

# Swim England Group Board

Minutes of the meeting held on 6 February 2018

SportPark, Loughborough

<b>Present:</b>	Mike Farrar Sue Smith Ian Mackenzie Bernard Simkins Keith Ashton Jane Nickerson Brian Havill	Chairman Independent Member SGB Representative SGB Representative SGB Representative Chief Executive Officer Chief Financial Officer
<b>Staff:</b>	Mike Thompson  Alison Clowes Jason Dankenbring	Chief Commercial and Marketing Officer (item 2.7) Head of Media and Public Affairs (item 2.7) Senior Administration Officer

## Min No:

### 1.1 **Welcome and Announcements**

1.1.1 The Chairman welcomed everyone to the meeting.

### 1.2 **Apologies for Absence**

Stuart Cain, Simon Johnson

### 1.3 **Declarations of Interest**

1.3.1 The following noted that they were Directors of the new incorporated charity, Amateur Swimming Association (Swim England) Limited:

Mike Farrar  
Brian Havill  
Jane Nickerson  
Ian Mackenzie  
Bernard Simkins

In addition, Keith Ashton and Sue Smith noted that they had received and accepted offers to become Directors of the charity and that this would be formalised later in February.

### 1.4 **Minutes of the Group Board Meeting held on 5 September 2017**

1.4.1 The Minutes were accepted.

### 1.5 **Action Points from the Group Board Meeting held on 5 September 2017**

1.5.1 Potential Chairs had been approached by CEO / CFO.

1.5.2 Salary Bands were distributed with Council Delegate packs.

1.5.3 Progress on Swimming Times to be given during this meeting.

1.5.4 Discussion held around invites to the staff awards on 10 May 2018. There was

agreement that the President of Swim England (Richard Whitehead) and the Board of the new incorporated charity should be invited.

## **1.6 Matters Agreed by Email**

1.6.1 Matters on the previously circulated Board paper were noted, in particular:

- That membership income had been received into the bank account of the new charity from 2 January 2018;
- That the Awards business was transferred to the new charity with effect from 12 January 2018;
- That ASA Business Enterprises had been sold to the new charity at the book value of £50,498 on 2 January 2018;
- That David Flack had replaced Stuart Cain as a Director of ASA Business Enterprises on 2 January 2018;
- That ASA Business Enterprises had been renamed Swim England Trading Limited – effective date 12 January 2018.

1.6.2 Discussion held around Membership Income. CFO stated that there can be differences between Regions on amounts charged in the last quarter.

1.6.3 Agreement that the Board of the new incorporated charity should meet on the same day as the next Group Board meeting, scheduled for Tuesday 27 March.

## **2.0 Report, Discussion Items and Decision Items**

### **2.1 Chairman's Update**

2.1.1 The Chairman asked the Group Board to look at it's functions, ensuring relevance prior to the Board of the new incorporated charity being fully formed.

The achievements of the Group Board and the partnership it had with the Sport Governing Board was highlighted. The Chairman stated that the changes to the leadership team had been challenging but were handled well, with a positive result.

A few further points were raised:

- Leadership has been of huge importance with incorporation being accepted by the Sport. Special thanks to Chris Bostock, Brian Havill, and Jane Nickerson regarding this.
- There will be challenges ahead and the Board of the new charity needs to continue increasing the strength of the organisation, especially with the prospect of tightening resources. Despite the loss of sponsors the current position is robust - with profits being achieved. In the long term the organisation should aim to be less risk adverse.
- The rebranding was sensible, in particular as it creates a better platform with partnerships.

The Chairman added that the recruitment process for the Board of the new incorporated charity should be completed by the end of February.

2.1.2 Agenda items for the Board of the new incorporated charity were proposed by the Chairman:

- Culture of our Sport, Diversity and Gender Equality. This is something that potentially will be passed down from Government level.
- A Development Session on 27 March.

### **2.2 Chief Executive Report**

2.2.1 The report was presented with additional information discussed on:

- Curriculum Swimming and Water Safety Report, it was noted that a resource pack can be a good marketing tool, CEO to look into this further.
- Discussion around Duty of Care and what responsibilities the Group Board and the Board of the new incorporated charity will have with British Swimming. It was noted that there should be communication between the two with reference to any incidents that occur. Further discussions to be held on specifics around procedures of this.
- It has been noted that the work that has been carried out around new facility strategy has been welcomed and that future funding for new facilities to be seen as an opportunity with the uncertainty surrounding EU Funding going forward.

## **2.3 KPI Dashboard**

2.3.1 The Board noted the current position.

2.3.2 It was noted that the format of the document is still being reviewed and updated by the Senior Leadership Team.

## **2.4 Incorporation**

2.4.1 Individuals noted the conflict of interest detailed earlier in the meeting.

2.4.2 CFO discussed his previously circulated report. It was agreed that:

- The remaining three subsidiaries should be sold to the new incorporated charity at book cost on 3 April 2018.
- The Awarding Body business should be transferred to the new incorporated charity on 3 April 2018.
- The Events and Sponsorship business should be transferred to the new incorporated charity on 3 April 2018.
- Other business should be transferred to the new incorporated charity on dates to be determined by the CEO, CFO and Company Secretary.
- Assets and liabilities to be transferred to the new incorporated charity on dates to be determined by the CEO, CFO and Company Secretary.
- A donation should be made (on a date to be determined by the CEO, CFO and Company Secretary) to the new incorporated charity of any residual cash balances.

2.4.3 CEO to send out papers relating to change of name from Awarding Body to Swim England Qualification.

2.4.4 The Board of the new incorporated charity will look at committee structure at the meeting on 27 March.

## **2.5 SportPark Lease**

2.5.1 CFO talked through the previously circulated SportPark Lease paper. It was noted that initial talks between the CEO and Loughborough University had begun. CFO requested to begin conversations with a property expert about possible solutions.

## **2.6 Finance report including Management Accounts for eight months ended November 2017.**

2.6.1 CFO discussed that revenue is up in IoS and as a result finances are doing well. When asked if happy with membership numbers, CFO noted that while down on budget, numbers are up on prior year. The Chairman noted that when the Board of the new incorporated charity is formed, he would like a session to look at trends of memberships numbers.

## **2.7 Swimming Times Update**

2.7.1 A presentation from Mike Thompson and Ali Clowes about the launch of the new Swimming Times publication. This has been seen as a success so far with positive initial feedback.

## **2.8 Equality & Diversity Report**

CEO advised that the submission for the Advanced Standards will be reviewed in the summer.

## **3. AOB**

3.1 In reply to a question on sponsorship, the CEO noted that there is nothing concrete at the moment but several leads have been followed up. Initial feedback is that there is nothing imminently going to be agreed. However, some progress has been made and further developments might be of interest in the future.