

623 Club Committee Meeting

18 June 2015, Devonshire Arms, Baslow

MINUTES

In attendance:

Richard Nicholson	Chair	RN
Kate Holbrook	Secretary	KH
Charlotte Hanson	Committee Member	CH
Sally Christian	623 Co-ordinator	SC

1. Welcome

RN welcomed everyone to the meeting.

2. Apologies

Apologies received from Emma Staniland.

3. Minutes 26 February 2015

These were approved.

4. Matters arising from 26 February and AGM

To be discussed.

KH confirmed there had been no feedback from the AGM Minutes.

5. Financial/Commercial

Invoicing/debts

- KH had been asked by a Member to raise the issue of invoicing including the speed of delivery and accuracy. KH confirmed to that Member that invoicing is now a priority. The Club is looking to improve the invoicing procedure over the coming months.
- Good progress has been made in recovering bad debts. Members are asked to pay invoices promptly to ensure good cash-flow is maintained.

- A late payment fee has been introduced.
- Members are encouraged to pay invoice by way of bank transfer. Bank details now appear on the invoices.
- ES will introduce a chain of custody protocol for invoices to ensure that these can be tracked more effectively.

Accounts

- ES to update

OSH spend/budget

- Monies remain for spending on OSH.
- The Club have agreed to sort out the fencing around the OSH. This will be addressed once the cash flow position has been clarified.
- RN to ask JKE Security to quote for an outside security light.
- Front door weather board is to be replaced.
- Further works required in the kitchen.

Cost analysis per child

- This cannot be done until the invoicing procedure is updated and bad debts are collected.

6. Operational

Personnel

- Beth has started and has settled in well as relief cover.

Declaration Form

- Completed and returned to Curbar School.

Risk Assessments – update

- These are all up to date.

Policies & Procedures

- RN to undertake annual review and update over the summer months.

Starter Packs

- To be reduced in size and policies posted on the website when reviewed/updated by RN.

Health & Safety – accident reports

- No accidents reported

Leavers

- SC to arrange end of year trip for 2015 leavers.

MUGA

- We have received an email from Mr Tierney regarding the use of the MUGA. Mr Tierney is willing to share the MUGA with 623 Club and is drawing up a “User Agreement”.

Tidiness

- SC is auditing tidiness at the end of each shift.

Quality Audits

- These are all up to date.

Holiday Club planning

- Bookings are low to date but SC confirmed that this was not unusual with over 8 weeks of term left.
- SC to distribute flyers to the feeder schools.

September planning/starter packs

- SC confirmed that starter packs had been provided to Pilsley, Eyam and Curbar Schools in time for new starter introductory meetings.
- ES to attend Baslow introductory meeting for parents of September intake on 23 June to talk about the Club and hand out information – *since attended and some interest expressed.*
- KH confirming at least 3 new children from Baslow have requested places from September.
- Starter packs are to be slimmed down and the policies and procedures which were part of the pack will be referenced and placed on the website.

7. Marketing

Website feedback and update

- The website has been very well received and has been updated to include holiday dates.
- Policies and Procedures will be added to the website.

Next newsletter

- It was hoped that the next newsletter would go out before the end of term to refer to the Summer Club.

Summer holiday club

- See above (Operational)

New intake/introductory days

- See above

8. Old School House (OSH)

Lease update

- The lease has been signed.

Outstanding actions

- The fencing on the outside needs to be addressed as agreed with the school.
- The kitchen also needs updating and John Dix has been asked to quote.
- It was agreed that Club needed an outdoor security light and RN will ask xxx to quote.

Fabrics and furnishings

- The £1,000 has been allocated for new toys and fold up chairs has been put on hold until the cash flow position has improved.

9. Any Other Business

Liabilities

- RN to liaise with the feeder schools.

Curbar School Liaison Meeting

- It was agreed that RN would approach the new head teacher at Curbar in September to start this up.

Succession planning

- KH confirmed that she had received no expressions of interest for Committee roles after April 2016.
- The Committee agreed to discuss this with individual members to see if there was any willingness to assist.

Thanks

- RN to thank Mr Tierney for all his assistance and support in recent years and wish him well with his new school.

10. Next Meetings

- Next meeting is 17 September 2015 at Devonshire Arms in Baslow – 8.00 p.m.
- SC to refer to staff for preferred dates for Christmas social.