



# Berkshire & South Buckinghamshire Amateur Swimming Association

---

A sub-region of Swim England South East Region  
**President : Mrs Diane Cryer (Reading SC)**

29 March 2023

Dear Sir/Madam

## **MANAGEMENT BOARD**

You are requested to attend a meeting of the Management Board, to be held remotely on Wednesday 5 April 2023, at 8pm, to transact the business in the agenda set out below. Joining instructions will be sent nearer the date of the meeting.

Yours faithfully

R F PENFOLD

Hon Secretary

To: Diane Cryer (President), Jonathan Mills (Hon Treasurer), Peter Roycroft (Vice-President), Peter Button, Stuart Fillingham, James Glazebrook, Jenny Gray, Janet Hopkins, Paul Lloyd, Bob Odell, Roger Prior, Simon Redlich, Emma West

And Kristie Jarrett

## **A G E N D A**

### **1 MINUTES**

To confirm the Minutes of the meeting of the Management Board held on 7 February 2023 (*to follow*).

### **2 REGIONAL CLUB DEVELOPMENT OFFICER**

At its first meeting, the Board decided to issue an open invitation to its meetings to the Swim England South East Region's Regional Club Development Officer. This County is in the portfolio of Kristie Jarrett, and she may, therefore, wish to report.

### **3 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES**

Members will recall that the Board has decided an annual programme for discipline managers and other appointees to attend meeting of the Board.

In accordance with that programme, a report by the Performance Swimming Events' Manager is *attached*.

### **4 MATTERS ARISING ON THE MINUTES**

To consider matters arising not covered elsewhere in the agenda.

### **5 FINANCE**

The Hon Treasurer will report orally on the Association's finances.

### **6 COUNTY GOVERNANCE REVIEW**

The Board has been advised previously of the County governance review being undertaken by Swim England. A questionnaire was circulated to country associations during 2022, and the Board authorised the Hon Secretary and Hon Treasurer to respond on behalf of the Association. The results of the survey formed part of the focus of the county governance days held across the country in February and March 2023.

The President, Vice-President, Hon Secretary, Immediate Past President and Janet Hopkins attended the County Governance sessions at Amersham on 12 March. Representatives of Oxon & North Bucks and Hampshire attended, too. The sessions were led by Helen Weeks, Swim England's Sport Governance & Welfare Officer.

The two presentations - the outcomes of the survey and the ambitions by Swim England for county governance - from the day, along with a copy of the Governance Code, were circulated to Board Members on 15 March: *Members are encouraged to have them available at the meeting*.

The main purpose of the day was to encourage counties to achieve a level of governance prescribed by Sport England. The regions and the national governing body are expected to do likewise. Those from the Association who attended think that B&SB should be able to deliver by the target date - 31 December 2023 - although things like revising the constitution, and what sort of county welfare officer the Association needs, may require greater thought.

Helen Weeks will be following up with each county individually in due course and when the information around the portal is confirmed Swim England advise associations of this. However, in the meantime, associations are encouraged to reviewing their individual

needs and where they might need support to enable the journey to be as easy and as productive as possible for you.

The Board is requested to give initial consideration to the subject, and, if possible, settle a timetable for the execution of the requisite tasks.

## **7 SWIM ENGLAND SOUTH EAST REGION**

### **A ANNUAL COUNCIL MEETING**

The Board is asked to appoint the Association's 3 representatives at the Annual Council Meeting of Swim England South East Region, to be held on 19 April 2023. The Board is also asked to review the agenda for that meeting, sent by the Region to clubs on 29 March 2023, giving advice, as appropriate, to the Association's delegates.

### **B FEEDBACK**

The Hon Secretary or Roger Prior may report orally on the meetings of the Regional Management Board held on 15 February and 16 March 2023.

## **8 CORRESPONDENCE**

The Hon Secretary will continue to report to the Board correspondence he has received, not otherwise reported in the agenda. The only correspondence of note since the last meeting, aside from the monthly club updates/newsletters from the Swim England South East Region, is as follows:

Regional Manager, Swim England South East Region - inviting nominations for the Harold Fern and A H Turner Awards;

Regional Manager, Swim England South East Region - forwarding information about the club health tracker from Swim England;

Regional Manager, Swim England South East Region - advising of appointment of Andy Giess as Regional Welfare Officer in succession to Shelley Robinson, who has retired;

Communications, Swim England - announcing the launch of Swim England's new safeguarding, welfare and culture plan, the "Heart of Aquatics";

Swimming Talent Team, Swim England - requests County Programme selections from the past 3 seasons;

Club Development Administrator, Swim England - providing a link to a folder of resources for clubs.

## **9 ANY OTHER BUSINESS**

Members will recognise that, in light of the Board's decision that the agenda of meetings should include notice of every matter to be discussed, with written reports, complete with clear advice/recommendations as to action required, circulated at least 3 clear days in advance of the meeting, it is inappropriate to take decisions, at this meeting, on matters which may be raised orally under this agenda item.