



Swim England West Midlands

Committee	Regional Management Board
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Venue	Basepoint Business Centre, Bromsgrove
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Time and Date	9.15am Saturday 30 th September 2017
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Present:	Mr S Kirkland	Mr M Beard (Finance Manager)
Mr D Corbett (President)	Mr B Simkins (ASA Sports Board appointee)	Ms H Edstrom
Mrs E Sykes	Mr F A Green	Dr S Prosser
Mrs P Davies	Mrs J Childs	Mr J J Morrey
Mr J Wilkes	Mrs J Jones	

In Attendance:	Mrs J Campbell (Office Manager)	Mrs H Weeks (Club Development Officer)
	Mr A Bartlett	Miss J Nickerson (CEO)

Apologies:	Mrs V Hewitt	Mr P Welsh
	Mr P Holmes	Miss A Swan

Minute	Agenda Item	Details	Action
17/51.00	Welcome	The Chair welcomed Jane Nickerson and Alan Bartlett to the meeting. Alan said a few words before Jane Nickerson presented Mike Beard with a memento to celebrate 40 years on the Midland District Executive and West Midlands Regional Board as Finance Manager.	
17/52.00	Swim England CEO	Jane Nickerson offered to attend Regional Board meetings to give an overview of the current work being carried out by Swim England. She highlighted the main work areas of the organisation: <ul style="list-style-type: none"> • Curriculum Swimming and Water Safety report • All-party Parliamentary Group for Swimming • Commonwealth Games 2022 – Diving likely to be in the programme so look to have legacy programmes in the region • Facilities – Affordable pools option for clubs • Partnerships with RNLI, RLSS and British Triathlon • FINA licensing coaching certificates to provide an income • Swimathon – clubs can be involved from 2018 • Sport England has signed off the Governance action plan and released first quarter payment • SLT now complete with addition of George Wood, Director of Sport Development The Board asked Jane about Incorporation saying that regions and counties are interested in following the Swim England route. It was advised to wait for 12 – 18 months and SE can then offer advice and guidance. There was further discussion on other types of structures.	

		The Judicial process and ASA Friends were also discussed. SK added that a pilot will be run in the WM looking at grievance and complaints. HW asked whether the clubs team could be trained. HE/SK to look at a flow chart for a process. The relationship between Talent (central) and the regions was discussed. The regions are autonomous with how they run camps. A county/region meeting will be held on 9 th November in Nottingham.	HE/SK
17/53.00	Minutes of 15th July 2017	The Chair welcomed David Corbett as the new Regional President. Minutes approved.	
17/54.00 17/54.01	Matters arising <i>Minute 17/41.03</i> <i>Joint OW meeting</i>	Meeting held on 18 th July. <ul style="list-style-type: none"> Site visit to Cliff Lakes who are keen to host championships but awaiting information from them. MB advised that OW events are expensive. He will send over I & E account to JC. Joint regional development camps to be held in 2018. 	MB
17/54.02	<i>Minute 17/41.05</i> <i>Level 3 funding</i>	Working group still to meet.	SK/MB/ES/SP/ JJ
17/54.03	<i>Minute 17/41.06</i> <i>Events and Competitions co-ordinator</i>	Role description circulated. The committee are responsible for appointing. Regional chairs to discuss Midland Championships committee membership.	ES SK
17/54.04	<i>Minute 17/41.09</i> <i>Facilities seminar</i>	BS to send presentation to regional office via We Transfer.	BS
17/54.05	<i>Minute 17/41.10</i> <i>Club constitutions</i>	Not discussed as on back burner for now.	
17/54.06	<i>Minute 17/41.11</i> <i>Perdiswell LC</i>	SK discussed this with Lesley Hill. SE can only offer guidance on pool and spectator space.	
17/54.07	<i>Minute 17/41.13</i> <i>Para-swimming plan and budget</i>	HW still to speak to Dave White.	HW
17/54.08	<i>Minute 17/41.15</i> <i>Volunteering bid</i>	New Swim England Volunteering Manager not yet in post.	
17/54.09	<i>Minute 17/41.17</i> <i>Regional awards</i>	Nominations received and presented at AGM.	
17/54.10	<i>Minute 17/42.01</i> <i>Different corporate structures</i>	Working group to explore different structures. HE to lead.	HE/MB/TG/SK/ AB
17/54.11	<i>Minute 17/42.02</i> <i>Feedback on regional strategy</i>	Agenda item.	
17/54.12	<i>Minute 17/42.02</i> <i>County meeting</i>	County meeting on hold until further details has been added	

17/54.13	<i>Minute 17/46.00 Facilities report</i>	to strategy. Report submitted.	
17/54.14	<i>Minute 17/47.02 Judicial Process</i>	This was raised at Regional Chairs meeting.	
17/54.15	<i>Minute 17/47.03 Synchro report</i>	Report submitted.	
17/54.16	<i>Minute 17/47.05 Medals for Masters</i>	Edmund Salt working on medals.	
17/54.17	<i>Club constitutions</i>	The governance of club committees was questioned – who should sit on a clubs committee? Further clarification is needed.	
17/54.18	<i>County reps</i>	JW asked whether there could be a successional planning system in place for county reps. SK will discuss succession planning with the Governance committee.	SK
17/54.19	<i>Coventry BS</i>	A decision to reinvest the funds with Coventry Building Society was taken and approved between meetings by email.	
17/55.00	Code of Conduct and Register of Interests	Board members were asked to complete the document.	
17/55.00 17/55.01	Appointments Vice Chair (15.4.2.2)	Helga Edstrom was appointed as Vice-Chair. Simon thanked Helga for her support in the past.	
17/55.02	Deputy to Regional Appointee to SGB	Helga Edstrom was appointed.	
17/55.03	Regional appointments (15.4.2.8)	Diving co-ordinator – Position vacant Open Water co-ordinator – Jean Childs Water Polo co-ordinator – Not required as managed by Midland Water Polo group Synchronised Swimming co-ordinator – Alison Ravenhall / Lisa Watkins Swimming Events and Competitions co-ordinator – Position vacant Swimming Talent co-ordinator – Position vacant Masters co-ordinator – Edmund Salt Chair of Club Development Committee – Steve Prosser Swimming Officials co-ordinator – Ian Lamb Records officer – David Corbett Licensing officer – Tony Green Regional representative on the JAP – David Boot	
17/55.04	Discipline group members (15.4.2.8.12) Swimming Events and	Co-ordinator Position vacant Members Jean Childs – Open Water Mark Stowe – BSCA	

	<p>Competitions</p> <p>Talent</p> <p>Masters</p> <p>Synchro</p> <p>Club Development Committee (15.4.2.8.13)</p> <p>Governance Group (15.4.2.8.14)</p> <p>Panel of Friends (15.4.2.8.15)</p>	<p>Tony Green – Licensing Ian Lamb – Officials Simon Sinclair – IT TBC - Talent committee rep Mandy Garrott – Shropshire Dave Fereday – Staffordshire David Corbett – Warwickshire Trixie Pulsford – Worcester County</p> <p>Co-ordinator Position vacant Members Alan Bircher – Ellesmere College Adam Ruckwood – CoC Chris Littler – CoB Marc Spackman – RWS Gary Barnes – Shropshire Greg Clarke - Staffordshire Mark Stowe – Worcester County TBC – Events and Competitions rep</p> <p>Co-ordinator Edmund Salt Members Tony Ward Dave Fereday Trevor Clark Jean Childs Ian Lamb RMB liaison Peter Holmes</p> <p>Co-ordinator Alison Ravenhall Members Lisa Watkins Allison Pratt Amy Baker Hannah Secher Sarah Waters Linda Peake RMB liaison Pam Davies</p> <p>Chair Steve Prosser County reps Jean Childs (Shrops) Ian Lamb (Staffs) Pam Davies (Warks and Synchro) Trixie Pulsford (Worcs and Swimming)</p> <p>Chair Simon Kirkland Members Helga Edstrom Judy Tullett</p> <p>Alan Bartlett Peter Holmes Pamela Davies</p>	
17/56.00	<p>Governance Regional Strategy</p>	<p>A draft version of the Regional Strategy was circulation with comments added by committee leads. Governance comments to be added. When complete the strategy a county meeting will be organised for the strategy to be signed off. HW questioned how we could support more clubs financially – to be agreed at next meeting. JN asked if we could add monetary values to the strategy. SK thanked HW and those who have contributed.</p>	<p>SK/HE</p> <p>HW</p> <p>HW</p>

<p>17/57.00 17/57.01</p> <p>Finance Finance report and development costs</p>	<p>17/57.03</p> <p>Membership fees</p>	<p>MB circulated a report and the development costs prior to the meeting:</p> <ul style="list-style-type: none"> • Finances in line with budget • Not received the subsidy from the ASA yet • Membership fees in line with budget • Development costs less than action plans • Grant aid less than last year – criteria tightened up • Club Development Grants less than last year - but some in the pipeline. <p>MB proposed the following membership fees for 2018:</p> <ul style="list-style-type: none"> • Category 1 and 2 members – remain at £7 • Category 3 members – reduce to £5 <p>The Board approved the proposal.</p>	
<p>17/58.00 17/58.01</p> <p>Club Development Committee report</p> <p>17/58.02</p> <p>Club Development Team report</p>		<p>Steve Prosser circulated a report:</p> <ul style="list-style-type: none"> • At the last meeting 16 clubs and 1 network were reviewed for SwimMark. 55 clubs and 6 networks now accredited • Reviews at the next meeting will be under the revised SwimMark criteria • Number of Club Development Grants has decreased this year • Jean Childs has been accepted onto the SE Club Management Group • Issues with lack of Safeguarding and DBS on personnel records <p>Helen Weeks circulated a report:</p> <ul style="list-style-type: none"> • Successful first regional swimming camp. Second camp on 28th October at Wrekin College with opportunity offered to coaches to attend • Young Volunteer Programme – 4 workshops run over 2 days in October 	
<p>17/59.00</p> <p>Talent Development</p>		<p>Jo Jones circulated a report:</p> <ul style="list-style-type: none"> • County programmes run in Shropshire and Warwickshire. Worcester County has now appointed a Head Coach. Staffordshire not appointed. • Overseas meet – some ideas in place • Talent committee – meeting held on 12th September, good spread of coaches who are engaging positively. • WM regional conference to be held in 2018 for Team Managers, Coaches and Volunteers 	
<p>17/60.00</p> <p>Events and competitions</p>		<p>Liz Sykes circulated the Swimming Events and Competitions committee meeting minutes:</p> <ul style="list-style-type: none"> • Para-swimming championships on 21st October – Disability officials course taking place • West Midland Championships 2017 surplus £7k • Need support for admin/results • Pro's and con's document for having separate championships and no joint events to be produced • Working on 2018 schedule, times and pool bookings 	<p style="text-align: center;">ES/MB/HW</p>

17/63.03	Warwickshire	<ul style="list-style-type: none"> • Successful county pathway programme • Issue for finding suitable pool space for county championships in 2019 	
17/63.04	Worcester County	<ul style="list-style-type: none"> • Successful development gala • Successful development camp run by Fred Furniss • Now hold forums rather than executive meetings 	
17/64.00 17/64.01	AORB ASA Council	Council Delegates were reminded to book on to the workshops at ASA Council.	Regional office
17/64.02	Website	A quote for revamping the website was circulated. Further quotes to be obtained.	
17/64.03	Members of the Members' Forum	The Board agreed to nominate the ASA Council Delegates as the Members of the Members' Forum in the short term.	
17/64.04	Board Director	The Board approved the nomination of Bernard Simkins as their nomination for the role of Board Director.	
17/64.05	Jane Nickerson	JN thanked the Board for inviting her to the meeting.	
17/65.00	Confirmation of dates of 2017/18 meetings	<p>Saturday 25th November 2017 at Sport Structures, Birmingham</p> <p>Saturday 3rd February 2018 at Basepoint, Bromsgrove</p> <p>Saturday 7th April 2018 at Basepoint, Bromsgrove</p> <p>Wednesday 23rd May 2018 (5pm for 6pm start) at Basepoint, Bromsgrove</p> <p>Saturday 14th July 2018 at Basepoint, Bromsgrove</p> <p>Saturday 29th September 2018 at Basepoint, Bromsgrove</p> <p>Saturday 1st December 2018 at Basepoint, Bromsgrove</p>	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	HE/SK to look at flow chart for a Judicial process.	17/52.00	HE/SK
➤	MB to send over I & E for open water to Jean Childs.	17/54.01	MB
➤	Level 3 funding working group to meet.	17/54.02	SK/MB/ES/SP/JJ
➤	Facilities seminar presentation to be sent to office.	17/54.04	BS
➤	HW to speak to DW re para-swimming plan and budget.	17/54.07	HW
➤	Working group to explore different structures. HE to lead.	17/54.10	HE/SK/TG/MB/AB
➤	SK to discuss succession planning with Governance committee.	17/54.18	SK
➤	Governance comments to be added to regional strategy.	17/56.00	SK/HE
➤	HW to organise a county meeting re regional strategy.	17/56.00	HW
➤	Add monetary values to strategy.	17/56.00	HW
➤	Pro's and con's document for having separate championships.	17/60.00	ES/MB/HW
➤	SK to circulate minutes from latest Chairs meeting.	17/62.02	SK
➤	Regional office to obtain further quotes for website.	17/64.02	Regional office