

Meeting of the Board of the Amateur Swimming Association (Swim England) Limited

Thursday 7th November 2024 1pm – 3pm

Via TEAMS

Present:

Richard Hookway – RH (Chair)

Andy Salmon – AS

Aysha Kidwai - AW

Katie Walcott – KW

Barry Saunders - BS

Joan Wheeler – JW

Neil Booth – NB

Bernard Simkins – Bsi

Ali Breadon – AB (in part)

Apologies:

Carrie Ryan

Caroline Green

Officers in attendance:

Emma Griffin (in part)

SECTION 1: ADMINISTRATION

1. Welcome and apologies

1.1 The Chair welcomed all members to the meeting.

1.2 It was noted that apologies had been received from CR and CG prior to the meeting.

1.3 The Chair outlined the agenda to members.

2. Declarations of interest

2.1 There were no declarations of interest.

3. Minutes of the board meeting of ASA (Swim England) Ltd – 9th July 2024

3.1 The minutes were taken as read and approved as a true and accurate record.

4. Actions arising from previous meetings – to note progress

4.1 Due to this being an additional meeting to discuss specific topics, it was agreed that the action list would be considered at the next meeting.

5. Confirmation of decisions made by e-mail

5.1 Historical Cases report: It was noted that the Board had received the independent report into three historic cases and had accepted the recommendations in the report. Furthermore, the Board had directed the

executive to construct a Terms of Reference for a further review, as per the recommendations (see item 8)

SECTION 2: STRATEGIC MATTERS

6. **Strategy Refresh**

6.1 AS outlined some minor amendments that had been made to the version previously circulated. Following a discussion, the following key points were noted:

- Metrics should consist of a balance of inputs and outcomes
- We should endeavour to “fail fast”.
- Some greater clarification around Open Water aspirations would be helpful.
- Beware suggesting that all initiatives and intent are starting from a zero base as some are already in progress.
- Several improvements to wording.

Subject to the above, members approved the Swim England Strategy.

6.2 The draft strategy contained 18 strategic goals and proposed eight priority goals for 2025. Such annual priorities will be reviewed each autumn as part of the annual planning process.

The Board approved the eight priorities for 2025.

7. **Planning**

7.1 A working draft of an Annual Scorecard of objectives had been previously circulated, noting that some further work was required prior to final approval by Board.

The Board provided feedback, including:

- Establish a blend of quantitative and qualitative objectives.
- Identify SLT ownership for each objective.
- It is inevitable that some objectives will be discarded mid-year.
- Narrative for each quarter to be retained for comparison.
- Board reports to report exceptions, with provision for Board to review the scorecard at any time of the year.
- Plan to publish with annual report.
- Clarify what CEO will uniquely deliver.

8. **Historic Cases**

8.1 A draft Terms of Reference had been previously circulated.

It was agreed that the review should take 12 months in the first instance and be conducted over a 20-year period (2003 – 2022).

The executive was directed to seek final checks from the barrister who conducted the initial review to clarify:

- Acknowledgement that we may not have files for the 20 years in question
- Definition of overwhelming need

EG left the meeting

9. **People Update**

9.1 A part-time Executive Assistant will start their role with us on 25/11/2024. That role will take over the Board administration function.

10. **Ellesmere Update**

The executive team continue to monitor the situation and to work collaboratively with the West Midlands region to support the newly affiliated club.

11. **Aquatics GB Board**

JW left the meeting.

Expressions of interest were gathered from both Board members and Regional Chairs as part of the wider community. Joan Wheeler, Board member, and Sara Todd, Regional Chair (South East), both submitted their interest. Candidates were reviewed with non Execs on the Nominations Committee.

RH sought the Boards approval to formally nominate them onto the AGB Board today. All members approved of the nominations.

SECTION 3: CLOSE

12. **Dates for next meetings (2024)**

Monday 16 December 1pm – 4.30pm (remote)

13. **AOB**

Summary of Decisions made

Minute	Item	Decision
	6. Strategy Refresh	Members approved the Swim England Strategy.
	11. Aquatics GB Board	Joan Wheeler and Sara Todd formally approved as nominations.

Terms of Office

Ali Breadon
Aysha Kidwai
Barry Saunders

4 year term from:

31 December 2021 (*second term*)
10 May 2021
31 December 2021

Bernard Simkins
Caroline Green
Carrie Ryan
Joan Wheeler
Katie Walcott
Neil Booth
Richard Hookway

31 December 2020 (*second term*)
31 December 2021 (*second term*)
1 April 2024
31 December 2023 (*second term*)
1 October 2022
31 December 2022 (*second term*)
1 September 2021

