

## **DRAFT**

**To be confirmed at the meeting of the Board on 11 April 2024  
BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the meeting of the Management Board held remotely on 7 February 2024, commencing at 2000hrs.

Present: Peter Roycroft (President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Peter Button, Stuart Fillingham, James Glazebrook, Janet Hopkins, Bob Odell, Simon Redlich, Emma West.

Also present: Barbara Garden.

Apologies for absence were received from Jenny Gray, Paul Lloyd, Roger Prior, Chris Hirst, Kristie Jarrett (Swim England South East Regional Club Development Officer).

### **24 MINUTES**

The Minutes of the meeting held on 15 November 2023 were agreed and signed by the President as a correct record.

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

In accordance with the annual programme for discipline managers and other appointees to attend meetings of the Board, all managers and appointees had been invited to the meeting. However, none of those present made reports.

### **26 MATTERS ARISING ON THE MINUTES**

#### **18/2 Matters referred by Annual Council Meeting**

The President advised that he had no progress to report arising from his approaches to Windsor SC and Wycombe District SC about nominating persons to serve on the Management Board.

#### **18/15 National County Team Championships**

The President referred to his discussions with Paul Lloyd about arrangements for the County's team at the National County Team Championships in 2024. These were expanded upon in an e-mail from Paul circulated to all members of the Board prior to the meeting: this is set out in the Appendix hereto.

The Board **APPROVED** the proposals.

#### **20 County [Speed Swimming] Coach**

## DRAFT

### To be confirmed at the meeting of the Board on 11 April 2024

In endorsing the arrangements for coaches to support the County team, referred to in the Appendix hereto, the Board observed that there would no longer be a “standing” County Coach, per se. Members commented that it was important that there was a strong channel of communication between the Association/the Board and the coaches of its assigned clubs. They recognized that, with Paul Lloyd as a Board member, this link was effectively in place, certainly until the Annual Council Meeting in July 2024. However, the situation would need to be reviewed annually, depending on the outcome of the Board elections at ACMs.

## 27 FINANCE

The Hon Treasurer introduced his report, circulated in advance of the meeting, which showed figures drawn from the accounts for 202/22 and 2022/23, the financial position in the current year as at 31 January 2024 (a surplus of £29.7k) and the proposed budget for the financial year 2024/25. This showed a predicted surplus of £3.8k, and included provision for patterns of expenditure and activity at pre-pandemic levels. The Board **ADOPTED** the submitted budget.

Emma West enquired whether the Association would support financially divers from Berkshire schools competing in the English Schools’ Swimming Association (ESSA) Championships regionally and nationally. While the Board understood the rationale for the request, Members felt that there was little connection between ESSA and county swimming associations, noting that ESSA also promoted speed swimming competitions. Furthermore, they considered that this was a matter for participating schools, rather than the Association.

## 28 VACANCIES

The Board recalled that there were a number of vacancies for appointment.

The Swimming Development Manager post had been vacant for some years, although Joan Scarrott had formerly undertaken a significant tranche of the duties of post. Barbara Garden, who was in attendance at the meeting, had indicated an interest in the role. The Board was pleased to **APPOINT** Barbara to the position.

The post of Public Relations Officer had been unfilled for some time: the last postholder had been John Rowley. Approaches had been made to Sarah Bosley, a journalist, who had expressed an interest in the role. It was **AGREED** to continue the dialogue with Sarah about the appointment.

The Board was reminded the Welfare Officer of Amersham SC might be prepared to relieve the Hon Secretary of the role of County Welfare Officer, subject to a clearer picture of what was expected of the postholder.

## **DRAFT**

To be confirmed at the meeting of the Board on 11 April 2024

### **29 SWIM ENGLAND SOUTH EAST REGION**

The Hon Secretary reported on matters discussed at the meetings of the Regional Management Board held on 11 December 2023 and 15 January 2024, covering

- progress towards compliance with the regional governance code;
- the new edition of “Wave Power”, which included, inter alia, a ban on the use of mobile phones in changing rooms;
- thanks from, and to, the outgoing Chair, Roger Penfold;
- the merger of the Board’s development and strategy groups;
- a long discussion on how the high numbers of competitors might be accommodated at the 2024 Youth [Swimming] Championships;
- the perception of the new Chair, Sara Todd, of the key issues facing the Region - regional governance, the national and regional strategies, succession planning and workload of and priorities for the regional team;
- congratulations to the Regional Manager, Bryony Gibbs, on the birth of her daughter (Olive) on 10 January.

### **30 CORRESPONDENCE**

The Hon Secretary reported the receipt of the following correspondence of note since the last meeting, aside from the monthly club updates from the Swim England South East Region:

- Sport Governance and Welfare Manager, Swim England, enquiring as to progress with the County governance code;
- Membership Engagement Manager, Swim England, inviting the annual return of membership;
- Judicial Office Manager, Swim England, seeking to recruit new members for the ngb’s Judicial Panel.

### **31 ANY OTHER BUSINESS**

A The Hon Secretary reported that Jack Siddle, who had been involved with the Association in a number of guises in the last century, had passed away. His funeral would be held at Cheltenham Crematorium on 26 February 2024.

The meeting concluded at 2115 hrs.

## DRAFT

To be confirmed at the meeting of the Board on 11 April 2024

APPENDIX

### PROPOSALS BY PAUL LLOYD

I am proposing that the Board are happy to endorse the proposal which I discussed with Peter Roycroft regarding Inter County Team Selection and to arrange and deliver the County Development Camps.

Thank you to Barbara Garden who has indicated that she is happy to support this.

The outline of the plan is as follows

#### *BSBASA Inter County team 2024*

Aim to select the strongest available team to represent Berks and South Bucks. We aim to arrange for the team to travel up on Saturday (the day before the competition) to stop on route for a training session. Stay overnight in a hotel competing on Sunday and are fed and watered before travelling home.

Paul Lloyd and Barbara Garden are happy to manage the itinerary, complete the administration of the entry as well as the communication of the team selection, TM Recruitment and collection of Consent and medical forms etc. The tasks have all been detailed in a comprehensive spreadsheet to track this. We would need provision to be made in the Budget to finance this, please (I believe this has been included in previous budgets).

Paul Lloyd, David Vine and Kevin Brooks, with the agreement of the Board, are happy to work together to update the team selection policy and present it to the Board for Ratification.

We would then work together to select the team (in line with the updated selection policy).

Once the team is selected - taking account of the demographic of swimmers we would then propose to the board who would be the most appropriate coaches to lead the team. The selected coaches would travel with the team and support the athletes on the weekend alongside the Team managers.

#### *Development Camps*

Paul Lloyd and Barbara Garden are working together on a proposal to deliver the development camps in line with the Swim England pathway for 2025. Further updates to follow.