

Swim England East Region
Minutes of the Board of Directors
10th March 2026 at 19:00, via Zoom

Present:	Stewart Murray (SMu)	Regional Chairman
	Keith Belton (KB)	Finance Manager
	Gerry Metcalf (GM)	Vice-Chairman
	Ian Mackenzie (IM)	Director
	Sheila Mackenzie (SMa)	Director
	Tom Baster (TB)	Director
	Helen Stephens (HS) (Joined at 20:00)	Director

Also in attendance:

Lottie Thompson (LT), Specialist

Jo Stalley (JSt), Regional Operations Officer (standing in for James Salmon).

Andy Salmon (AS) — Chief Executive Officer, Swim England

Tamsin Pryce-Jones (TPJ) — Head of Governance, Swim England

Ann Byrne (AB), Regional President

26/032 **Apologies and introductions**

26/032.1 Apologies were received from James Salmon (JSa), Regional Manager.

26/032.2 JSt was welcomed to the meeting.

26/033 **Declarations of conflict of interest**

26/033.1 No declarations of conflict of interest were made.

26/034 **Governance Review**

26/034.1 SMu provided context ahead of the Swim England Governance Review presentation scheduled for 19:30. He explained that a survey had been issued to regional, county, and club chairs in late 2025. Results were reviewed by a steering group led by Kirsten Faisey, with Sara Todd (South East Region Chair) as the chair representative, alongside Andy Salmon and Helen Marney.

26/034.2 The resulting governance report was treated as confidential until February 2026, when it was released to regional chairs at a meeting at Loughborough on 19th February. SMu noted that notice had been very short — approximately one week — and that chairs had insisted that the report be shared with regional Boards before AS's presentation so that discussions could be meaningful.

26/034.3 SMu emphasised that this evening's session would not conclude with a vote. Its purpose was to listen to Swim England's proposals, gather the Board's views, and prepare a collective response. A further dedicated Board session would be

needed before the next regional chairs' meeting (anticipated at the end of April), at which Boards' views would be reported back to Swim England.

26/035

Minutes

- 26/035.1 KB noted one error in the February minutes. Item 26/029.3 uses the word "resign" by rotation, but the correct term is "retire" by rotation. SMu confirmed that this would be corrected.
- 26/035.2 Subject to the above correction, the minutes of 10th February 2026 were approved as an accurate record.
- 26/035.3 KB raised a procedural concern that the February draft minutes had been published on the Region's website before the Board had reviewed and approved them. SMu acknowledged this was incorrect.

26/036

Matters arising – using the Action Log

- 26/036.1 **Stock insurance:** KB reported no progress, as he has been focused on preparing the annual accounts. The action remains ongoing.
- 26/036.2 **County governance:** SMu reported that an email had been received from Claire Coleman confirming that the county governance process has been formally paused while Swim England reviews its national governance structure. SMu noted that this had not been well communicated and had caused confusion across regions.
- 26/036.3 **Audit Risk & Probity (ARP) Terms of Reference:** LT confirmed that the ARP committee had met on the previous day. Helen Kent-Jackson had reviewed and updated the Terms of Reference, which were agreed at that meeting and would be sent to the Board.
- 26/036.4 **Cambridge Diving:** SMu reported that this matter was currently on hold.
- 26/036.5 **SumUp terminal:** KB reported that there was no response to his email. He acknowledged that the matter may be difficult to resolve as the Diving group would need to relinquish some control over the account. KB confirmed that account access should rest with JSt and himself, consistent with all other accounts. Action remains ongoing.
- 26/036.6 **Director rotation:** KB confirmed that two directors are required to retire by rotation at the Annual General Meeting (AGM). KB confirmed that he would be one, as the longest-serving director since the last election. Three further directors (SMu, TB, GM, and SMa) share equal tenure. TB volunteered to be the second director to retire by rotation, avoiding the need for a draw. SMu thanked TB and confirmed that any director who retires may stand for re-election. The additional director recruitment drive (for succession purposes) is separate from, and in addition to, the rotation process.
- 26/036.7 **Nominations process for Leadership Group positions:** SMu acknowledged that incumbents had been approached directly before positions were formally advertised. Positions are now formally advertised with a deadline, allowing time for a nominations panel to sit before the AGM.

26/036.8 GM raised concern about the wording of the advertisement on the website, which implied some positions were already filled. She suggested that the wording should make clear that all positions are open to any applicant. SMu acknowledged this and confirmed that it would be noted as a process improvement.

26/037 Ratification of items agreed since 10th February 2026

26/037.1 Water polo budget: IM confirmed that the water polo plan and budget had been circulated by KB and had received sufficient responses to constitute approval. The budget was formally ratified by the Board.

26/038 Finance

26/038.1 KB reported that the February finance reports had been circulated prior to the meeting. He noted that they reflected normal seasonal patterns. Pool hire and event costs appear in advance of events, which can appear anomalous at the start of the year. There was nothing of concern.

26/038.2 KB reported that the ARP committee had reviewed the annual accounts on the previous evening and had minor queries relating to wording rather than figures. KB would work through these the following day with a view to presenting the accounts for Board sign-off at the next meeting. The independent financial examiner had been informed of this timeline. Physical signatures would be acquired at the Regional Championships.

26/039 Governance Review – Swim England presentation

26/039.1 AS and TPJ joined the meeting at approximately 19:30. AS presented the Swim England Governance Review Consultation.

26/039.2 AS shared his presentation with the Board and then answered questions from the Board.

26/039.3 AS and TPJ left the meeting.

26/039.4 Following the departure of AS and TPJ, the Board briefly discussed initial impressions.

26/039.5 **Action: JS to circulate the recording of the meeting and AS's presentation to all Board members**

26/039.6 **Action: Board members to send any further reflections on the Governance Review to SMu**

26/039.7 **Action: JS to circulate a Doodle poll for an interim Board meeting before the end of March**

26/039.8 **Action: AS (via SMu) to share both the regional and county survey questionnaires with the Board**

26/040 Leadership Group minutes

26/040.1 Diving: LT reported that a December action to arrange a meeting to review financial allocations remained outstanding. She confirmed that the figures are correct, but some items had been allocated against incorrect codes. LT and KB agreed to ensure clearer coding guidance is given to JSt going forward.

- 26/040.2 Masters: KB noted a query regarding the UEA pool hire quote, which GM confirmed appeared to reflect a 50m rather than a 25m mode. KB also raised that a Norfolk representative had approached him directly questioning the Region requesting a £200 per-county subsidy for the inter-county masters. KB suggested that such requests should be brought to the Board before being communicated to counties. SMu confirmed that the Swim England subsidy remains in place for this year but is expected to be removed in due course.

26/041

Risk Register

- 26/041.1 Following the previous night's ARP meeting, IM raised a distinction between the risk register and the need for a separate 'issue register', citing an outstanding welfare matter as an example of something being actively managed but receiving no response from Swim England.
- 26/041.2 SMu agreed with the principle of a more structured action log with named owners and target dates. There will be a conversation between SMu, Helen Kent-Jackson, and JSa to develop this recommendation.
- 26/041.3 **Action: SMu to discuss with HKJ the development of a more structured action/issues log. SMu will bring the recommendations to a future Board meeting.**

26/042

Regional Manager's report

- 26/042.1 The Regional Manager's report had been circulated prior to the meeting. HS noted a two minor errors in the report These will be corrected.
- 26/042.2 TB asked whether any clubs in the Region were currently causing concern. JSt confirmed that there were no known concerns from the Region's perspective.
- 26/042.3 IM asked about the status of regional awards.
- 26/042.4 **Action: SMu to add regional awards to the action log and follow up with JSa on current status**

26/043

AGM preparation

- 26/043.1 SMu confirmed that the process issues regarding Leadership Group nominations had been identified and corrected (see 26/036.7). The AGM documentation is on track for issue approximately 21 days before the AGM.

26/044

Any other business

- 26/044.1 No items of any other business were raised.

26/045

Confidential items

- 26/045.1 No confidential items were discussed.

26/046

Date for the next Board meeting

- 26/046.1 The next full board meeting is scheduled for **7th April 2026 at 19:00, via Zoom.** (NB The date was moved forward from the 14th to avoid a clash with the British Championships.)
- 26/046.2 An interim meeting to discuss the Governance Review will be arranged by Doodle poll. SMu requested that this meeting takes place before the end of March.