623 Club

Committee Meeting

16th June 2016, The Moon Inn, Stoney Middleton

MINUTES

1. In attendance:

Karen Esposito Chair KE

John Reece Treasurer JR

Amanda Bolt Secretary AM

Sally Christian Club Co-ordinator SC

Charlotte Hanson Committee Member CH

Apologies

Sophie Fletcher Committee Member SF

Heather Elphick Committee Member HE

2. Matters arising from AGM:

* DBS certificates need to be in place for all position holding committee members. Current status - JR has one in place, KE in progress and AB to complete as soon as possible. After completion remember to register for the update service and give a copy of the certificate to SC.

3. Financial Matters:

* Increase in fees of £1.50 is now in effect. Parents have been e-mailed to be informed and the information is on the club website. There has been no feedback received from parents.
* Outstanding accounts discussed – SC to meet with position holding committee members to discuss in detail and address going forward.
* Now outsourced accounting process to a qualified accountant.

4. Old School House Spend/Budget

* Curbar school are completing external jobs however it was agreed that 623 will contribute to the cost for skip hire once a date is confirmed as to when the old kitchen will be removed and the new one installed. KE to meet with Curbar Head Teacher Simon Beehan to discuss any further work that may need to be completed.
* New quotes are required for the builder regarding installation of new kitchen as no response from the builder originally identified. AB to obtain new quotes.
* Costing required for a new fridge as current fridge is very old and needs replacing.
* Weather board on front door needs replacing – costing required.
* Cost for arts and crafts – SC to liase with committee to agree amount required for petty cash.
* New 623 Club marketing flyers are required to promote 623 and compete with other local holiday and after school clubs. Quotes are required.

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

* May half term holiday club attendance was good with numbers averaging between 13-16 children attending per day.
* It was agreed for a programme to be ready for summer holiday club and new intake days for schools. Programme should include closing date for bookings and price increase for late bookings (after given closing date). SC to compile.
* Marketing leaflets to be handed out at local schools and information put on the website.
* Beth has given her one-month notice so a replacement member of staff needs to be found. Ideally 2 new staff members, 1 qualified to level 3 and 1 possibly unqualified looking to gain experience. Schools to be asked to send out text messages to parents asking if there are any interested parties. Vacancy to be advertised and put on the 623 website. Interested parties should contact SC for initial discussion.
* Safeguarding training day – currently awaiting a date, possibly September. Committee members to attend once date has been confirmed.
* Leaflets to be distributed to Baslow, Curbar, Eyam and Pilsley schools for new starters. Committee members to attend new starter meetings. Baslow – Kate Holbrook (past 623 Secretary), Eyam SC or AB, Pilsley – SC.
* New starter information needs to be updated – SC to action.

6. Marketing.

* Review of website – to be updated with upcoming holiday club dates and programme of events.
* Policies to be uploaded to website – KE to send to CH to upload.

7. A.O.B

* SC on holiday W/C 2nd August for 2 weeks.