

Minutes of a meeting of the Swim England London Management Board

Held on Tuesday 10th November 2024
Via Zoom

Present

Voting Board Members

Jackie Bedford
Angela Eguakhide
Di Gamble
Alex Harrison (AH)
Michael Laniyan
Suzanne Philpot
(SP)
Alan Thurlow
Daniel Vernis

In attendance

Kelly Stannard (KS)

Regional Business Manager

Apologies

Ruth Girardet
John Handley
Ralph Shortland
John Mills – Regional President

80. Welcome

The Chair, Alex Harrison, welcomed members, and thanked everyone for their attendance.

81. Apologies

Apologies had been received from Ruth Girardet, John Handley, Ralph Shortland, and John Mills.

82. Declarations of Interest

None.

83. Minutes of the previous meetings

83.1 Minutes of the meeting held on the 3rd of September 2024



There were no other matters of accuracy raised in relation to the minutes for the meeting on the 3rd of September.

The Minutes were proposed and seconded as a true record and carried unanimously.

84. Decisions by correspondence

Vice Chair Finance – Daniel Vernis' appointment as Vice Chair Finance was ratified unanimously. In April 2025, his appointment will be reviewed, as agreed. *

85. Matters arising from the minutes and action points (not on the agenda)

London Swimming Limited – AH has not yet received the code from companies' house so we will need to request this again. Once completed AH will share the formal notice with the Board. *

Bromley Lock Up – We will also need to arrange for a company to come and shred all the confidential papers and documents. *

Management Board Skills Matrix – SP has received responses from all Board members and will share the anonymised results at the next Management Board meeting. *

86. Budgets 2025 Review and Approval

The Board had the opportunity to listen to and question the Chairs of the discipline committees on their development plans and budgets for the 2025 fiscal year during the meeting held on the 9th of November.

Each of the discipline budget submissions were reviewed with the following decisions made:

Central Club Development Budget – The budget submitted is showing a deficit of £497.

SP confirmed that in 2024 there was £3k in the Aquatic support fund but has increased this to £4k for 2025 to support the senior coach programme as the cost of this is extremely high. The Region has a caveat that any applicants should look to support the regional development programmes.

As a contingency there is a £1k provision for the collaborative champions project if we are required to pay presenters.

The Board discussed that any funds not spent from the Aquatic Support fund could be ringfenced and carried forward year on year with the look to review if the funds in the pot reach £10k. This was approved unanimously. *

The fund is advertised on the website and via the newsletter. Only two candidates from Swim England London Affiliated Clubs can receive a funding award in the fiscal year, January to December.

The submitted budget was approved.

Artistic Swimming Budget - A provision of £100 was added for repairs to the regional speaker.

The amended budget shows a surplus of £1,525 rather than a surplus of £1,625. This was approved.

Open Water Budget – The budget submitted is showing a deficit of £5,799.

The proposed date and venue for the Regional Championships is the 6th of July 2025 at Millwall docks.

As a discipline this will always represent a cost to the Region. We need to have twice the number of entries for the championships to breakeven.

There is currently a lack of engagement from Clubs and Coaches, as the training for open water is more complex. As a Region we need to target the middle-distance swimmers. There are CPD's for Coaches looking at coaching open water swimmers.

SP said that we could look at the potential winners of the long-distance events and target them directly. We could look to promote the open water championships at the speed swimming events.

SP also suggested that we could look to change the Swimming Coaches Forum terms of reference to include a coach who represents Open Water and Masters. *

AH confirmed that we have a responsibility to ensure that we have a regional open water championships and could look to run a participation event alongside as this could generate a significant amount of income. The marketing of the event needs to be addressed.

The cost for 2025 was accepted with the proviso that the Chair works with James and the swimming events committee to target athletes at the speed swimming events and to look at a mass participation event, and how best to reach out to these people. *

Masters Swimming Budget – The budget submitted is showing a surplus of £2,999.

Masters had made a significant loss at the 2024 championships as the event had been run over two days and there were other meets taking place that same weekend. This meant that the entries were lower than expected.

This year the regional championships are taking place on the 17th of May 2025 over one day.

The challenge with master's is that we do not have sufficient volunteers to manage the event. We could look at bringing in games makers.

Discussions were held around future marketing of the event.

Angela confirmed required numbers for the field of play volunteers and Alan and Michael confirmed the number of technical officials required for the event. Both agreed to support Julia in the recruitment of these volunteers. *

The Board had a discussion on the Masters Championships and decided that the event will be operated by the Region as it had previously made a surplus.

The Region needs to review and update our volunteer offer to encourage more people to support us at our events.

Discussions took place regarding integrating master's back into the swimming discipline to best support Julia as she does not have a committee to support her. *

It was agreed that the proposed masters training sessions at the LAC were a good idea and would potentially generate income, if the framework and implementation is managed effectively.

A board member suggested that Clubs need to pay in advance and claim the fees directly from their athletes. This would ensure that there is not an increased administration burden on the regional staff team and would also mitigate any financial risk to the region for this activity.

Michael and Alan agreed to liaise with Julia and provide support. *

The budget was approved with the caveat that Julia work with James, Alan, and Michael on the costings for the training sessions, and that the activity generates the predicted income as per the budget submission. *

Diving Budget – The budget submitted replicated a previous year's submission and shows a deficit of £4,167.

AH confirmed that there had previously been no appetite for an Inter Regionals competition and this activity should be removed.

The athlete development and training squads should be reviewed so that they are cost neutral.

In addition, more detail is required on the proposed camps activity. James will work with Beth on this element of her submission to resubmit to the Board. This activity was approved with the proviso that it breaks even.

The regionals skills competition is predicted to generate a surplus.

The Board agreed to approve the budget via correspondence once it is resubmitted. *

It is anticipated that there will be a cost for diving to the Region.

Water Polo Budget - The budget submitted is showing a deficit of £68.

SP stated that James has been integral in ensuring that water polo is no longer operating at a significant loss.

The budget was approved.

Disability Budget - Zero budget as the Discipline Chair did not submit a budget for 2025, as activity takes place through London Disability SC.

Swimming Budget – The provision of £500 for branding was removed and £5k added to the overheads budget so that all items can be used cross discipline.

The amended budget shows a surplus of £18,414 as opposed to £17,914.

The budget was approved.

The Region needs to investigate the possibility of additional storage at the LAC and relinquish the lock up in Bromley.

Alan agreed to liaise with Everyone Active regarding the contract for the 2025 Summer Swimming Regional Championships. *

Following the resignation of the Swimming Chair, recruitment for a replacement will take place.

The current job description will be reviewed and amended to include the master's element. SP to action and liaise with Alan who will review the Swimming terms of reference. *

Overheads Budget - A provision to purchase branded items for cross discipline use of £5k was added to the budget. The following board members agreed to be part of the branding working group together with Nick Hallam (Events Chair), JB, AH, ML, AT, and AE. *

A provision of £17k to increase the staff team with a part time officer was agreed as currently London is under resourced.

SP to review structure and job descriptions for the current team and potential new member of staff. *

The Board meeting room hire was increased from £1k to £4k to accommodate a face-to-face strategy weekend in 2025.

The amended budget shows a deficit of £4,583 rather than a surplus of £7,976.

The budget was approved.

Consolidated Budget - The overall resulting budgeted surplus for 2025 for the Region is a £11,991 surplus as opposed to a surplus of £15,324.

All amendments were made to the discipline budgets during the meeting by KS.

Letters of delegated authority will be sent to the Discipline Chairs. *

87. Committee Terms of Reference

The Incorporation working group had made the necessary amends to the draft terms of reference following the feedback from the Board. The Chair and the Operations Director both sit on all the committees, this excludes the Discipline Committees.

Operations Committee – this will now focus on strategic operations. Each Board member will be assigned a portfolio and will be appointed to either one of the three committees. AH will chair this committee.

Audit and Risk Committee – an independent person will chair this. The position will be advertised externally. *

Governance and Nominations Committee – This Committee will ensure compliance with the Swim England Regional Code of Governance. Recruitment of Directors will be based on the results of the skills matrix.

The responsibility for the operational delivery of the Region remains with the Regional Director, staff team and discipline chairs with support from AH when required.

Discipline Committees – Each Committee will be assigned a link Director, and the terms of reference will be adapted to reflect this policy amendment. Chairs are responsible for adapting their committee structures to ensure that they are fit for purpose for their individual discipline. *

Masters will be integrated back into swimming.

An online form will be circulated to all Board members so they can express an interest in which discipline and committee they wish to represent. *

The final organisational structure charts will be updated and added to the website in 2025.

The terms of reference were approved.

88. Any Other Business

Next meeting– Tuesday 21 January 2025 – 6:30pm via Zoom.

***Please refer to the action point document.**