

623 Club Committee Meeting

10 December 2015, Devonshire Arms, Baslow

MINUTES

In attendance:

Richard Nicholson	Chair	RN
Emma Staniland	Treasurer	ES
Kate Holbrook	Secretary	KH
Charlotte Hanson	Committee Member	CH
Sally Christian	623 Co-ordinator	SC
Selina Carline	623	SEC
Linda Berry	623	LB

1. Welcome

RN welcomed everyone to the meeting/Christmas social – particularly SEC and LB.

RN thanked everyone for their efforts over the last year.

2. Apologies

None.

3. Minutes 17 September 2015

These were approved.

4. Matters arising from 17 September 2015

To be discussed.

KH confirmed there had been no feedback from the Minutes.

5. Financial/Commercial

Invoicing/debts

- All Summer Holiday Club invoices have gone out but debts are recorded at c. £1500. SC confirmed that she expects these to be paid in January 2016.
- Invoices for Sept/Oct 2015 have been sent out. Letters chasing payment and applying the late payment fee will be sent out in early January.
- Club will no longer accept cash payments. A letter confirming this will be sent to members in January.
- Members are once again encouraged to pay invoice by way of bank transfer. Bank details now appear on the invoices.
- A possible increase in fees will be considered at the next meeting.
- It was decided to introduce only book and payment system for Holiday Club only at this stage. This will be introduced as soon as practicable.

OSH spend/budget

- John Dix has been commissioned to undertake a refurbishment of the kitchen. This will be c. £1,200 and will be carried out in January.
- The school are to make external improvements costing approximately £10,000 and a contribution from 623 Club has been requested. RN is to offer £1,00 by way of contribution.
- A £1,000 spend on new toys and games was authorised for SC

6. Operational

- The Club will have access to the MUGA when 623 Club is running and in accordance with dates/times as agreed with the school office. Use of the MUGA will be supervised by the staff and Club will ensure that the appropriate insurance is in place for use.

February half term club

- Planning is underway and details of activities for each day will be passed to CH to add to the website.

Risk Assessments – update

- These are all up to date. No new assessments required.

Policies & Procedures

- A full review of current policies has taken place. No issues arising.

Health & Safety – accident reports

- No accidents reported

Quality Audits

- These are all up to date.

Personnel Issues

- Staff appraisals have all been completed.
- A new staff rota is in place for cleaning/tidying and activities.
- The food budget is to be increased now that cash flow has improved.
- The issue of staff contracts is still to be reviewed.
- Pay reviews are to be discussed separately.

7. Marketing

Website feedback and update

- The website has been updated.
- It will shortly include an online book and pay system for holiday club.
- CH to arrange for better staff photographs to be added to the website.

8. Old School House (OSH)

- SC confirmed that the fabrics and furnishings are adequate for the time being.

9. Any Other Business

Liabilities

- RN has confirmed to the feeder schools that Club only becomes responsible for the children once they have been passed to the care of 623 staff.

Succession planning

- An email was sent out to all members requesting volunteers for new committee roles on 7 December.
- Only one interested party has come forward. Three committee members are obliged to stand down and therefore further volunteers are required.

- The Committee agreed to discuss this with individual members to see if there was any willingness to assist.

10. Next Meetings

- Thursday 25 February 2016 – 8.00 p.m. Devonshire Arms, Baslow.
- AGM Thursday 14 April 2016 at Old School House, Curbar – attendance strongly encouraged.