

Swim England Sport Governing Board

Minutes of the meeting held 16-17 March 2018

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 John Davies Jane Nickerson	Chairman London Region East Region East Midlands Region West Midlands Region North West Region North East Region South West Region South East Region Chief Executive Officer
Non-Voting:	Richard Whitehead Liz Sykes	President Vice-President (Friday only)
Staff:	Richard Barnes Brian Havill Jon Keating Emma Griffin George Wood Siân Breen	Director of Legal (Friday only) Chief Financial Officer (Friday only) Club Development Director (agenda items 1-4) Operations Director Sports Development Director Senior Administration Officer

Min No:

1. **Welcome and Introductions**
 - 1.1 The Chairman welcomed everyone to the meeting.
2. **Apologies**
 - Roger Prior
 - Mike Farrar
 - Pippa Jones
3. **Declarations of Interest**
 - Ian Mackenzie, Neil Booth, Bernard Simkins and Jane Nickerson noted that they were members of the Board of the new incorporated charity, The Amateur Swimming Association (Swim England) Limited.
- 3a. **Falling Cat 1 Members**
 - 3a.1 Background information was provided on this item and the Board was asked to provide guidance on how to tackle the specific issue of individuals undertaking

Learn to Swim within a club environment that are not then processed by the club as members of Swim England.

The Chair read Regulation 47.1 of the Handbook.

It was agreed that individuals must either be members of a club, and thus Swim England, or be part of an entirely separate business enterprise i.e. a separate legal entity.

The Board recommended further questions be asked of one particular club to fully understand their procedures and why they believe certain individuals should not be classed as members of Swim England.

4. **Coach Register/Licensing**

4.1 The Sport Development Director (SDD) introduced the paper, explaining the aim to ensure all coaches associated with Swim England were appropriately qualified, safeguarding trained and DBS checked. The main challenge was recognised as being not the creation of a data processing system, but instead gathering accurate information and ensuring that all qualifications are recognised and listed at the appropriate level.

The Board cautioned this would be a large task but agreed that Swim England should undertake the project.

There was some discussion on terminology and it was explained that the system will be designed to encourage registration.

5. **Legal Report**

5.1 **Applicant pursuant to Trans Competitor Policy**

The structure of the Trans Competitor Panel was approved and Neil Booth was confirmed as the third member.

Action: There was agreement the swimwear policy may also need to be reviewed.

5.2 **Proposal to change ASA Regulations in principle and intention.**

It was agreed ASA Regulation 47.4 should be amended to reflect the reduction in fees in the final quarter. Regulation 55.3 should also be modified to demonstrate the affiliation fee will be payable to the ASA.

It was also agreed the Handbook should reflect the change to the date of receipt of membership fees from 31 March to 28 February agreed by the Board in 2017.

5.3 There was no update regarding the recruitment of a new Judicial Commissioner.

6. **Finance**

6.1 **Incorporation update**

It was noted biographies of all directors of the new incorporated charity are on the Swim England website.

The CFO confirmed the incorporated company will have a new subsidiary – Swim England Events and Sponsorship Limited – taking the number of subsidiaries from four to five.

It was explained the committee structure under the board of the new incorporated charity would be agreed at the 27 March board meeting, with formation of the committees expected to be in place by early summer.

An update was provided on the vote being conducted by the Members Forum with regard to the transfer of business. The CFO noted of the 78 potential votes, 55 had replied positively, well over the required majority.

6.2 **Management accounts for the nine months to December 2017**

Areas of underspend were considered and assurance was provided that these were not a result of under delivery. There was discussion around Sponsorship/Commercial income and it was confirmed Sponsorship refers also to Marketing and Communications.

6.3 **2018/2019 budget**

6.3.2 Subsidiary budgets were reviewed and the CFO explained comparable figures had been created for all areas.

6.3.1 The 2018/2019 budget was presented and it was noted spending for talent programmes should be seen as part of a four year cycle, with different spending points within this.

7. **Chief Executive Officer Update**

7.1

- Curriculum Swimming and Water Safety – two completed recommendations will provide key data; primary schools must publish Year 6 attainment for swimming and water safety on their websites. Results on the number of children able to swim is expected in January 2019 following the Active Lives survey.
- Commonwealth Games 2022 – work is ongoing with Sandwell and Dudley, with emphasis on legacy. There is a current focus on retaining the maximum number of seats and 2 x 50m pools. A meeting is due to take place with the CEO of Birmingham City Council.
- SPORTA Conference – hosted by the Partnership Team and attended by 80 people from 40 Trusts. Feedback was extremely positive with a second conference requested.
- Data Protection Bill - Swim England joined a consortium of sports, led by the Sport and Recreation alliance, to submit concerns and proposed amendments to the draft.
- Swim Group – it has been agreed that attendance should be restricted to CEO/MD/Chair level. The CEOs of CIMPSA and UK Active have been invited to attend. There will be continued focus on School Swimming and the second wave of Love Swimming. The next area of focus will be facility provision.
- Facilities – the CEO met with a potential consultant with regards to sport clubs interested in completing their own builds. Also carrying out work on a community health model. Recent media articles have suggested that Councils could sell off parks and pools and we are working closely with a number of councils to determine whether there are any closure risks.
- Sport England – the new Account Manager Sally Barker, has met with all members of the SLT. It is not yet known if swimming will be one of her sports. The lead on Tackling Inactivity has stated he is impressed with our health and wellbeing model and, if the case studies are well received, there could be potential for funding for the next two years.

- Dementia Friendly Swimming – the funded programme has now finished but the framework can be picked up by operators and used for a variety of health conditions and a combined “older age group” offer.
- BSI Standard award centre – full re-certification takes place every three years and we were successful in our audit.

8. **Actions arising from the minutes of the meeting held 19-20 January 2018**

- 8.1 It was noted that, although the website had been updated with regards to guidance on Swim England’s transfer to incorporated charity status, a note to Regions is required.
- 8.2 The Sport Development Director explained IoS coach and teacher courses cover health and safety, risk assessment, data protection and safeguarding in detail. The different levels of responsibility for assistant coach, coach and senior coach are all covered.
- 8.3 It was advised work is ongoing with the redraft of the Policy for the appointment of the Jury of Appeal for ASA National Events.
- 8.4 All other actions were noted as being complete.

9. **Minutes of the meeting held 19-20 January**

- 9.1 The Minutes were accepted.

10. **British Swimming Board minutes 2-3 February**

- 10.1 Discussion took place on the following minutes:
- 21.3 Presentation of Tim Jones, Head of Performance Pathway – noted athletes not on UK Sport funding who are invited to compete in major junior events may be asked to provide some/all of the costs. Discussions are ongoing regarding this but with the reduction in funding this is likely to be an increasing issue.
 - 25.2.2.1 UK Sport Culture – it was confirmed discussions regarding mental health related to the whole organisation.
 - 32.2.1 Artistic Swimming – the CEO explained Two Circles is a data consultancy company and the bid for funding for officials training refers to money from FINA.

11. **Group Board Minutes 6 February**

- 11.1 The Minutes were noted.

12. **Membership – as an organisation what do we want to achieve?**

- 12.1 The Board was asked for opinions on what membership means to Swim England. Discussion took place around whether membership should be a lifetime offering or focus more on the club structure. It was agreed a working group led by the SDD should be established to develop ideas further.

13. **To note any decisions made by email between meetings**

- 13.1 None.

14. **Any Other Business**

- 14.1 An update on revised structure of para-swimming staff, sent to Regions, would be issued to SGB.

- 14.2 The SDD informed the Board that information would soon go out to Regions regarding performance centers linked to Universities. The application process is to be launched after this.
- 14.3 Club constitutions were discussed and the SDD confirmed the process to check these is due to be reviewed at the next club management group, specifically drawing out the issues and how Swim England can provide the best level of support.
Action: CEO to discuss model constitutions with LD.
- 14.4 The CEO thanked the SGB for their contribution to the sport. There was recognition that, despite the initial misgivings within the community regarding a two Board structure, good decisions were taken and building blocks are in place to encourage a new forward looking and positive way of working.
- 14.5 There was a request for an update on progress regarding 150 year anniversary celebrations.
Action: Operations Director to provide a written report.
- 14.6 With regards to GDPR, the chair explained the two ways in which data can be revealed from 25 May 2018:
- Operational necessity – applicable to category 1 and 2 membership information on the website.
 - Member choice – applicable to category 3 membership information. Members in this category will be informed by email that they can choose to re-reveal their information on the website.
- The Chair noted his eligibility to chair would end on 1 April 2018 and that therefore this would be his last meeting. He thanked the Board for their serious thinking and great ideas and hoped that the positive mood and atmosphere could be taken forward.
- 14.7 The Board thanked the Chair for his leadership agreeing he had done an excellent job.
Action: Article of appreciation to be published on website.