

623 Club

Committee Meeting

15th February 2017, The Devonshire Arms Baslow

MINUTES

1. In attendance:

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|------------------------|-------------------|----|
| Karen Esposito | Chair | KE |
| John Reece | Treasurer | JR |
| Charlotte Hanson | Secretary | CH |
| Sally Christian | Club Co-ordinator | SC |
| Zoe Wareham | Invoices Clerk | ZW |
| Apologies Dan Esposito | | DE |

2. Matters Arising:

- Financial matters : 1 out of 3 significant invoices now settled due to interest in breakfast club. 2 currently outstanding.
- Interview notes and reference for employment of Jasmine Tricklebank are now filed in Club.
- Kitchen Tiles : Invoice received – DE to query prior to payment as to whether the original quote included tiling or splash back only which is already done.
- RPSB Gold award is ongoing.

3. Financial Matters:

- Split of treasurer responsibilities. ZW will now undertake invoicing for the after school and holiday clubs. JR will continue to perform all other treasurer duties.
- Delay in hand over and issuing of invoices as ZW computer did not have excel, additionally JR has been ill. Going forward ZW has devised a new process for invoicing partly based on the old process but which does not involve the use of excel.
- Invoices for January/February half term are to be sent out imminently via e-mail.
- Any adjustments from the October half term are to be added after and sent to parents/ carers via e-mail.
- Payroll – Pauline is due to retire. A replacement has been approached who is in the process of building up their business, details are to be forwarded to the committee. Replacement is due to take over on 1st April and Pauline will continue until the handover is complete. It is hoped that going forward the new person will also be able to assist with the end of year accounts.

4. Operational/ 623 Co-ordinator's Update:

- Staffing Issues – nothing to report.
- Staff reviews are up to date.
- Risk Assessments – nothing outstanding, up to date
- Kitchen and outside space work – refer to earlier comments in Matters Arising.
- Update on Health and Safety – no significant incidents or accidents to report since the last meeting.
- Cleanliness/tidiness – no issues.
- Food/ Snacks – no issues.
- Recent activities : Angie has bought in the 'Lost Words' book and arranged projects around this topic. She has also been helping the children to write and perform screenplays in Thursday sessions. Selina is to roll out the stone project which involves children decorating and then hiding stones for others to find, a type of treasure hunt. This will take place within the holiday club. Kate has been continuing to work with the children towards the RSPB Gold award.
- Snow days : Due to there being no four wheel drive transport available a Monday session had to be cancelled for the Baslow children. This is the first time this has happened, the decision was not taken lightly and the safety of the children was a priority. The cost of this session will be deducted from the next (March half term) invoice and will show as an adjustment.
- SC is discussing hatching chicks again in Club. SC to discuss with Simon Beahan of Curbar Primary. Also considering getting a Club pet, a gecko as they are low maintenance – SC to follow up.

5. Curbar Liason

- Breakfast Club discussions
 - KE met with Simon Beahan (SB) to discuss the possibility of a breakfast club in more detail. School have now agreed to provide emergency cover if the breakfast club is to go ahead.
 - Following the questionnaire sent out by Curbar Primary 12 children have been registered as interested to SB. A few others have mentioned it directly to SC of 623.
 - Staffing is covered as Angie Cottle is leaving her other employment and so is available for the breakfast club.
 - Transport – 1 bus would be required as the club will be open to all schools who currently use 623.
 - Committee decided to go ahead with a pilot scheme to run in the summer term after the Easter break. Breakfast Club is to begin at 7.30am and will run 5 days per week. Capacity will be 7-8 children, higher numbers than this will require 2 members of staff to be present. Considering costs, staff will need to be paid for 2 hours to include cleaning time so a minimum of 4 children would be required. Cost per session agreed to be charged at £7 / £6.50 for siblings plus the usual transport cost.
 - Need to contact OFSTED and confirm that this does not move Club in to the next bracket of payment – SC to action.

- Contact insurance company and confirm if any amendments to the policy are required – CH to action.
- Parents /Carers to be asked to sign up for the pilot scheme. Places awarded on a first come, first served basis. A regular commitment is required, service is not be provided on a 'drop in' basis.
- Invoicing will be kept separate to that of afterschool and holiday club.
- Community Muck In Day – to run with Curbar Primary, possible date 28th April. ZW suggested having a pizza van or similar food available. ZW to approach Eyre Arms pub in Calver for options as they promote themselves as a community pub.

6. Marketing

- Website to be updated with latest information including reviewed and updated policies, club staff photos and forthcoming holiday club dates. Additionally Breakfast Club details and Community Muck In Day information to be posted.

7. Onward Planning

- Succession Planning : JR and KE have put in notice to leave their respective roles of Treasurer and Chair. CH is happy to continue as Secretary for the next 12 to 18 months.
- Request for new committee members to be posted to the website and also included on e-mail to parents with invoices.
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8. Any Other Business.

- Next meet scheduled for May 17th.
- Next AGM to be scheduled for September 2018, allows time for the end of year accounts to be completed.