

SWIM ENGLAND NORTH EAST REGION LTD.

President – Howard Leighton

Minutes of the Fourth Meeting of the North East Region Board of Directors Held on Wednesday 6th May 2020 online at 6 p.m.

Present: D. Watson (Chairman); R. Gordon (Finance Manager) D. Alexander, H. Leighton, S. Prasad, B. Saunders, K. Smith, A. Thompson

Staff In Attendance: D. Parry, S. Small S. Stephenson, L. Tjaguns

37 Welcome and Apologies

37.1 D Watson welcomed everyone to this first time online meeting.

38 Declaration of Interest

38.1 Members were asked to declare any interest as and when this arose during the meeting.

39 Minutes of the Fourth Meeting

39.1 28.2 – B. Saunders asked what the present situation is in regard to the AGM. D Watson reported that this is postponed at the moment and to follow Swim England nationally. The view is to cancel for this year but need vote from members. Postpone till later in year, then vote and cancel. R Gordon suggested to hold a members forum or clubs forum so can give a report. The NE Region to produce a report up to December 2019 – to publish on the website to keep in touch with the membership. If Directors are happy with this plan, then this will go ahead at present time. R Gordon commented that because we are incorporated then each club has to register a member but low numbers have registered at the present time.

28.2 – R Gordon informed the meeting that the Region previously had a finance sub-committee. It is suggested to set this up and extend out to the 2 counties to come onto the committee, plus the Regional Finance Manager. D Watson stated there is a need to check the governance on this. D Watson to work on HR sub-committee and check with North Yorkshire Sport governance. R Gordon stated that the AGM would have been in May so proposed that no changes are made until May 2021 – then introduce rotation of Board Members. In respect of a retiring member from elected members, the Swim England used the procedure of the person who got the lowest votes to retire first from the Board.

Existing directors happy to remain on Board, until ACM 2021.

The Chair's Role and Finance Manager's role to stay the same but potentially would come up for election at the May ACM – all in agreement.

28.3 – D Watson to circulate a staff structure to Board Members.

28.5 – B Saunders would like a swimming manager generic email address. S Small to organise this.

33.1 – B Saunders – 2021 volunteer awards have been cancelled. R. Gordon has been informed that he has received the Harold Fern Award 2020.

Update from Chairs Meeting – 4/5/20. D Watson met with the Regional Chairs, Jane Nickerson and the Chair. Swim England have done work with DCMS and UK Active to plan for the re-opening leisure centres. The re-opening of leisure centres will be in phase 4 of the Government's plan, which could possibly be August. Swim England

are working with pool operators in terms of guidance. The Commonwealth Youth Games will be held in Autumn 2021 or 2023. A Water Polo strategy has been written and launched.

It was reported at the last meeting that Swim England proposed to take management of the DiSE programme in-house and to appoint staff to run this across the disciplines. Swim England has since been advised by specialist lawyers that Dudley college staff will have to be touped over into Swim England and it cannot be guaranteed there will be a swimming specialist in the Region. Therefore Swim England will no longer be requesting money for this.

Coach Mentor Scheme – R. Gordon and B. Saunders previously met with Richard Blackshaw. The NE Region is to support Ryan Livingstone as a coach mentor, N&D to support 2 Chris Leighton and Paul Woodley, Yorkshire SA to support Richard Denigan and Russ Barber. To come into post 1 July.

D. Watson reported that 134 out of 245 Swim England staff on furlough. D. Watson raised with G. Wood previously repeated requests for contributions of funding. Need to plan in one 12 month request. Swim England propose to end their contribution of £6K after the end of year for the regional office. D. Watson suggested there needs to be a contract between Swim England and the NE Region. Other Chairs in agreement of the need of a better planned co-investment. R. Gordon pointed out that the NE Region has picked up the costs of professional staff and staff are funded by the Region. As the NE Region is the first region to be incorporated then we could drive this forward.

40 Matters Arising from the Minutes
None.

41 Report of the Regional Finance Manager

41.1 Income and expenditure for the first quarter of the year had been sent out for information. Any questions. D. Watson and R. Gordon reported that it is not the intention of the NE Region to furlough any professional staff. There is sufficient funding until the end of the year to pay for current staffing levels. The Region has received £71,498 in membership fees. No more income is expected for rest of year from membership fees. Income from membership pays for professional staff. The situation is to be reviewed after December 2020. £5k has been received in swimming through licence fees – no further income is expected. Development programmes from the disciplines – no expenditure expected.

The Finance Manager recommended no change to the membership fees for 2021. This was agreed.

The Region is offering enhanced grants for coaching in synchro, diving and water polo. Coach mentor within synchro, diving and water polo – Region to fund the same as swimming. D. Parry stated work is in progress and liaising with discipline managers to see if can tap into same training as swimming mentors. To liaise with Talent Officers to see if can tie in with any programmes now running.

Regional Coaches Forum running to end of September – webinar are being offered for courses.

42 Regional Business Plan

42.1 S Stephenson reported on stronger affiliation. No constitutions or any not checked since 2010 are the first priority. L. Tjaguns contacting clubs and keeping records. Stronger Affiliation are webinars taking place in April & May. S. Stephenson has

been in conversation with Coachwise in respect of Mental Health training opportunities. UKCoaching and Mind are to release free online training on 18th May – to coincide with mental health day. Two Young Volunteer training opportunities have been well attended. Need to keep young volunteers engaged. S. Stephenson thanked both S. Small and D. Parry for keeping the networks up to date with developments, videos on a range of topics, zoom being used and working very well. Club survey – report pulled together and circulated. 42 responses in total, 57.1% cancelled membership fees, 9.5% reduced fees. 45.3% still providing service, 41% are not. 17 clubs applied for funding support. Contacted Swim England to see if can identify each club applying for funding from the North East. The Team to create report and send to Board in more detail. B. Saunders asked about Swimmark. D. Parry understands it will continue as normal and any club unable to fulfil criteria then this will then be looked at. R. Gordon questioned the stronger affiliation deadline of 31st December in the current circumstances. D. Watson pointed out the need to encourage clubs around the principles of stronger affiliation

43 Governance

Some on this is already in articles of association. All Board Members are in agreement. Shortage of some directors. Need to relook at this and re-advertising. Organisation in NE to headhunt.

44 Retirement Schedule

44.1 Agreed terms of Directors will start January 2021 so pushes dates back a year. Different retirement schedule to Swim England. RG suggested point 3 – 1 and 2 remain as written, point 3 go back to original voting and tally up who got most votes and 3 highest votes 3 year appointments and other two 2 year appointment. Independent Board members to be staggered. County members to be agreed by the counties on rolling basis.

All in agreement – move dates on one year. D. Watson to liaise with L. Tjaguns.

45 HR & Safety

45.1 Standing agenda items. Nothing raised.

46 NER records

46.1 Discussed where these records are kept. B. Saunders can't find any regional records or rules. D. Alexander confirmed that in the 2008 handbook it states that providing swimmer is a member of an affiliated NE club then record will stand. B. Saunders to update and post on website. B. Saunders to devise a form and put on website.

47 Other Items for Information

47.1 None.

48 Any Other Business

48.1 R. Gordon will make expenses payment to Board Members in next 2 weeks.

S. Prasad is aware of where the Gledhill trophy is and will come back to the Board after lockdown for clarification. D. Alexander suggested to give the trophy to the Vickermans.

S. Stephenson reported that D Ramm to remain off work until at least June. The Board wished to thanks to DP, SS and SS for their work on club development in D. Ramm's absence.

49 Next Meeting

tbc

ACTION POINTS	PERSON RESPONSIBLE
28.3 – D Watson to circulate a staff structure to Board Members.	DW
28.5 – B Saunders would like a swimming manager generic email address. S Small to organise this.	SS
44.1 - All in agreement – move dates on one year. D. Watson to liaise with L. Tjaguns.	DW
46.1 - B. Saunders to update and post on website. B. Saunders to devise a form and put on website.	BS