

Swim England North West Limited

Directors Meeting – 12th April 2025

Minutes of a meeting of the Swim England North West Limited Directors, Hybrid meeting held at Holiday Inn Express, Leigh, on Saturday 12th April 2025, commencing at 13.00 hours.

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|---------------------|---|---|
| Present: | J. Wilks B Bolton M Davies L Fawkes M Ralph D Stafford T Rock B Thorpe S Winstanley | Chair/Director Director/President Elect Director Director Director Director President Director Director |
| Present non-voting: | B Raistrick D Sumner S Warrington | Regional Welfare Officer Regional Club Coordinator Office Administrator |
| Apologies: | S Robinson H Whittle J Whittle | Regional Club Coordinator Finance Director Director |

- 14.25 Welcome**
14.1 JW welcomed everyone to the meeting.
- 15.25 Apologies for Absence**
15.1 Apologies for absence are listed above.
- 16.25 Declaration of Interests/Any other Business**
16.1 None
- 17.25 Minutes**
17.1 The minutes of the previous Directors meeting dated 28th January 2025, having been previously circulated to all directors, MR gave a short review of Isle of Man SA
All accepted as a correct record of the meeting.
- 16.25 Matters arising**
16.1 None
- 17.25 Action Points**
2024
24.5 Panel of Friends, discussed at Governance meeting Jim Wilks & Simon Rothwell in position – All accepted
Bob Bolton volunteered to take 3rd position JW to liaise with BB – ONGOING
64.3 EDI Lead – Position needs to be filled by a board member, option discussed that may need to co-opt new board member – ONGOING
64.4 Skills matrix – still awaiting returns - ONGOING
66.1 Regional Strategy – Discussion held, meeting to be arranged in coming weeks to discuss putting strategy together DSU to arrange date - ONGOING
74.5 CIF/Regional Bursaries Under review by Finance Officer - ONGOING
80.3 AOE Training - Training Workshops to be offered to clubs in the region – MR has put together questionnaire this has gone out to clubs awaiting responses, deadline end of April, MD asked about including refereeing - ONGOING
2025
8.1 CIG funding on website updated to advise under review – website has now been updated to state under review - Completed
8.1 2024 Forecast budget to be forwarded to directors - ONGOING
8.2 Draft policy to be put together with regards to individual athlete funding - Completed
8.2 A&I group to be asked to decide funding of amount for WP athletes following approval of request from Directors – decision of funding per athlete was agreed by A&I group - COMPLETED
10.1 Regional Welfare officer to be told approval of survey, regional office to organise with BR – BR awaiting information of new County welfare officers - COMPLETED
13.1 Advert to be added to weekly update to recruit new WP MG members, position being regularly advertised - COMPLETED
13.2 Event Management group new members, new members added to group and records updated - COMPLETED
13.4 Company secretary to be confirmed KC staying in role or new person to be appointed, board to decide if appointing new company secretary - ONGOING
- 18.25 Correspondence**
18.1 None
- 19.25 Financial Management**
19.1 A&I group meeting minutes 10.3.25 DRAFT - The minutes of the previous A&I group meeting dated 10.3.25 – Approved
19.2 DST possible new member for the A&I group DST to email HW details.
- 20.25 Club Officers Update**
20.1 DSU gave review of the report, JW thanked the team for all their work - All accepted
- 21.25 Regional Welfare Officer Update**
21.1 BR on sub group with regional welfare officers BR advised will only distribute certain information to regional office as directors use personal email addresses for correspondences, BR gave review of number of cases January – April,
21.2 MR asked about time limit for listing county welfare officer when club not filled position, BR club can list county welfare officers temporarily, but time limit needs to be put in place, MR & BR to discuss following meeting.

- 22.25** G9 update
- 22.1 DST G9 is to enable collaborative working on operational managers at national & regional level aimed at delivering new SE strategy, DST will circulate score card to directors and discuss at the May directors meeting.
- 23.25 Governance**
- 23.1 Draft Minutes of 25.3.25 – circulated to all Directors prior to the meeting – All accepted proposed LF seconded JWH, BT advised County model nearly complete.
- 23.2 Company Diary KC advised all diary items completed or ongoing.
- 23.3 Constitution Approvals –
- Accrington
 - Alsager
 - Carnforth & District Otters
 - City of Manchester Aquatics
 - Clitheroe Dolphins
 - Copeland – Amendment
 - Lancaster City
 - M6 WP League – Amendment for noting valid until 5.5.25
 - Manchester Aquatics Diving Club
 - Peaks and Plains
 - Preston SC – Amendment for noting
 - Stretford – Amendment for noting
 - Trafford Metro
 - Ulverston
 - Warrington SWPC – Amendment for noting
 - Wigan SC
 - All constitutions approved
- 23.4 Sub Groups/Management groups

Board Liaisons

| | |
|------------------------------------|----------------------------------|
| Audit & Investment Group | Diane Stafford |
| Governance Group | TBC |
| Regional Club Development Group | Bob Thorpe |
| Artistic Swimming Management Group | Lesley Fawkes |
| Diving Management Group | Mark Ralph |
| Swimming Management Group | Mark Davies |
| Water Polo Management Group | Diane Stafford/Helen Whittle TBC |

Appointment of Individuals

| | |
|---------------------------------|---|
| Swimming Officials Co-ordinator | Jackie Beard-Jones |
| Records Officer | Regional Office |
| Licensing Officer | Jane Whittle |
| Welfare Officer | Beverley Raistrick |
| JAP Representative | TBC |
| Panel of Friends | Jim Wilks Simon Rothwell TBC 3 rd member TBC at governance meeting |
| Medical Advisor | Dr Foex TBC |
| Legal Advisor | Andy Gallagher |
| EDI Lead | TBC at Governance meeting |
| Welfare Lead | TBC awaiting remit information (Mark Ralph) |

Audit & Investment group

| | |
|--|----------------|
| Finance Director | Helen Whittle |
| Director/Finance administrator/Board Liaison | Diane Stafford |
| SENW Chair | Jim Wilks |
| Director | Mark Ralph |
| Group member | Garry Whittle |

Governance Group

| | |
|--------------|----------------|
| SENW Chair | Jim Wilks |
| Chair | Alan Boyle |
| Group member | Keith Chisholm |
| Group member | Terry Lambert |
| Director | Mark Ralph |
| Director | Diane Stafford |
| Director | Bob Thorpe |

Club Development Group

| | |
|------------------------------------|-----------------|
| Regional Club Coordinator | Sue Robinson |
| Regional Club Coordinator | Dean Sumner |
| Chair | Position vacant |
| Cheshire representative | Barry Keeling |
| Director/Cumbria representative | Mark Ralph |
| Director/Lancashire representative | Janice Whittle |
| Board Liaison | Bob Thorpe |

Event Management Group

| | |
|---------------------------|--------------------|
| Swimming Manager | Diane Stafford |
| Regional Club Coordinator | Dean Sumner |
| Board Liaison | Mark Davies |
| Director | Mark Ralph |
| Finance Director | Helen Whittle |
| Official coordinator | Jackie Beard-Jones |
| Para Swimming | Colin Evison |
| Group member/Coach | Rick Hall |
| Group member | Louise Johnson |

Regional Technical Group

| | |
|---------------------------|-------------------------------|
| Swimming Manager | Diane Stafford |
| Regional Club Coordinator | Dean Sumner |
| Board Liaison/Open Water | Bob Bolton |
| Chair | Mark Rose/Darren Ashley - TBC |
| Director/Open Water | Mark Davies |
| Para Swimming | Rick Howard |
| Cheshire | Kate Offord |
| Cumbria | Shaun Winstanley |
| Lancashire | Matt Turner |

Artistic Swimming Management Group

| | |
|----------------------------|----------------------|
| Artistic Manager | Susan Foex |
| Regional Club Coordinator | Sue Robinson |
| Board Liaison | Lesley Fawkes |
| Administrator | Geraint North |
| Work force | Sarah Clarke |
| Competitions | Deborah Howard |
| Marketing & Communications | Stuart Howard |
| Regional Training Lead | Elizabeth Fitzgerald |
| Group member | Elizabeth Vaughan |
| Group member | Nikki Rowney |
| Group member | Emma Maw |
| Group member | Ali Dootson |

Diving Management Group

| | |
|---------------------------|----------------|
| Regional Club Coordinator | Sue Robinson |
| Board Liaison | Mark Ralph |
| Regional Training Lead | Carlos Ferra |
| Group member | Fearna Scott |
| Group member | Phil Bowers |
| Group member | Louize Harding |
| Group member | Jake Rothwell |
| Group member | Jenny Roberts |
| Group member | Matt Blundell |

Swimming Management Group

| | |
|---------------------------|--------------------|
| Swimming Manager | Diane Stafford |
| Regional Club Coordinator | Dean Sumner |
| Board Liaison/Open Water | Mark Davies |
| Official coordinator | Jackie Beard-Jones |
| Licensing | Jane Whittle |
| Director/Masters | Bob Bolton |
| Para Swimming | Colin Evison |
| Cheshire | TBC |
| Cumbria | Mark Ralph |
| Lancashire | Janice Whittle |

Water Polo Management Group

| | |
|---|-------------------|
| Water Polo Manager/Cumbria Representative | Luke Brown |
| Board Liaison | Diane Stafford |
| Board Liaison | Helen Whittle TBC |
| Regional Club Coordinator | Dean Sumner |
| Official Coordinator | Mike Hesketh |
| Competition Planning/Head coach | Joanne Mountfield |
| Group member | Gareth Potts |
| Cheshire Representative | John Hamilton |
| Lancashire Representative | Nicola Holt |

23.5 Elected Directors

| | |
|----------|----------------|
| Director | Bob Bolton |
| Director | Mark Davies |
| Director | Diane Stafford |

23.6 MD to review Regional Technical Group, JW terms of reference to be reviewed for each of the groups

23.7 SE Member forum members
Lesley Fawkes, Diane Stafford, Mark Ralph, Mark Davies & Simon Rothwell, DST Prop, JW prop

24.25 Reports

- 24.1 SENW Diving MG group Minutes 5.3.25 Draft
 - 24.2 SENW Artistic MG Minutes 27.2.25 Draft
 - 24.3 SENW Swimming/Event/RTG MG Minutes 1.4.25 Draft
 - 24.4 Club LG Group Minutes 31.1.25 Final
 - 24.5 Diving Leadership Group Minutes 21.2.25
 - 24.6 Water Polo Leadership Group Minutes 5.2.25
- All accepted – MD proposed HW seconder

25.25 Any Other Business

- 25.1 DST SENW AGM cost of venue hire to be reviewed for 2026
- 25.2 DST new printer for regional office to be reviewed, quotes to be taken to A&I group
- 25.3 DST asked for staffing update JW advised to be discussed at May directors meeting.

- 25.4 DST request for diving expenses for non-regional event, MR to send email to advise.
- 25.5 DST SE working together DST to contact to SE
- 25.6 JW SE to involve region in first instance when clubs contact SE for information/assistance.

Next meeting to be held via zoom at 7pm on 27th May 2025.

No further business the meeting closed 9.20pm.