

Minutes

Of the Swim England South West Regional Board, held on Wednesday, March 4th, 2026 via Zoom Video Conference.

Minutes of the SESWR Board Meeting

Date: March 4, 2026

Time: 18:30 – 20:40

Location: Zoom Video Conference

Chair: Mike Coles

1. Welcome and Introductions

1.1. The Chair welcomed attendees and noted the meeting was being recorded to assist with minute-taking.

2. **Attendees:** Mike Coles (Chair), Roger Downing (Vice-Chair), Andrew Ryczanoski (Wiltshire Rep), Emma Noel (EDI Director), Jackie Hilleard (Regional Contractor), Steve Williams (Regional Manager), Andy Smart (Director), and Daniel Corbett (Director). The meeting was joined at 20:00 hours by Andy Salmon, Chief Executive Officer Swim England; Kirsten Fasey, Governance Review Lead; and Tamsin Pryce-Jones, Governance Partner.

3. **Apologies:** Brian Armstrong (Director) and Alan Howe (Independent Director Lead for Safeguarding), who was attending to a family emergency.

4. **Late Arrival:** Geoff Pearce joined the meeting later in the evening.

5. Declarations of Interest

5.1. Simon Tomlinson (Water Polo Committee) was noted as a Director of Wyvern Swimwear and must recuse himself from any discussions involving swimwear.

5.2. Declarations of interest must now be declared at all committee meetings and recorded on the register maintained on "Box".

6. Minutes of the Last Meeting and Action Points

6.1. The minutes of the previous meeting were accepted as an accurate record, and the action points discussed and agreed

7. Key Updates:

7.1. **Job Descriptions:** Roger Downing is currently interviewing staff to correct the actions of the last year and align roles with Swim England. This is expected to be completed shortly.

7.2. **Photography:** The Board decided to strike the action point regarding stock photo subscriptions, as high-quality underwater shots have been provided for free by a local photographer.

7.3. **Gift for Outgoing Chair:** A wooden planter with an engraved plaque and a rose bush was approved as a gift.

8. Regional Staff Review & HR Update

8.1. **Grievances:** The majority of both sets of grievances have now been resolved and both staff and the board are working on the remainder.

8.2. **Service Level Agreement (SLA):** The Board agreed to seek insurance quotes to cover regional liability as joint employers.

Action: RD and DC to seek insurance quotes to cover regional liability as joint employers.

8.3. **Recommendations:** Approved the Regional Manager reviewing of staff involvement in Swim England meetings to avoid duplication if possible and improve staff efficiency. Minutes of meetings to be produced by attendees for the board. The region to seeking a place on the Regional Employment Working Group to have input on influence future SLAs.

9. Regional Strategy and Staff Reports

9.1. **Strategy Pillars:** Steve Williams presented a draft strategy focusing on three pillars: **Foundations** (improving culture, trusted welfare), **Enablers** (building trust, outstanding events), and **Community** (access to aquatics, lifelong participation).

- 9.2. **Safeguarding:** The Southwest region was officially commended as the best in the country for safeguarding liaison.
- 9.3. **Courses:** The region is now a centre for delivering Swim England safeguarding courses, which is expected to free up significant administrative time for Chris Vickery.
- 9.4. **EDI & Inclusivity:** Equality Diversity and Inclusion Inclusivity: Emma Noel and Jackie Hilleard were authorised to establish a forum for clubs to share best practices on inclusivity.

10. Board Structure and Nominations

- 10.1. **Wiltshire Rep:** Recruitment is ongoing for a new representative, with a target date of April 21st.
- 10.2. **Somerset Rep:** Mike Riggall was approved to fill the vacancy left by Kelly Podbury until the AGM in May.
- 10.3. **Swim England Vice President 2026:** The Board unanimously nominated Sue Dors as President-elect.

11. AGM Planning (Sunday, April 19th, 10:30 am)

- 11.1. **2026 Meeting:** To be held via Zoom. A formal proxy voting form will be issued to members to ensure compliance with our articles as this was missed last AGM
- 11.2. **Future AGMs:** The Board discussed alternating between virtual and face-to-face venues (e.g., Taunton, Devon) starting in 2027 to improve regional accessibility.

12. Committee Changes

- 12.1. **Swimming Committee:** Stacey Millett and Chris Vickery have agreed to serve as joint Swim Managers. A meeting is scheduled for March 9th to revitalize the committee structure.
- 12.2. **Governance and Compliance:** A new committee is being formed and the structure and make up of all committees are being reviewed which may require information for the AGM.

13. Finance Update:

- 13.1. Geoff Pearce gave a quick outline of the present situation and said he would forward the figures on to the directors when he could get into the accounts.
 - 14. Chair said if he sent them on to him, he would circulate them with the minutes.
- Action:** Geoff to send the account figures to the Chair, who would circulate them.

Post-Meeting Note: The above action has been completed, and the figures were as follows:

Account	Balance at		Change
	31/12/2025	28/2/2026	
Business Account	26,198	28,332	2,134
Standard Saver	57,202	32,257	-24,945
95 Day Notice Account	201,969	202,884	915
Development Account	2,214	5,105	2,891
Total	287,583	268,578	-19,005

Balances exclude monies held in Stripe and PayPal which are transferred into the Business Account mid-month.

The principal reason for the reduction in balances is staff costs. We are awaiting the first payment of membership fees for 2026.

15. Governance Review (Confidential Session)

- 15.1. Steve Williams and Jackie Hilleard left the meeting at this point.
- 15.2. Andy Salmon (Swim England CEO) and Kirsten Fasey joined at 20:00 to discuss the national Governance Review.
- 15.3. They produced a slide presentation showing the consultation for various Governance Review Consultation for Swim England, the regions and counties.

16. Future Meetings

- **April 19th:** Annual General Meeting and Council (via Zoom).
 - **June 17th:** Board Meeting (via Zoom).
 - **September 2nd:** Board Meeting (via Zoom).
 - **December 3rd:** Face-to-Face Meeting (Wellington).
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