



**Swim England East Region
Minutes of the Board of Directors
14th October 2025 at 7pm, via Zoom**

Present	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

Also in attendance:

James Salmon (JSa), Regional Manager

Lottie Thompson (LT), Specialist

Fran Vesztrocy (FV), Regional Welfare Officer

25/143 **Apologies and introductions**

25/143.1 No apologies were received.

25/144 **Declarations of conflict of interest**

25/144.1 There were no declarations of conflict of interest.

25/145 **Welfare Officer's report**

25/145.1 FV presented the report which had been circulated with the agenda.

25/145.2 The Swim England Safeguarding Team is being restructured as part of the wider Swim England reorganisation. Under the proposed new structure, the roles of National Welfare Officer and Talent and Learn-to-Swim Welfare Officer will cease to exist.
FV explained how this restructure will affect her role. Until the restructure is finalised, it is not possible to know the full impact. While the process is in the consultation period, not all questions can be answered. However, there is potential for a negative impact. FV added that this development heightens the concern already held regarding data sharing.

25/145.3 FV reported having met with Simon Davies, the new Director of Safeguarding at Swim England. Data sharing and access to Globocol were discussed.

25/145.4 Welfare Officer toolkit
This guide has been developed to support Welfare Officers involved in aquatics by providing essential resources, guidance, and information to assist them in carrying out their role effectively. This has been publicised through numerous channels and promoted via the key fob produced for the regional Chairman and Welfare Officer Conference.



25/145.5 FV asked for feedback on the safeguarding data received from Swim England and how it is presented.

GM commented that it would be useful to have information from other Regions to allow comparison.

FV agreed, as such comparisons would make the data more meaningful. However, Swim England are reluctant to share data from other Regions, even in an anonymised format.

KB added that having comparative data would enable the Region to identify differences, understand what others may be doing better, and learn from their approaches.

25/145.6 TB joined the meeting.

25/145.7 FV left the meeting.

25/146

Minutes

25/146.1 The minutes of the meeting held on 9th September, circulated with the agenda, were reviewed.

KB noted that item 25/139.1 stated that the deadline for Directors to register with Companies House is 18th November. This date refers to when the requirement comes into effect; however, the actual deadline set by the Board is the end of the year.

Action: JSa to amend the minutes to reflect this clarification.

25/146.2 The minutes were approved as a true record, subject to the amendment.

25/147

Matters arising – using the Action Log

25/147.1 Stock insurance

Ongoing – KB has gathered most of the information on what disciplines hold. The next step is to assign a value to everything.

25/147.2 County Governance

Four counties have completed their submissions. Essex has submitted all required documentation, which is currently awaiting approval.

25/147.3 Vice-Chairman vacancy

SMu advised that a role description has been generated. An advert will be placed on the website, with a closing date of 31st October.

25/147.4 Changes to the Articles of Association

KB advised that a request has been submitted to the Charity Commission to make a change.

25/147.5 Review of the Audit Risk & Probity Committee (ARP) Terms of Reference



LT has produced the document, and this will be reviewed by Helen Kent-Jackson, the Chairman of the ARP.

25/147.6 **Director appointment to the new Regional Operations Committee (ROC)**
To be discussed at the November Board meeting

25/147.7 **Set up website support contract**
KB and JSa have met with David Hutson. An agreement will be set up shortly.

25/147.8 **All Directors to complete their identity checks and send to KB**
All apart from two have completed this.

25/147.9 **Appoint Jackie Spinks as Water Polo Leadership Group Manager**
Complete

25/147.10 **New regional awards process**
TB to put a proposal to the Board at the November Board meeting.

25/148 **Ratification of items agreed since 9th September**

25/148.1 There were no items for ratification.

25/149 **Finance**

25/149.1 KB advised that the plan is generally being followed. Masters were showing an overprediction of income, as their championships took place earlier than planned. This is expected to correct itself next month.

25/149.2 KB proposed that fees remain unchanged for 2026, with a review to be conducted for 2027.
The proposal was unanimously agreed.

25/149.3 GM asked if the expenses policy was the same for all disciplines. KB confirmed that the policy applies across the board but allows for a discipline to apply lower rates if they wish.

GM asked what the mileage policy would be for a person travelling from outside the Region.

KB stated that 45p per mile is paid unless otherwise specified.

LT suggested circulating the expenses policy along with the budget and plan request.

25/150 **Leadership Group minutes**

25/150.1 **Artistic Swimming**
HS asked for clarification of what was meant by 'hybrid'.
SMA explained that hybrid refers to a combination of multiple levels of movement from different categories. Discussion at the Artistic Swimming meeting had focussed on whether these would be included in the next competition.



25/150.2 **Masters**

A discussion took place regarding the management of the Group.

25/150.3 **Swimming Officials' Group**

There were no questions about these minutes.

GM stated that there are sufficient officials for the Short-Course Championships.

25/150.4 **Feedback report for Masters Championships and the Chairman and Welfare Officer Conference**

SMu stated the feedback has been discussed by the relevant groups and consideration has been given as to what changes need to be made in the future.

25/150.5 SMA asked whether the Board needed to see all the information and suggested that the feedback should go to the Leadership Groups, with the Board simply being made aware that the feedback process had taken place. The Board representative on the Group could highlight to the Board the items needing attention.

TB suggested producing an executive summary to be sent to the Board.

LT commented that whilst the Leadership Groups need to discuss and implement changes, the Board is ultimately responsible. Relying solely on the Groups to pass on information could result in important matters being missed, so the Board should have sight of the feedback reports.

25/150.6 TB highlighted that some items in the feedback from the Masters require attention, for example the timing of the event and the suitability of the venue.

GM stated that an alternative venue for next year has been considered, but there are difficulties in finding one which meets all requirements.

KB reported that his timing analysis of the event was very close to the actual event duration.

25/151

East Region Strategy

25/151.1 JSa presented the Board with a summary of the Scorecard, highlighting the areas marked as amber and explaining the reasons for this scoring.

25/151.2 TB asked why the Scorecard was not circulated before the meeting, suggesting that doing so would allow Directors time to read it and prepare questions.

SMu explained that, based on previous feedback about receiving too much information, the plan was to present a summary. Any areas of concern could then be discussed, as the Board does not need to review every item.

KB suggested that any red items should be brought to the Board's attention. Amber items can be mentioned, with an indication of whether they are likely to move to red or green, but if everything is on track, there is no need for a discussion.



- 25/152 **Risk Register**
- 25/152.1 There have been no updates to the Risk Register.
- 25/153 **Regional Manager's report**
- 25/153.1 JSa presented the report which had been circulated with the agenda.
- 25/153.2 **County Governance**
Essex is very close to completion, with just a couple of elements remaining which they have been asked to review.
Cambridgeshire is still progressing.
SE will now be contacting counties to begin the Year 2 renewal process.
- 25/153.3 **Masters feedback**
The overall feedback was positive. However, several areas for improvement were highlighted, specifically regarding the suitability of the venue, the timing of the event within the calendar, and the scheduling on the day.
- 25/153.4 **Welfare Officer and Chairman Conference feedback**
Overall, the feedback for the conference was very positive. Attendees particularly valued the venue and the presentations delivered by Simon Rose and Emma Swann.
- 25/153.5 **Compliance data**
Work is continuing with clubs to ensure that they are reminded of the requirements regarding Disclosure & Barring Service (DBS) checks and Safeguarding for specific roles within their organisations.

It was noted that, at present, Swim England East Region has the highest level of compliance of all the Regions.
- 25/154 **Updated Water Polo Leadership Group Terms of Reference (ToR)**
- 25/154.1 JSa advised that all the Leadership Groups Terms of Reference need to be updated following the changes to the ROC.
- 25/154.2 The Water Polo Leadership Group ToR has been updated first, and when this is accepted, the other ToRs will be updated accordingly.

LT requested a tracked-changes version to see clearly what has been amended.
- 25/155 **Any other business**
- 25/155.1 No other items were discussed.
- 25/156 **Confidential Items**
- 25/156.1 One confidential item was discussed.



25/157

Date for the next Board meeting

- 25/157.1 The next Board meeting is on 9th November 2025 at 9.30am in Dunton Village Memorial Hall, Dunton, Biggleswade SG18 8RL.

DRAFT