623 Club

Committee Meeting

12th January 2017, The Devonshire Arms, Baslow

MINUTES

1.In attendance:

 Karen Esposito Chair KE

John Reece Treasurer JR

Sally Christian Club Co-ordinator SC

Amanda Bolt Secretary AB

Charlotte Hanson Committee Member CH

2. Matters arising:

 To be discussed later. Minutes from previous meeting approved.

3. Financial Matters:

* Cashflow and accounts update: December statement float down to £5000, aim is to maintain at approximately £10000. Reasons being that latest invoices went out late so not all payments received. Additionally, December is an expensive month due to holiday pay payments.

Process improvement is required to ensure invoices are paid on time. Options discussed:

* + Ask parents their preferred method of receiving their invoice, e-mail, hard copy or both.
	+ Billing switched to monthly rather than termly.
	+ Enable parents to set up a standing order.
	+ Possibility of pigeon holes for each child so responsibility sits with the parent to check the pigeon hole for communications including invoices. Parents to receive an e-mail informing them that the invoices are available for collection.

Committee agreed to trial the option of pigeon holes as can also be used for other communications which need to be given out such as bumped head letters, child art work etc.

SC and AB to follow up and source material.

* Outsourcing: discussed again ongoing difficulties posed by delays in communication from accountant. Pauline approached regarding takeover of the responsibilities and declined. There has been no further communication with the accountant since the previous committee meeting and we are awaiting the latest invoice.
* Payroll: JR and KE met regarding proposed staff rises. Committee agreed to rename second point on pay scale to ‘Level 2 + Experience’ and for across the board pay rise of 25 pence.

 JR to send out associated letters to staff.

Pension contributions: All staff officially enrolled and letters delivered.

4. Operational/623 Co-ordinator’s update:

 *Staffing:*

* No staffing issues to report. Staff reviews have been completed except for SC. Scheduled to take place with KE on 13th Jan 2017.
* Update on review of policies: On going as reported in previous minutes. Discussed again possible need for snow policy - SC has voiced a need for improved communication between school staff and the club regarding their decisions on snow-bound days. KE and SC to progress.
* Safe guarding – original training booked for Jan 14th cancelled by the training company. Now rearranged for February 24th 6pm – 8pm. All staff to attend and committee members who are available.

*Old School House*

Ongoing issues regarding identification of a builder to fit the kitchen. DCC suggested a builder who was contacted by SC, still awaiting confirmation of a site visit. If no progress within the next 2 weeks Dan Esposito to follow up.

* *Risk Assessments*

All up to date

* *Health and Safety-accident reports*

 Incidents and accidents: none to report since last meeting. Book to be reviewed for audit

 purposes – action KE.

* *Cleanliness/tidiness*

No issues

* *Food/snacks*

No issues

* *Other issues*

SC reported very positive feedback from the visit by a local Police Officer. A follow up activities done by the children are now on display in club.

5. Marketing.

* Review of website – to be updated with February half term holiday dates and message requesting bookings to be made as soon as possible.
* SC to laminate copies of the new promotional leaflet to be fixed around local villages to increase profile.
* Policy review – ongoing. This is now a priority – KE to action.
* SC and staff to liaise with parents to compile up to date email list to optimise communication potential. Send to CH to collate.

6. Liaison with Curbar School.

* E-mail received from Simon detailing a workplace health and safety inspection which was undertaken at school including old school house. Several issues were identified for club to action and were discussed by the committee. KE will follow up with SB to discuss the responsibility for each area. It was agreed that the outside area including the sandpit and wooden house structure are not safe for children to play on at present and are not used within club. Parents are reminded not to allow children to play in these areas during pick up time.
* MUGA use – SC confirmed the MUGA is assessed after each use of children from the club.

7. Changes to Committee

* Due to external commitments AB has decided to step down as secretary to club, however, she will continue as a committee member. The committee thanked her for contribution so far and look forward to continuing to work together. CH has offered to take over as secretary. KE proposed CH. This was seconded by JR. CH has a son at Curbar School. Additionally, KE proposed Dan Esposito to join as an additional committee member, this was seconded by CH. DE has two daughters at Baslow School

Next meeting: Thursday 23rd February 2017 at 8.00 at Devonshire Arms, Baslow.

All parents encouraged to attend and contribute.