

**Swim England East Region**  
**Minutes of the Board of Directors**  
**10<sup>th</sup> December 2024**

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| <b>Present</b> | Ian Mackenzie (IM)          | Interim Regional Chairman                    |
|                | Keith Belton (KB)           | Finance Director                             |
|                | Sheila Mackenzie (SMa)      | Director                                     |
|                | Gerry Metcalf (GM)          | Director                                     |
|                | Stewart Murray (SMu)        | Director                                     |
|                | Helen Stephens (HS)         | Director                                     |
|                | Lottie Thompson (LT)        | Specialist                                   |
|                | Rebecca Cox (joined at 8pm) | Swim England Director of Business Engagement |

Also in attendance: James Salmon (JSa) Regional Manager

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| <b>24/134</b> |          | <b>Apologies and introductions</b>  |
|               | 24/134.1 | Apologies were received from Andy Salmon who was to present the new Swim England strategy. Rebecca Cox attended in his place.   |
| <b>24/135</b> |          | <b>Declarations of conflict of interest</b>   |
|               | 24/135.1 | There were no declarations of conflict of interest.   |
| <b>24/136</b> |          | <b>Minutes</b>  |
|               | 24/136.1 | The minutes from the meeting on 13 <sup>th</sup> November 2024 were circulated with the agenda. The minutes were approved as a true record of the meeting.  |
|               | 24/136.2 | <p>SMa asked whether a scheduled Masters Leadership Group meeting had been held prior to this meeting, it was confirmed that a meeting had not taken place.</p> <p>JSa informed the group that a meeting will be held on 16<sup>th</sup> January 2025 with Liz Woolner offering to chair the meeting. A Manager for the Masters Leadership Group still needs to be found.</p> <p>Bernie Buck has offered to stay on the Masters Leadership Group as a specialist and is happy to organise events, potentially alleviating the workload of the Manager and making it easier to fill the role. GM raised the need for the group to approve Bernie as a specialist first. IM asked GM to follow developments in this regard.</p> |

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|               | 24/136.3 | <p>SMA referenced a minute about Learn-to-Swim within one of the regional clubs and asked JSa if he was aware of any other clubs that have been identified and what progress is being made with regards to contacting people.</p> <p>JSa responded that the identified club is being used to work out the best way of dealing with the matter. Once this is complete, other identified clubs will be approached. JSa was not sure of the exact numbers of clubs involved.</p>  |
| <b>24/137</b> |          | <b>Matters arising – using the Action Log</b>  |
|               | 24/137.1 | KB is still reviewing the stock insurance.   |
|               | 24/137.2 | <p>Regarding the remuneration policy - IM has received details from Swim England but the information is now out of date and needs to be reviewed. He confirmed that current rates will continue to be paid until advice is received.</p> <p>GM stated that the coaches need to be paid a reasonable amount, not an agreed amount.</p>  |
|               | 24/137.3 | <p>IM asked KB how he intends to proceed with the first Regional Operations Committee (ROC) meeting. KB responded that he will probably set it up as a review of how they've gone through the planning process and thinking about the following year, with the intention of getting something in for April. KB confirmed there will be two ROC meetings a year.</p> <p>IM asked for a date for the two meetings which JSa can then pass on to the Managers.</p> <p>KB mentioned the need to draft terms of reference. LT will help KB with this.</p> |
|               | 24/137.4 | The Masters Manager role was covered in 24/136.2.  |
|               | 24/137.5 | KB is still having problems with the website and uploading files. He will look at it again.  |
| <b>24/138</b> |          | <b>Ratification of items agreed since 13<sup>th</sup> November 2024</b>  |
|               | 24/138.1 | There were no items for ratification.  |
| <b>24/139</b> |          | <b>Regional Chairman</b>   |
|               | 24/139.1 | <p>No progress has been made with recruiting a Regional Chairman. IM mentioned that four Regions will be looking for chairman in 2025.</p> <p>IM proposed appointing a Vice-Chairman in the interim. There had been a Vice-Chairman before regionalisation, and having one now may make it easier to fill the role of Chairman. The Board agreed to the proposal.</p>  |

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|               |          | <p>SMu had offered to take on the role of Vice-Chairman. IM asked for any other nominations. There were no other nominations and the Board agreed to SMu becoming Vice-Chairman.</p> <p>SMA suggested that IM share his tasks as Chairman with SMu on perhaps a monthly basis, so that SMu is able to share this information with the next Chairman, advising them accordingly and providing back-up and support.</p>  |
| <b>24/140</b> |          | <b>Finance</b>   |
|               | 24/140.1 | <p>The budget reports had been sent out.</p> <p>KB noted that for Swimming the bill for the streaming at Luton is yet to be received. Otherwise, everything looks in order, with a slight surplus compared to the projected overspend.</p> <p>It was noted that much of the surplus was due to the diving National Skills Final.</p> <p>KB asked for any questions on the budget reports.</p> <p>SMu asked about the National Skills Final. IM acknowledged the great contribution of Southend Diving Club towards the delivery of the very successful and well-received National Skills Final. Work is already being done to prepare for the event in 2025.</p> <p>SMu asked whether it is sustainable going forward giving its location not being central. LT responded that the event moves around the Regions, with the Regions having the option of hosting it for one or two years.</p>  |
|               | 24/140.2 | <p>KB screen-shared the draft budgets with the Board and outlined the various items.</p> <p>Some key points from the Management budget plan:</p> <ul style="list-style-type: none"> <li>- The affiliation fee factored in was roughly the same as for 2024.</li> <li>- KB does not believe that memberships will change significantly.</li> <li>- The biggest amount of expenditure is on staff.</li> <li>- Swim England bills a month in arrears, meaning that nothing is paid in January, but December is double.</li> <li>- The allowance for the bursaries and talented athletes is roughly the average being paid out each month.</li> </ul> <p>KB shared the budget summary. 'Time-to-Listen' courses are included as an item on the budget summary. The Regional Welfare Officer would like to run a conference, and this has been discussed with KB and JSa. Currently there is not enough information about what the day would cover for it to be approved. This will likely be brought back to the Board in January as a conference covering welfare and governance in the terms of codes of conduct etc. The spend would depend on attendance and where it is held, with the idea to run it every other year depending on the uptake. IM asked who the conference was geared towards.</p> |

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|  | <p>KB responded - Welfare Officers and Chairmen. If approved, this would mean further expenditure on Club Leadership.</p> <p>There is no budget or plan for Swimming. KB has factored in the likely outcome from this year in terms of income.</p> <p>Disability – a plan and budget have been submitted. The budget was missing pool hire cost from the Championships as this figure was unknown. KB had entered a rough cost from this year as a guide. IM raised that this may change following a meeting to be held to decide what the Region does for para/disability in general terms. Joining with other Regions, and also just having time trials were suggestions raised, and these will be considered at the aforementioned meeting.</p> <p>Diving – The National Skills Final has been factored in the numbers. This is why the budget indicates a surplus.</p> <p>Masters – a plan and budget have been submitted which is similar to last year’s.</p> <p>Open Water – a plan and budget have been submitted. The only issue is the unresolved traffic management course, but it is not of concern with regard to the budget.</p> <p>Artistic Swimming – nothing to note.</p> <p>Water Polo – The expenditure is highlighted as there is a possible discrepancy with the figures in the minutes for the pull-up banners, Toblerone-style displays etc. Dean Walker to obtain costs for these items to rectify this.</p> <p>Swimming Officials Group – nothing to note.</p> <p>The surplus and deficit matters were considered. There are no concerns for this year.</p> <p>KB suggested that each group is advised that they can go ahead with their plan, but with a need to find out the outstanding disability pool hire costs and receive the quotes from water polo.</p> <p>KB asked for a discussion at upcoming Board meetings about potentially increasing the affiliation fees, with a possible start at the April Board meeting. Some possible figures were discussed.</p> <p>KB will investigate fees charged by other Regions.</p> <p>LT raised potentially bringing in money by holding cross-discipline training days, sessions, workshops for example about nutrition, preparation for competition, psychology etc, perhaps at elite level and</p> |
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|               |          | at entry development level. She suggested bringing in motivational speakers such as an Olympian/high-performing athlete. This type of development/information session had been well-received during Covid. Administration and costs would need to be considered.<br>LT's suggestion will be discussed at the February Board meeting.   |
|               | 24/140.3 | IM asked for any comments on the proposal for Artistic Swimming to purchase a new PA and underwater speaker. This is a capital purchase and will be over ten years. KB mentioned it would come under the heading 'swimming equipment'. The purchase was agreed.  |
|               | 24/140.4 | Water Polo Girls' training programme – this is on hold until IM receives the paper put together by the coaches and team managers.  |
| <b>24/141</b> |          | <b>Risk register</b>   |
|               | 24/141.1 | There are no changes to the risk register.   |
| <b>24/142</b> |          | <b>Regional Manager's report</b>   |
|               | 24/142.1 | The East Region were the third Region to complete the Regional Governance Code. Positive feedback has been received on this.   |
|               | 24/142.2 | Four of the six counties have completed the County Governance Code. All counties have offered help to Cambridgeshire to complete theirs.   |
|               | 24/142.3 | Ware Swimming Club has been able to secure some pool time at other venues following its pool closure problems. The Swim England statistics showing a surplus of available water in the area does not help the cause.   |
|               | 24/142.4 | Emma Winter is looking forward to resuming her role in February.   |
|               | 24/142.5 | JSa has been in his role for six months. He has enjoyed the time and thanked everyone for their support.   |
|               | 24/142.6 | SMa asked whether there is a deadline for submitting the County Governance Code. JSa does not believe this to be the case. He confirmed that Lizzie Butcher is in contact with the county which has not yet completed the code.  |
|               | 24/142.7 | JSa screen-shared the Regional Welfare Officers Report. IM discussed the work taken on by Fran. She is joining the Hertfordshire Sport Partnership, and has been added to one of the Regional Chair groups as the professional Welfare Officer. IM sees her involvement as a positive step forward.<br><br>SMa asked whether the online safeguarding course for young people mentioned on the report excludes older people. JSa responded that there is a safeguarding course for people over the age of 18. |

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| <b>24/143</b> |          | <b>Any other business</b>  |
|               | 24/143.1 | <p>KB asked if there was anything of note from the Regional Chairs' meeting.</p> <p>IM responded that it was held on the Monday prior to this meeting and it was attended by all but one of the Regional Chairs. The meeting provided an update on the Strategy and how people are working with it. The Strategy – One Swim England - was launched at the Swim England National Awards day. Rebecca Cox will deliver a presentation at the end of today's meeting.</p> <p>A new coach registration scheme is being introduced by the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA), updating the scheme to make it a coach and registration scheme for all coaches in all sports. The deadline for this is March 2025.</p>  |
| <b>24/144</b> |          | <b>Presentation of the new Swim England Strategy</b>   |
|               | 24/144.1 | <p>Rebecca Cox joined the meeting to present the new Swim England Strategy. She passed on apologies from Andy Salmon who was unable to attend.</p> <p>Rebecca introduced herself as the Business Engagement Director at Swim England. She is also Managing Director of the Institute of Swimming.</p> <p>The Directors introduced themselves with a brief description of their roles, time in the roles, and experience.</p> <p>Rebecca then presented the new Strategy to the Board. A discussion followed considering how the Region could work with it via the regional Strategy.</p> <p>IM suggested that those interested in looking at the Region's Strategy met in the New Year to put something together to present to the Board. Anyone interested in being part of this group to let him know.</p> |
|               | 24/144.2 | <p>KB gave some feedback from the meeting with the other Regions. He noted that the East Region is quite open about its working compared to other Regions which led to a discussion about sharing across the Regions.</p> <p>LT asked whether there was a forum for sharing common problems, and suggested there should be communication and support. She asked whether there was a way to share and exchange processes, templates etc with Swim England to help others. She proposed sharing what the Region is doing more actively, with the hope that it will lead to an exchange.</p>  |

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| <b>24/145</b> |          | <b>Confidential items</b>                                       |
|               | 24/145.1 | No confidential items were discussed.                           |
| <b>24/146</b> |          | <b>Next meeting</b>   |
|               | 24/146.1 | The next meeting will be held on 14 <sup>th</sup> January 2025. |