



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 29 th September 2018
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Present:	Mr S Kirkland (Chair)	Mr M Beard (Finance Manager)
	Mrs P Davies	Mr P Holmes
	Mr F A Green	Mrs E Sykes
	Dr S Prosser	Mrs J Childs
	Ms E Gale	

In Attendance:	Miss H Colville (Office Manager)	Mrs H Weeks (National Club Development Officer)
	Miss A Swan (Club Development Officer)	Miss J Nickerson (CEO Swim England)
	Mrs M Garrott (President-Elect)	

Apologies:	Mrs V Hewitt	Mr D Corbett
	Mr S Highfield (President)	Mr B Simkins

Minute	Agenda Item	Details	Action
18/54.00	Welcome	The Chair welcomed new board members and Jane Nickerson to the meeting. The Chair confirm that the board agreed by email, Bernard Simkins has been appointed as Sports Specialist member.	
18/55.00	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 • Commonwealth Games 2022 – looking at legacy programmes for the region. • Drowning prevention – Educating people in the correct way. • Swim Group – encouraging operators to pass children through LTS to swimming clubs. • Swim England six month review – Focus on low socioeconomic groups and women in sport with programmes to show the benefits of swimming. • Facilities – How much money is being spent on water time in clubs. Facility seminar on 14th Oct. • Water Polo Funding. • Looking at using containers as pool tanks in the future. • Swim England Annual Reports – Purpose has changed. • GDPR – Free resources from Sport Alliance. <p>The board asked Jane about the estimates of children leaving school not meeting the curriculum standard of</p>	

		<p>swimming 25m and how the region can support the drowning prevention campaign. It was advised the region can support by connecting swimming lessons into clubs.</p> <p>General swimming participation levels were also discussed. Jane said that there is an increase in weekly swimming habits but this may decrease by 2% with Winter taken into account, then rise again when Summer is taken into account.</p> <p>The board asked Jane about Gift Aid and if clubs can claim. Jane advised that clubs cannot claim gift aid yet on membership and Swim England are pushing for it to happen.</p> <p>Jane Nickerson asked the board if the Swim England Annual Report was doing what the Region would like it to do. SK asked the board if it was of value to the region. MB said that the Annual Report gives the opportunity to raise questions.</p> <p>The board asked if there was any feedback about the Swim England handbook being online and not in hard copy. Jane advised that there has not been any feedback but Swim England can print on demand if needed.</p>	
18/56.00	Minutes of 14th July 2018	Minutes approved.	
18/57.00	Matters arising		
18/57.01	<i>Minute 18/42.01 Judicial Process</i>	Carry forward	SK
18/57.02	<i>Minute 18/42.03 Para-Swimming</i>	Carry forward	BS
18/57.03	<i>Minute 18/42.04 LTS Statement</i>	LTS statement added to regional newsletter	
18/57.04	<i>Minute 18/42.05 GDPR</i>	Carry forward	BS
18/57.05	<i>Minute 18/42.06 & 18/49/00 ASA Council & Anniversary</i>	SK informed RMB via email the decision on donation of Swim Safe donation.	
18/57.06	<i>Minute 18/42.09 WP U/19 Team</i>	Added to previous minutes	
18/57.07	<i>Minute 18/43.01 Regional Strategy</i>	No comments as yet	
18/57.08	<i>Minute 18/43.01 Regional Strategy</i>	Agenda item next meeting.	Office
18/57.09	<i>Minute 18/43.03 President Elect</i>	President Elect informed of selection	
18/57.10	<i>Minute 18/45.02 Club</i>	Swimmers list sent to county secretaries	

	<i>Development Regional Camp</i>		
18/57.11	<i>Minute 18/46.00 Facilities Report</i>	HW meeting with Lesley Hill and Serco on 17 th October.	HW
18/57.12	<i>Minute 18/47.00 Talent Development</i>	Heard nothing yet regarding Performance Centres	
18/57.13	<i>Minute 18/48.02 Events & Competitions</i>	This was raised at Events & Competitions meeting	
18/57.14	<i>Minute 18/48.02 Licencing</i>	This was raised at Events & Competitions meeting	
18/57.15	<i>Minute 18/50.03 Diving</i>	Tudor Grange is closing for repairs for 5 months from 5th November 2018.	
18/57.16	<i>Minute 18/50.04 Synchro</i>	Minutes circulated	
18/57.17	<i>Minute 18/50.04 Synchro</i>	Financial report noted	
18/57.18	<i>Minute 18/52.01 Reports</i>	Reports in advance noted	
18/57.19	<i>Harold Fern & A H Turner Awards</i>	Tony Ward has won the Harold Fern award. Jean Childs has won the Alfred H Turner award. JC thanked the board for putting both herself and Tony forward for the awards.	
18/58.00	Code of Conduct and Register of Interests	Board members were asked to complete the document.	
18/59.00 18/59.01	Appointments Vice Chair (15.4.2.2)	Looking at two independent appointments. Vice chair role as chair in waiting role. SK to look further into the role of chair	SK
18/59.02	Regional appointments (15.4.2.8)	Diving co-ordinator – Position vacant Open Water co-ordinator – Jean Childs Water Polo co-ordinator – Nigel Greenwood Synchronised Swimming co-ordinator – Not needed due to Midland Synchro Committee Swimming Events and Competitions co-ordinators – Louise Barnes & Andy Stead Swimming Talent co-ordinator – Position vacant Masters co-ordinator – Position vacant Chair of Governance Committee – Simon Kirkland Chair of Club Development Committee – Steve Prosser Swimming Officials co-ordinator – Ian Lamb Records officer – David Corbett Licensing officer – Tony Green	
18/59.03	Discipline group members (15.4.2.8.12)	Co-ordinators Louise Barnes and Andy Stead Members Jean Childs – Open Water Mark Stowe – BSCA	

18/59.04	<p>Swimming Events and Competitions</p> <p>Talent</p> <p>Masters</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 – TBC Viv Hewitt – 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 Position vacant Members Ian Lamb Dave Fereday Trevor Clark Jean Childs</p> <p>RMB liaison Peter Holmes</p> <p>Chair Steve Prosser County reps Jean Childs (Shropshire) Ian Lamb (Staffordshire) Pam Davies (Warwickshire) Trixie Pulsford (Worcester)</p> <p>Chair Simon Kirkland Members Helga Edstrom Judy Tullett</p> <p>Alan Bartlett Peter Holmes Pamela Davies Trixie Pulsford</p>	
18/60.00	Governance Regional Strategy	Will be discussed at next meeting	
18/61.00 18/61.01	Finance Finance report , development costs & amended budgets	<p>HW circulated a budget amendment request prior to the meeting with MB proposing the introduction of a new Talented Athlete Support (TAS) fund and a budget request of £5,000 for 6 month - 31st March 19. The Board approved the proposal.</p> <p>Jane Nickerson suggested to change the TAS acronym. HW will find a suitable acronym.</p> <p>MB had circulated a report and the development costs prior to the meeting:</p> <ul style="list-style-type: none"> • 2018/19 Budget – amended the budget to reflect Talented Athlete Support Scheme. Membership fee income will be lower than budget. Unlikely to achieve the small surplus and may incur a small 	HW

<p>18/61.02</p>	<p>Membership fees</p>	<p>loss.</p> <ul style="list-style-type: none"> • 2018/19 Development – net spend to date is low compared against full year budget submission. Loss on Synchro Development Summer Camp. • Cash Investments – Investment in Teachers Building Society now complete. • Bank Mandate – addition of Hayley complete. <p>MB had circulated an investment proposal for the Coventry Building Society 3 re-investment options and the board had approved the proposal by email.</p> <ul style="list-style-type: none"> • A new 12 month Bond paying 1.50% interest. <p>The Board approved the proposal.</p> <p>MB proposed the following membership fees for 2019:</p> <ul style="list-style-type: none"> • Category 1 and 2 members – increase to £7.50 • Category 3 members – remain at £5 <p>The Board approved the proposal.</p> <p>Jane Nickerson gave an analysis on membership categories. It was suggested that when Swim England come up with membership proposals the region looks at reflecting this.</p>	
<p>18/62.00 18/62.01</p>	<p>Club Development Committee report</p>	<p>Steve Prosser circulated a report:</p> <ul style="list-style-type: none"> • At the last meeting 15 clubs and 1 network were reviewed for SwimMark with 1 club that has lost accreditation. 55 clubs and 5 networks now accredited. • Issues with SwimMark reaccreditation reviews and Safeguarding training. • Currently there is 56% expenditure for teaching educational grants and 44% on coaching educational grants. • 8 clubs have received development grants to date. • Regional grant aid criteria has been reviewed. <p>SK questioned the relationship between club networks and Country structure and how to maximise the use of it and its function. HW pass up to Jon Keating.</p>	<p style="text-align: center;">HW</p>
<p>18/63.02</p>	<p>Volunteer Survey</p>	<p>Helen Weeks discussed the Volunteer Satisfaction results survey. Office to circulate presentation to board.</p>	<p style="text-align: center;">Office</p>
<p>18/63.03</p>	<p>Club Development Team report</p>	<p>Helen Weeks circulated a report and highlighted the following updates:</p> <ul style="list-style-type: none"> • SwimMark and Networks – Lucton Typhoon keen to engage. • Regional Development Camps – Positive feedback from first camp. Masters Development Day took place in Sept. Good feedback. • Volunteers • Open Water – Discussions for the formation of a new club in the region. • Regional Grant aid plans being developed. HW to circulate for next board meeting • AS and HW to visit clubs over the coming months 	

18/64.00	Talent Development	Discussed at next board meeting	
19/65.00	Events and competitions	Report will be available next Board meeting	Office
18/66.00	Facilities	A report was circulated to the Board with the following additional information: <ul style="list-style-type: none"> • Tudor Grange will be closed for 5 months for repairs from November 18. 	
18/67.00	Regional reports		
18/67.01	Chair's report	SK circulated the latest minutes from the Chairs' meeting prior to the meeting. The following were issues were discussed: <ul style="list-style-type: none"> • Issues with charitable status and club constitutions • What is Sport England funded and what is membership funded going forward. Clarification needed. • Gift aid on subscriptions and clarification needed on what is defined as subscription issue. Jane Nickerson asked if the Qualification window for Summer meet was an issue.	
18/67.02	Synchro report	Minutes from the Synchro Committee meeting on 26 th June were circulated	
18/67.03	Water Polo Report	Solihull Mens Water Polo team have been shortlisted for Birmingham Sports awards	
18/67.04	Diving	Nothing to report	
18/67.05	Records Officer report	Regional records report circulated.	
17/68.00	County updates	County Updates were circulated prior to the meeting.	
18/68.01	Shropshire	<ul style="list-style-type: none"> • Young Volunteer Programme being set up in the county with a few changes • Third county development camp on 21st Oct and is going well. 	
18/68.02	Staffordshire	<ul style="list-style-type: none"> • Sheila Cox has retired. Two people interested. • County needs to find a new venue for Executive meetings and AGM • Tony Ward appointed Assistant Technical Director for Tokyo Paralympics and Olympic Games in Paris. 	
18/68.03	Warwickshire	<ul style="list-style-type: none"> • Waterpolo Invitational event had five teams participating, 300 spectators and 9 enquiries of interest from new players. • Executive training attending by a mix of new and existing volunteer workforces. Working group to be set up to work towards SwimMark Accreditation. • Fantastic team performance from county team at inter-county gala at Luton on 16th Sept. Team of 32 swimmers. 	
18/68.04	Worcester	<ul style="list-style-type: none"> • Awaiting comments from Clubs regarding a new programm for County Champs at Worcester pool 	

	County	<p>2019.</p> <ul style="list-style-type: none"> • Development gala took place in Sept at Wolverhampton. Issues with electronic timing. • Third development pathway camp takes place on 20th October. Coaches have been urged to attend. 	
18/69.00	AORB	<p>SK asked the board to hold a quick Board meeting straight after the AGM for an hour, to go through meeting dates and appointments. The Board approved this decision.</p> <p>SK said that Jane Campbell has now retired and Hayley Colville is now Office Manager and Deborah Harris has started as Office Coordinator.</p> <p>TG asked about Incorporation and how do volunteers fit in.</p>	
18/70.00	Confirmation of dates of 2018/19 meetings	<p>Saturday 1st December 2018 – Basepoint Business Centre Saturday 2nd February 2019 Saturday 13th April 2019 Saturday 1st June 2019 Saturday 13th July 2019 Saturday 14th September (AGM) Saturday 28th September 2019 Saturday 30th November 2019</p>	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	Input from Board on regional judicial process.	18/57.01	SK/Board members
➤	BS to bring up query on para-swimming times at next Swimming Management Group meeting.	18/56.02	BS
➤	BS to feedback concerns on lack of guidance on GDPR.	18/57.04	BS
➤	Regional Strategy to be added to the next agenda	18/57.08	Office
➤	HW meeting with Lesley Hill for further information on IPL pool.	18/57.11	HW
➤	SK to look further into the role of chair for chair in waiting role in the future.	18/59.01	SK
➤	HW to find an alternative acronym for Talented Athlete Support (TAS) funding.	18/61.01	HW
➤	HW to ask Jon Keating about how to maximise the use of Club Networks and County Structure and its function	18/62.01	HW
➤	Office to circulate the Volunteer Satisfaction results	18/63.02	Office
➤	Swimming Events and Competitions report available at next RMB	18/65.00	Office