMu said that it gave him the opportunity to meet the other Regional Chairs and understand some of the issues they are dealing with within their Regions.

**25/087 New ROC structure**

25/087.1 See Minute 25/078.6.

**25/088 Chairman and staff team meeting**

25/088.1 SMu had a face-to-face meeting with the staff team and found it to be very positive from his point of view to understand the workload and the activities of the team.

It was primarily to go through the Strategy to determine the balance of the objectives, the workload buy-in and how to measure the metrics used.

25/88.2 SMu reported that the meeting was held at Stapleford Granary where the Welfare Conference is going to be held. It is a good facility, easy to get to and with good parking. The conference room is a good size.



**25/089**

**Articles of Association and Regulations update**

- 25/089.1 Chris Galer (CG) and Jo Stalley (JSt) have been going through the Articles of Association and Regulations to check that they are still aligned with Swim England, and have found a couple of anomalies.
- 25/089.2 KB will liaise with CG. KB reported that there will need to be communication with the Charities Commission to seek permission to change.

**25/090**

**Any other urgent business**

- 25/090.1 TB raised concerns about licensing and receiving an automated response that there will be a response within 72 hours, TB reported that he submitted the licence application for the Short-Course Championships and has not had any acknowledgement. EW to pick this up with TB outside this meeting.
- 25/090.2 KB asked EW about Open Water entries. EW to contact KB outside this meeting.
- 25/090.3 SM asked if the entries were low for the Open Water Championships.
- EW reported 248 entries, plus two para-swimmer entries. Last year there were 407 entries, not including those from London.

**25/091**

**Confidential Items**

- 25/091.1 No confidential items were discussed.

**25/092**

**Date for the next Board meeting**

- 25/092.1 The next Board meeting is on 8<sup>th</sup> July at 7pm.