



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 7 th April 2018
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Present:	Mr S Kirkland (Chair)	Mr D Corbett (President)
Mr M Beard (Finance Manager)	Mrs E Sykes	Mr B Simkins
Mr F A Green	Dr S Prosser	Mrs J Childs
Mr P Holmes	Mr P Welsh	Mrs V Hewitt

In Attendance:	Mrs J Campbell (Office Manager)	Mrs H Weeks (Club Development Officer)
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Apologies:	Ms H Edstrom	Mrs P Davies
	Mrs J Jones	Miss A Swan

Minute	Agenda Item	Details	Action
18/14.00	Minutes of 3rd February 2018	Minutes approved.	
18/15.00	Matters arising		SK/HE
18/15.01	<i>Minute 18/02.01 Judicial process</i>	To be discussed at next Governance meeting.	
18/15.02	<i>Minute 18/02.02 Level 3 funding</i>	No movement on Level 3 for Water Polo, Synchro and Diving.	
18/15.03	<i>Minute 18/02.05 Regional strategy meetings</i>	Meeting held with Warwickshire on 20 th March. Dates in the diary for other county meetings.	
18/15.04	<i>Minute 18/02.07 Benefits of SwimMark</i>	Highlighted in newsletter due out early April.	
18/15.05	<i>Minute 18/02.11 Swimming finance</i>	Midland Championships finances completed for 2017/18. Handover to new co-ordinator to be arranged.	
18/15.06	<i>Minute 18/03.00 Regional Strategy</i>	Agenda item.	
18/15.07	<i>Minute 18/04.00 Grant aid</i>	No action for now.	
18/15.08	<i>Minute 18/04.00 Regional fees</i>	Membership department notified of decision on fees.	
18/15.09	<i>Minute 18/05.02 New club</i>	Membership department informed of the new club affiliations.	

<p>18/15.10</p> <p><i>affiliations</i></p> <p><i>Minute 18/07.00 County Pathway dates</i></p>	<p>Counties have notified TG of County Pathway dates.</p>		
<p>18/15.11</p> <p><i>Minute 18/08.00 Transplant Games</i></p>	<p>Discussed at Events and Competitions meeting. Waiting for Birmingham CC to contact the region.</p>		
<p>18/15.12</p> <p><i>Minute 18/08.00 PBSSS</i></p>	<p>The issue has been resolved.</p>		
<p>18/15.13</p> <p><i>Minute 18/10.22 Regional Chairs meeting</i></p>	<p>SK to follow up on the minutes.</p>		SK
<p>18/15.14</p> <p><i>Minute 18/11/01 Shrewsbury pool</i></p>	<p>Facilities team have no further updates. Lesley Hill will keep SK informed of any progress.</p>		
<p>18/15.15</p> <p><i>Minute 18/12.02 Regional Mayor</i></p>	<p>The Mayor is unable to attend the Regional Championships.</p>		
<p>18/16.00</p> <p>Governance Regional Strategy</p>	<p>HE and HW met with Warwickshire ASA who gave some useful feedback on the Strategy. Once the other counties have been met and consulted the feedback will be reported back to the Board. The Strategy will be used as a reporting mechanism at future Board meetings.</p>		SK/HE/HW
<p>18/17.00</p> <p>Finance report and development costs</p>	<p>MB circulated a report, development costs and draft accounts for the financial year to 31 March 2018 prior to the meeting:</p> <ul style="list-style-type: none"> • Surplus of £28k against a budget of £18k • General reserves stand at £207.2k • Net spend from ring-fenced budgets £42.6k • Ring fenced balance of £69.1k <p>Midland Championships The Winter Championships were significantly down on previous years with a surplus of just over £1k. The other events did better than last year with Masters and Para-Swimming making a surplus. £2k surplus overall. Regional pay out to be confirmed.</p> <p>Investment Plan 2018/19 The budget requests were submitted for all headings including Diving. Board to decide on where regional funding should be targeted. Counties to come back with what the need is for the Club Development Grant by end April 2018. HW will redo the Grant criteria and recirculate.</p> <p>Budget 2018/19 A draft budget for 2018/19 was circulated:</p> <ul style="list-style-type: none"> • £57k invested into development • £12.1k surplus projected <p>The draft budget was approved by all.</p>		VH/PH/PW/JC HW

		Mike Beard was thanked for maintaining good finances for the region and for all his work on the accounts.	
18/18.00 18/18.01	Club Development Committee report	Steve Prosser circulated a report: <ul style="list-style-type: none"> • Large number of clubs to review at meeting on 16th March. 2 clubs lapsed (Ellesmere College and Boldmere) • Current number of affiliations – 54 against target of 56 • SwimMark networks – 5 accredited against target of 4 • Kingsland SC approved at the last meeting no longer exists. • GDPR – further details to follow • Number of level 3 coaches in Region - 38 	
18/18.02	Club Development Team report	A verbal report was given by HW: <ul style="list-style-type: none"> • Regional Conference held on 10th March – good attendance by coaches, but disappointing from club personnel and Team Managers. Good feedback received on workshops, venue and food. Will run again in March 2019. • AS working with synchro – EM and WM combined • AS/HW met with PH regarding a Masters development day to be run later in the year • An OW development day with EM will be held on 9th June at Coventry. Next year will include an OW session too. • Ellesmere College to look at SwimMark Performance • Coach Advisors – Fred Furniss also working with some coaches in the region. 	
18/19.00	Facilities	A report was circulated prior to the meeting: <ul style="list-style-type: none"> • Warwick University – handover likely to be May 2019 • Sandwell – temporary seating will be provided for the Commonwealth Games • Dudley – review of facilities • Warwick – Newbold Comyn pool open (other facilities to open Summer 2018), St Nicholas Park open, Abbey Fields to be refurbished <p>HW will contact the Black Country clubs to re-engage with them and organise a meeting.</p> <p>A request was made to include Licensing on the next meeting agenda under AOB.</p>	HW Regional office
18/20.00	Talent Development	As the meeting on 13 th March was held on Skype rather than face to face there are no minutes available. HW will produce a report for the next meeting.	HW
18/21.00	Events and competitions	The minutes from the meeting held on 17 th March were circulated: <ul style="list-style-type: none"> • Entries for the WM champs close on 11th April • Reverse events (1500m female and 800m male) – by invitation only 	

		<ul style="list-style-type: none"> • Poolside accreditation – EM trialling the new system this year. Look to introduce for winter championships. • Counties have been notified that reverse events can be swum mixed. • Trophies to be discussed by Events and Competitions meeting • Joint EM/WM meeting after LC championships • OW champs at Cliff Lakes on 1st July. Development day on 9th June. • Winter Championships to run as WM/EM event <p>DC asked if counties were going to receive any advice from national on para-swimming times. BS will raise at next national swimming committee.</p> <p>TG raised the issue of receiving licensing requests for EM clubs using WM pools. Can the Board issue some guidance? Need to get national policy from John Hidle. TG was asked to bullet point key issues with examples of issues/problems for next meeting.</p>	<p>BS</p> <p>TG</p>
18/22.00	ASA 150th Anniversary and ASA President	<p>The ASA Council will take place on 13th October at the Coventry Hilton.</p> <p>The Board approved the principle of a donation to charity rather than providing table gifts.</p> <p>MB will propose Liz as ASA President at the Council meeting.</p>	
18/23.00	Regional reports		
18/23.01	SGB report	<p>Bernard Simkins circulated a report:</p> <ul style="list-style-type: none"> • Proposed licensing and registration scheme for coaches • Discussion on LTS moving out of SE membership – SK to write a statement for the newsletter on ‘supporting clubs with LTS issues’. <p>BS advised that the SGB and the Group Board have now finished as far as meetings go with any decisions being made by email, and going forward the new Unitary Board has held its first meeting. It is proposed that BS is now the chair of the Commercial and Sustainable Funding committee as well as remaining on the ARP committee and chair of Swimming Times.</p>	SK
18/23.02	Chair’s meeting	Minutes will be circulated when available.	SK
18/23.03	Synchro	Annual report provided by Synchro co-ordinators. Now moving to joint EM/WM committee – WM will be responsible for the finances for joint committee.	
18/23.04	Water Polo	<p>Report on Water Polo</p> <ul style="list-style-type: none"> • Now moving to WM committee – templates have been drawn up for recruitment • Water Polo Facebook closed group page to be set up – office to contact to offer use of WM Facebook page • Regional training sessions set up • Teams to enter Inter-regional championships – June/July and December • Regional teams to enter NAG champs under banner 	Regional office

18/23.05	Records Officer report	<p>of City of Birmingham</p> <ul style="list-style-type: none"> Solihull men's team crowned BWPL Div 1 champions and Coventry women's team finished 4th in Div 1. <p>The records report was circulated to the Board.</p>	
18/24.00 18/24.01	County updates Shropshire	<ul style="list-style-type: none"> Successful Young Volunteers Programme running 36 swimmers selected for EP development camp OW development day planned Shropshire Masters and Open Meet 14th October 2018 	
18/24.02	Staffordshire	<ul style="list-style-type: none"> Walsall SSC recognised as a 'Beacon Centre' with SE financial support for 2 years. 	
18/24.03	Warwickshire	<ul style="list-style-type: none"> Applied for licence for 2019 County Championships 	
18/24.04	Worcester County	<ul style="list-style-type: none"> Issues with running county championships at Worcester Development days running at 3 different venues – endeavouring to recruit skills coaches 	
18/25.00	AORB	No AORB.	
18/26.00	Confirmation of date of next meeting	Wednesday 23 rd May 2018 at 6pm at Basepoint, Bromsgrove	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	Judicial process to be covered at the next Governance meeting.	18/02.01	SK/HE
➤	SK to circulate minutes of Regional Chair's meeting.	18/10.22 & 18/23.02	SK
➤	Once all counties have been met and consulted the feedback will be reported back to the Board.	18/16.00	SK/HE/HW
➤	Counties to come back with what the need is for the Club Development Grant by end April 2018.	18/17.00	VH/PH/PW/JC
➤	HW to redo Grant criteria and recirculate.	18/17.00	HW
➤	HW will contact the Black Country clubs to re-engage with them and organise a meeting.	18/19.00	HW
➤	Licensing to be added to AORB on next Board agenda.	18/19.00	Regional office
➤	HW to produce a Talent Development report for next Board meeting.	18/20.00	HW
➤	BS will ask about para-swimming times and advice for counties at next national swimming committee.	18/21.00	BS
➤	TG to bullet point key issues with examples of issues/problems for next meeting.	18/21.00	TG
➤	SK to write a statement for the newsletter on 'supporting clubs with LTS issues'.	18/23.01	SK
➤	Office to contact WP to offer use of WM Facebook page.	18/23.04	Regional office