



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 December 1st 2018
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Present:	Mr S Kirkland (Chair)	Mr M Beard (Finance Manager)
	Mrs P Davies	Mr P Holmes
	Mr D Corbett	Mrs E Sykes
	Mr B Simkins	Mrs V Hewitt
	Ms E Gale	

In Attendance:	Miss H Colville (Office Manager)	Mrs H Weeks (National Club Development Officer)
	Mrs M Garrott (President-Elect)	

Apologies:	Mrs J Childs	Mr F A Green
	Mr S Highfield (President)	Dr S Prosser
	Miss A Swann (Regional Club Development Officer)	

Minute	Agenda Item	Details	Action
18/71.00	Minutes of 29th September 2018	Minutes approved.	
18/72.00 18/72.01	Matters arising <i>Minute 18/42.01 Judicial Process</i>	SK is to meet with governance group to put proposals together.	Office
18/72.02	<i>Minute 18/56.02 Para-Swimming</i>	BS was not in attendance at the management group meeting. Office will action	
18/72.03	<i>Minute 18/57.04 GDPR</i>	MB attended a GDPR seminar at the Swim England ACM. A pro-forma club membership application form will be available to clubs. Clubs need to ensure that information is kept secure.	
18/72.04	<i>Minute 18/57.08</i>	Regional Strategy added to agenda	
18/72.05	<i>Minute 18/57.11 IPL Pool</i>	Pool on track to open as planned September 2019 but may be earlier. DC mentioned that it may be managed by Serco. SK has a meeting with Lesley Hill and will pick up.	SK
18/72.06	<i>Minute 18/59.01 Regional Chair</i>	Role description is being rewritten. SK will discuss further next board meeting	SK
18/72.07	<i>Minute 18/61.01 Talented Athlete Support</i>	Renamed to Talented Athlete Bursary	

18/72.08	<i>Minute 18/62.01 Club Networks & County Structure</i>	Carried forward	HW
18/72.09	<i>Minute 18/63.02 Volunteer Satisfaction Survey</i>	Circulated to board members.	
18/72.10	<i>Minute 18/65.00 Swimming Events Committee Report</i>	Report available	
18/72.11	<i>Minute 18/47.00 Performance Centres</i>	SK raised issue regarding University of Birmingham and about having a local partner and pool. Region to consider Commonwealth pool down the line.	
18/72.12	<i>Panel of friends</i>	SK has had discussions regarding how the panel of friends' members are appointed. Friends list, and process to agreeing friends may need to be reviewed in the future.	
18/73.00	Code of Conduct and Register of Interests	Any outstanding documents were asked to be completed.	
18/74.00 18/74.01	Regional Strategy Governance	SK, Helga Edstrom & Judy Tullett will be meeting early January to look at the judicial system and future chairs role	
18/74.02	Finance Finance reports & development costs	<p>MB explained to board that discussions took place with regional office and himself regarding a new venue to hold the RMB meetings as costs were too high at Basepoint. RMB meetings will be held at the Holiday Inn, Bromsgrove, going forward from 2nd February 2019.</p> <p>MB had circulated a report and the development costs prior to the meeting:</p> <ul style="list-style-type: none"> • Membership numbers are down. Membership fee income will be lower than last year and lower than budget. • Schedule covering the 7 months to end of Oct has been circulated. Net spend to date much lower than budget. • Bank balance remains healthy at over £90k • Midlands Synchro group very active, each region allocated £6,500 each and operating within their budget. Residential camp in summer made a loss. <p>Discussions took place around reasons why there has been a drop in membership figures.</p> <ul style="list-style-type: none"> • Club Development Committee to undertake research on why Category 1 membership is reducing. • National Club Survey was completed in the autumn but we are still waiting on results. HW will share once released. • The board are happy for a National Survey to be conducted on the West Midland Region. HW to feed to Club Committee and Nationally. SK to assist with research method. 	HW HW / SK
18/74.03	Marketing & Communications	County case studies to be included for Regional Club Newsletters with county updates also to be included from Counties and representatives.	

	Handbooks	<p>A discussion took place about Regional Handbooks:</p> <ul style="list-style-type: none"> • Officials and secretary details and GDPR – need consent for emails to be published. Office to check regulations and process with Swim England. • The board agreed for the Regional Handbook to be a password protected electronic version. Printed copies can be made on request. Records to be removed from handbook. 	Office
18/74.04	Clubs	<p>HW gave a verbal report on Clubs:</p> <ul style="list-style-type: none"> • SwimMark club numbers are up, with 56 clubs on board. Evesham SC are back on board. • Pilot of club visits have started as part of SwimMark. HW and AS are visiting clubs around the region to ensure practices are put in place. Feedback is given to National Club meetings. • HW presented the Club Development Grant costs & spend to the board. <p>HW circulated a club investment proposal to the board starting from 1st April 2019. The proposal was for comment only at this stage before submitting the formal budget for approval in early 2019. Key points of change are:</p> <ul style="list-style-type: none"> • Names of the funding pots • Slight change of how much money is going into each pot. • What money is being given towards. • Coaching bursaries to be unlimited but teacher bursaries to be limited to Assistant Swimming Teacher certificate only. • Potentially increasing amount of Club Development funding that can be applied for from £2500 to £5000 bi-annually. <p>HW met with London Swimming and raised the point that they have a buddy system whereby they ask their board members to mentor various clubs in their region. SK asked for the Board members thoughts and suggested comments can be raised at the next board meeting.</p>	
18/74.05	Regional Strategy	<p>HW presented the board with the draft regional strategy for comments and feedback.</p>	
18/74.06	Workforce	<p>SK advised members to approach the Institute of Swimming if there is a need on workforce, then the region can respond to identify the need.</p>	
18/74.06	Competition & Events	<p>SK advised members to approach the Institute of Swimming if there is a need on workforce, then the region can respond to identify the need.</p>	
18/74.07	Talent	<p>A report was circulated to the board with the following additions:</p> <ul style="list-style-type: none"> • Masters Midlands had a loss of £1000. Entry fees were down. Pool hire cost was high. • Midlands Open Water event – Loss of £1100 problems with quality of water at Cliff Lakes. Event was cancelled and merged with Wales. Holme Pierpoint Nottingham are keen to host the Open Water 2019 event. Office to ask Fiona Conway to check if region can receive a claim back on insurance of about £420. • Next Competition & Events report to be in bullet format. 	Office LB

18/74.08	Facilities	<p>Nothing to report</p> <p>A report was circulated to the board with the additional comments:</p> <ul style="list-style-type: none"> • Wolverhampton Central Baths – PH raised the issue of the timing pads with the manager responsible for WV Active regarding the issues. PH has been assured that the problems have been resolved, however there are still some concerns regarding the issue. Office will pick up with Swim England Facilities team. • Backstroke started wedges at Coventry being made available at Regional Champs. Events & Competitions committee to action. 	<p style="text-align: right;">Office</p> <p style="text-align: right;">LB</p>
18/75.00	ASA 150th Anniversary	Nothing to report	
18/76.00	Swim England Annual Council	Nothing to report	
<p>18/77.00</p> <p>18/77.01</p> <p>18/77.02</p> <p>18/77.03</p> <p>18/77.04</p>	<p>Regional Reports Chairs Report</p> <p>Synchro Report</p> <p>Water Polo</p> <p>Diving</p>	<p>SK circulated the latest minutes from the Chairs' meeting prior to the meeting. The following were issues were discussed:</p> <ul style="list-style-type: none"> • Reference to revised model constitution – Region to check that clubs are compliant with the revised model constitution. Minor change-from ASA to Swim England. SK to coordinate feedback to Swim England. • Gift Aid. Discussion took place about if clubs can / cannot claim gift aid on membership. BS will be raising the subject of Gift Aid at an Audit Risk Approach meeting he will be attending on Monday. Guidance needs to be circulated from Swim England. • Consultation document will be sent out regarding the Swim England AGM timings, proposed move to May / June in line with the new financial year. Regional AGM will look to move to April from 2020. • The Swimming Times magazine is under review. • Buyback issue with SportPark has been resolved with an extension for a further 15 years. <p>ES attended the Synchro National Age Group Champs. Both Wallsall and Rugby Synchro clubs did very well.</p> <p>MB circulated a report to the board prior to the meeting.</p> <ul style="list-style-type: none"> • Under 14 girls interregional this weekend at Walsall. This year being the first time the region have a full U/14 girls team. Next weekend boys U/14 will be competing. • PH mentioned that Wednesbury WP Club has had a donation of £1000 from a local business to assist them in the coming year. <p>SK mentioned that there has been interest in developing a Diving Volunteer Programme which will be part Swim England, part Sport England part European Social Fund that will look at the development of volunteers to develop the sport of diving in and around Perry Barr areas.</p> <p>Diving to be added as a standard agenda item</p>	<p style="text-align: right;">Office</p>

18/79.03		HW shared the Regional Operation Plan with the board. HW to add arrows on RAG report. HW to report on regional staff actions. Office to make as an agenda item going forwards.	HW Office
18/80.00	Confirmation of next meeting	Saturday 2 nd February 2019 Holiday Inn Bromsgrove.	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	Office to bring up query on para-swimming times with Swim England.	18/72.02	Office
➤	SK meeting with Lesley Hill for further information on IPL pool.	18/72.05	SK
➤	SK to look further into the role of chair for chair in waiting role in the future.	18/72.06	SK
➤	HW to ask Jon Keating about how to maximise the use of Club Networks and County Structure and its function	18/72.08	HW
➤	HW to share National Club Survey results once released	18/74.02	HW
➤	HW to inform Regional and National Club Committee WM are happy for a National Survey to be conducted on WM Region. SK to assist with research method	18/74.02	HW/SK
➤	Office to check process regarding GDPR and handbooks for officials	18/74.03	Office
➤	Office to ask Fiona Conway about insurance claim back regarding Cliff Lakes cancellation	18/74.06	Office
➤	Next Events & Competitions Committee Report in bullet format	18/74.07	LB
➤	Wolverhampton Central Baths timing pad issues. Office to follow up with facilities team	18/74.08	Office
➤	Events & Competitions Committee enquire into having backstroke wedges available for Regional Champs Coventry	18/74.08	LB
➤	Diving to be added as an agenda item going forwards	18/77.04	Office
➤	HW to add arrows on Regional Operational Plan RAG report	18/79.03	HW
➤	Regional staff actions added as an agenda item going forwards	18/79.03	Office