



Berkshire & South Buckinghamshire Amateur Swimming Association

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

11 June 2023

Dear Sir/Madam

MANAGEMENT BOARD

You are requested to attend a meeting of the Management Board, to be held remotely on Thursday 15 June 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 5 April 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, reports by the Artistic Swimming and Diving Managers, the Public Relations Officer and the Webmaster, are expected for this meeting. The Board is reminded that the posts of Artistic Swimming Manager and Public Relations Officer remain vacant.

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. The Board is expected to endorse the annual accounts for the year ended 31 March 2023, for submission to the Annual Council Meeting.

6 COUNTY GOVERNANCE REVIEW

The Board has previously been advised of the County governance review being undertaken by Swim England, and, at its last meeting, appointed a working group to report back to the Board about the achievement of the standard of governance expected by Swim England.

Helen Weeks, Swim England's Sport Governance & Welfare Officer, has been invited to attend the meeting to assist the Board in this exercise.

7 ANNUAL COUNCIL MEETING

The Association's Annual Council Meeting (ACM) is scheduled to be held on 13 July 2023.

Elections will then be held for President, Vice-President (the President in 2024/25), the Hon Secretary, Hon Treasurer and 12 Members of the Management Board. Nominations for those offices should be received by the Hon Secretary by 23 June 2023 (according to the Rules of the Association).

Proposals for changes of Rules etc, for consideration at the Meeting, need to be submitted to the Hon Secretary by 23 June.

Notice of any other motions need to be submitted to the Hon Secretary before 29 June 2023, when the agenda is required to be circulated.

The President has requested that all reports for inclusion in the Annual Report should be sent to her by 1 July 2023.

8 SWIM ENGLAND SOUTH EAST REGION

The Hon Secretary or Roger Prior may report orally on the meetings of the Regional Management Board held on 19 April and 11 May 2023.

9 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 -announcing the appointed of a Regional Club Development Officer, Kate Hutchinson, vice Ben McDonald;
Head of Development, Swim England - notifying of meetings about Swim England's revised transgender policy;
Head of Development, Swim England -invitation to preview event about the Swim England 10-year strategy;
Sport Governance & Welfare Manager, Swim England - County governance follow-up meetings;
Swimming Talent Team, Swim England - County development programme update, 2023/24;
Club and Operator Relationship Manager, Swim England - Unincorporated sports clubs will need to register with the Trust Registration Service.

10 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.