

623 Club

AGM

29<sup>th</sup> November 2018, Old School House, Curbar

MINUTES

In attendance:

Karen Esposito	Chair	ES
John Reece	Treasurer	JR
Charlotte Hanson	Secretary	CH
Sally Christian	623 Co-Ordinator	SC

1. Welcome

KS welcomed everyone to the meeting.

2. Apologies

Apologies received from Dan Esposito.

3. Minutes from previous AGM 28<sup>th</sup> September 2017

These were approved.

Outstanding issue of feedback questionnaires to be compiled and distributed to parents and carers - KE to action.

Club did not undertake the chick hatching this year as previously discussed as some schools were doing so and it was felt this would be a duplicate project.

4. Chairs Report

Summary – for full Chairs Report see attachment.

Breakfast Club pilot proved successful and is now an ongoing service.

Staff Changes – new members Leia and Jasmine are very popular with the children. Unfortunately Kate Upcraft has moved on but was able to assist the children in attaining Gold Status in RSPB Wild Challenge before leaving us.

Club has received a mini makeover this year.

Angie's work on 'The Lost Words' project lead to the inspiring work of some of the children being available in publication.

Recognition to Club Manager, Sally and Deputy Manager, Selina for their consistent hard work.

Thank you to the committee members working behind the scenes to enable the continuation of the club.

#### 5. 623 Co-Ordinator's report

The numbers remain good for After School Club and Breakfast Club.

It has been a good year for the club with the introduction of the breakfast club. Staff morale is good and there have been good projects running throughout the year as mentioned in the Chairs report above.

#### 6. Treasurers Report

Summary – for full Treasurers Report see attachment.

It has been a steady year and club is in a good position going forward.

Introduction of an invoice clerk role to split the work of the treasurer into manageable halves.

Turnover and gross profit slightly up on the previous year covering the cost of the kitchen refit.

Receipts from holiday and afterschool club have been steady. Slightly skewed towards holiday club as there were 2 Easters falling in the same financial year.

Invoices owing at year end were at manageable levels, however, at time of writing the debt is rising and further work will be required to reduce these.

Some bad debts written off, partly due to delay in invoicing at previous school year end (2016). Process is now more proactive and should aim to produce invoices no more than 1 month after the start of a term.

#### 7. Election of Committee Members 2018 – 2019

Election of new committee postponed due to lack of interest.

Resignation of Chair and Treasurer given as of this meeting.

Meeting called for 2 months' time ( end of January 2019) for handover to new committee.

Another follow up e-mail is to be sent to all parents and carers of children who attend club informing them that it is a legal requirement for the club to have a committee and volunteers are now urgently required. KE to word and send for approval.

Poster to be made and put up in club asking for volunteers.

623 constitution confirms members can be open to other persons who are interested in furthering the work of the club and all parents or guardians of children on the attendance register. If no one comes forward to take over the committee roles the scope will be increased to include grandparents, other family members or members of the wider community.

## 8. Proposed Motions

Job roles to be created and documented for all roles.

Selina is now the Deputy Manager. This needs to be confirmed in writing and back dated to August to include the work she has undertaken so far. This role will also include the creation of the invoices being done within club hours at present.

Invoicing System Process – account balance is currently confusing for parents. Is there a way to include an outstanding balance on the invoice? Discussed the possibility of Selina having access to the club bank account so she can view the amounts received and reconcile with members accounts. This would allow Selina to take responsibility for the reconciliation of payments received from the treasurer. Time spent undertaking this task would need to be ring fenced from distractions as otherwise it would be prone to error. KE, JR and CH to discuss increase to Selina's pay for undertaking this role.

Petty cash – Discussed whether management of this should remain with treasurer? Possibility to move over to the manager and deputy manager along with payroll issues. This would reduce the responsibility of the treasurer and may lead to a willing volunteer to take over. JR to review processes and confirm what can be transferred.

Breakfast club development – Curbar children need to be handed over to a teacher and not left in the playground so that responsibility for the child is transferred directly from 623 to Curbar school. KE to discuss with Simon Beahan at their meeting scheduled for next week. Baslow school has changed the start time and as such it is difficult for 623 to guarantee that Baslow children attending 623 will arrive on time at 8.55am due to circumstances outside of clubs control. We do not want those children to receive late marks. SC to discuss further with Mrs Clark.

## 9. Any Other Business

Switching payment to Ofsted to direct debit – this has now been signed and sent for processing.

Christmas Meal – SC to discuss with members of staff their preferences and whether children should attend.

