

Swim England Sport Governing Board

Minutes of the meeting held on 7th – 8th July 2017

SportPark, Loughborough

Subject to approval at the next meeting

| | | |
|-----------------------|--|---|
| Present: | Chris Bostock Kay Grimshaw Ian Mackenzie Brian Collis Bernard Simkins Neil Booth Ray Gordon Robert Margetts Roger Prior Barry Saunders Pippa Jones Jane Nickerson | Chairman London Region East Region East Midlands Region (Sub) West Midlands Region (Saturday only) North West Region North East Region South West Region South East Region Sport Specialist Sport Specialist Chief Executive Officer |
| Non-Voting: | Richard Whitehead | Vice President |
| Staff: | Richard Barnes Brian Havill Emma Griffin Ali Sibcy-Allen Jon Keating Steph Matthews | Director of Legal (Friday only) Chief Financial Officer Operations Director Senior Administration Officer Club Development Director (Friday only) Volunteer Engagement Manager (Friday only) |
| By Invitation: | Mike Farrar | Group Board Chairman |

Min No:

1. **Welcome and Introductions**
 - 1.1 The Chairman welcomed everyone to the meeting.
2. **Apologies**
 - Mrs A Clark
 - Mrs A Reah
3. **Declarations of Interest**
 - Barry Saunders – National Licensing Panel
 - Ian Mackenzie – Rules Committee
 - Bernard Simkins – Director, Swimming Times
 - Jane M Nickerson – Director, Swimming Times / Trustee Swimming Trust

- Brian Havill – Trustee Swimming Times

4. **Operations Director Update**

4.1 The recommendations from the Membership Review working group were presented across the following areas:

- Membership Categories
- Communications
- Administration
- Fees in the Last Quarter

Discussions were held across all topics and all recommendations were agreed, with the exception of reducing the fees in the final quarter.

4.2 Category fees for 2018 were confirmed:

| Category | Fee |
|------------|--------|
| Category 1 | £9.10 |
| Category 2 | £26.40 |
| Category 3 | £5.20 |

5. **Volunteering**

5.1 The Volunteer Engagement Manager presented the findings of the Volunteers Satisfaction survey. Details were provided on the distribution of the survey along with the survey size and that all respondents were required to be 18 years or over. The headlines of the survey are:

- Cost was not seen to be a prohibitive factor in volunteering
- Specific areas of training identified to be reviewed
- Increasing awareness and communications
- Volunteers want to feel recognised and rewarded

Regional information was provided to members, it was requested to receive this electronically.

6. **Club Development**

6.1 The Club Development Director provided an overview of the work being undertaken by the Club Development Officers and the National Development Officers. Further information on the eight Diving Development Centres was requested, along with offering congratulations to diving for processing their funding so quickly. The Board also requested a copy of the funding document for pool ownership.

The Club Management Group Terms of Reference were discussed and agreed in principle pending the receipt of revised documentation.

7. **Incorporation**

7.1 The recommended Law change and motions were presented and discussed before being unanimously agreed.

The proposed Articles were distributed to the Board to review and provide feedback in preparation for the Charity Commission Application. A discussion followed on the process for appointing the Unitary Board should incorporation proceed along with the composition of the Nominations Committee for this Board, with the Operations Director taking applications.

It was agreed that with regard to lodging the initial document, the Chief Executive Officer and the Chief Financial Officer along with the two individuals

on both Boards (Ian Mackenzie and Bernard Simkins) were authorised to sign any necessary documents.

8. **Legal Report**

8.1 Child Safeguarding Report: The Board we advised the number of cases of direct advice have increased, with most being related to poor practice. It was recognised that there can sometimes be a perceived lack of action by Swim England due to the need to bring in external agencies and this affects the clubs so increasing available support may need to be considered.

8.2 Friends: It was highlighted clear information needs to be available on how Friends are appointed and trained as well as recognising more appointments could result in a reduced number of direct advice cases being received. It was noted that more Friends are needed and this would require support from the regions.

8.3 ACM Agenda: The agenda for the Annual Council Meeting was discussed and attention was drawn to the West Midlands and East Regions being required to submit nominations for the Sport Governing Board as well as a Swim England representative being identified to sit on the British Swimming Board.

It was agreed the Sport Governing Board's Nominations Committee would remain the same.

9. **Finance**

9.1 The subsidiary accounts were presented with advice given that all accounts had now been signed off.

9.2 The Group accounts were presented and explained. Members were informed the balance sheet for 2016-17 had barely changed and a small profit was made, while a small loss is forecast for 2017-18. It was further explained the bank loan covenant does not allow for losses to be made but they are comfortable with our current position.

Queries were raised on the increase to senior management costs which were identified as a combination of staff members now directly reporting into the Chief Executive Officer, and the associated reallocation of salaries, as well as the payment of redundancy monies.

Clarification was sought over the continued use of haysmacintyre and the specific partner as the external auditor. It was explained that due to the turnover of Chief Financial Officers, maintaining continuity had been important but this will be reviewed moving forwards.

10. **Chairman's Report**

10.1 The Chairman reported on the following areas:

- Equality and Diversity training to be provided to the Board.
- The Chief Executive of British Swimming has now left his post and will be replaced by Jack Buckner later in the year.
- There are now 5,000 competitors taking part in the Summer Championships.

11. **Chief Executive Officer Update**

11.1 The Chief Executive provided an update on the following areas:

- School Swimming Review: formal thanks received for the report submitted by the Curriculum Swimming and Water Safety Review Group with a Swimming Implementation Group now being formed to develop implementation options for the recommendations.
- Health and Wellbeing of Swimming Report: widely accepted and now being used as cornerstone of Health and Wellbeing Model to attract new partnerships and increase the number of people swimming.
- Political Engagement: Catherine West (MP for Hornsey and Wood Green) has approached Swim England regarding setting up an All-Party Parliamentary Group for Swimming.
- Duty of Care: need to fully get to grips with this area and Adults at Risk. A detailed education programme will need to be put in place across all levels, including the importance of reporting and retaining evidence etc.
- UKAD Doping: all 'in-competition' tests are now chargeable, will only affect events where a world record is likely to be broken.
- Sport England Governance Code: Swim England action plan has been submitted along with supporting documentation relating to incorporation.
- International Relationships – British Swimming / UK Sport Funding: British Swimming have received significantly less funding which can only be spent on UK Sport funded sports. Impact on international officials training for synchronised swimming and water polo. Home Nations supporting a limited programme with an element of self-funding.
- Safeguarding 0 – 4 year old children within the teaching of swimming, including any associated photography: heavily involved in the development of the British Standards Institute Code of Practice for Baby Swimming, which is the definitive document for the industry.
- European Projects: the Learn to Swim and Workforce Director is leading a group setting standards and criteria for learn to swim across Europe. Potential for licensing learn to swim products and resources following completion.
- Facilities: ongoing work on a number of initiatives, including club own builds, teaching pools in local communities and a high dive facility.
- Staff Survey: the result highlights were presented demonstrating positive progress from 2016 along with suggested areas for improvement. The Board requested to see relevant results.
- Youth Sport Trust Engagement: working to ensure sport is positioned firmly in schools. Swim England staff sit on the development groups and the Awarding Body are working closely on the primary school coaches standards.
- SwimSafe: resources agreed to 2019 at current level, intention to agree to 2021.
- Swimming Trust: Dennis Yeoman has stepped down with Brian Havill taking up role as Trustee and Interim Chair. Working on new initiatives to attract funding for training teachers and encouraging less represented groups to take up swimming.

- Shared Services: closely working with Loughborough University to undertake consultation on a shared services hub. Progress is very slow.
- London Aquatic Performance Programme: UEL will no longer be administrating the programme. Solutions are being worked on by the Club Development team. Sufficient Sport England funding to support transition.
- Charities Forum: we will be invited to bid for HRH The Duke of Cambridge to attend events. Bids to be submitted by Swim England directly.
- Swimathon: entered into a new agreement and the programme will be opened up to clubs who will then be able to bid for grants. Potential to link into Swim 400 or Just Swim membership. Reception being held to celebrate 30 years at the House of Lords.
- Institute of Swimming: brand review survey undertaken, the key feedback was presented.
- Synchronised Swimming: attended Primorje Cup in Croatia winning medals across all four events. At 2017 European Junior Championships there were top 10 finishes across all entered events.
- Para Swimming: awarded a grant from Sports Aid, Backing the Best to set up a talent identification programme in Manchester.
- Youth School Games: timing unsuitable for swimming, negotiating to replace with water polo.
- Senior Leadership Team: all members now in place following Brian Havill's appointment as Chief Financial Officer and George Wood being appointed as Sport Development Director.

12. Council Agenda

12.1 The agenda was discussed and finalised.

13. Swim England attendance at 2018 Commonwealth Games

13.1 A discussion was held with the Board supporting the Chief Executive Officer in attending.

14. Equality and Diversity

14.1 It was advised that the People Development Director would provide an update of the papers relating to the Commitment Statement. Queries were raised over whether the submission should be solely Swim England or joint with British Swimming.

14.2 Roger Prior was confirmed as the Board Equality Champion.

15. Actions arising from the minutes of the meeting held 17th / 18th March 2018

15.1 Min 4.2 – Friends: Currently being worked on, progress being made

15.2 Min 7.5 – ASA 150 Year Anniversary: plans started by marketing team, look at potential to invite HRH The Duke of Cambridge.

15.3 Min 7.6 – Bequest: Suggestion to help fund clubs looking to build their own pool to provide the initial funding and then recoup through financing to enable

the reuse of the funding. Would have to accept there is some risk attached. The Chief Executive Officer is to provide a report.

16. **Minutes of the meeting held 17th / 18th March 2017**

16.1 The minutes were agreed as a correct record

17. **British Swimming Board Minutes**

17.1 11th February 2017: The minutes were noted.

17.2 7th April 2017: The minutes were noted.

17.3 9th / 10th June 2017: it was highlighted that Swim Wales and Scottish Swimming Boards had been invited to a British Swimming Board meeting and the intention is to do the same with Swim England at some point. The minutes were noted.

18. **Group Board Minutes**

18.1 28th March: The minutes were noted.

18.2 23rd May 2017: The Group Board Chairman added that the Board had confirmed their support for potential projects being able to apply for funding from the reserves with £100,000 having been set aside. The minutes were noted.

19. **Governance Action Plan**

19.1 It was highlighted that this was covered during the Chief Executive Officer's update.

20. **Future Meeting Dates**

20.1 The following dates for 2018 were proposed with the Board to review and confirm:

- 19th / 20th January
- 16th / 17th March
- 29th / 30th June
- 21st / 22nd September
- 12th / 13th October – Council
- 23rd – 25th November – Strategy Weekend

21. **Decisions made by email between meetings**

21.1 None

22. **Any Other Business**

22.1 Following letters submitted by some members of the Water Polo Management Group a detailed conversation was held regarding the support provided to water polo and the direction of their strategy. It was agreed that the Chief Executive Officer would meet with the full Water Polo Management Group along with the water polo representatives of the SGB.

22.2 Confirmed that Jane Davies was stepping down from the Swimming Management Group and the recruitment of a new member would be through open recruitment managed by the Sport Governing Board members of the Swim Group.

23. **Date of Next Meeting**

23.1 The next meeting will be held on 22nd and 23rd September at SportPark.