

23 Club

Committee Meeting

6th June 2018, The Devonshire Arms Baslow

MINUTES

1. In attendance:

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:

- Non arising.

3. Financial Matters:

- Invoicing is running slightly late. Breakfast Club invoicing is not up to date as people are not booking in advance, just at short notice as and when required.
- Normally at this point more invoices have been paid, this may be due to the amount of adjustments that have been made such as for the snow day. Some members are in credit as they have already paid. Possible that members are confused due to the adjustments, will take a while for the situation to settle. If confusion continues and invoices are still being paid later a communication may need to be sent out for clarification.
- Breakfast Club is separately invoice. Currently breaking even as no transport costs are needed at present.
- Book keeper Pauline has now retired, new staff member has taken over.
- On track for the AGM to take place in September. Accounts are almost up to date and ready to send on to the accountant.
- There is still one continuous outstanding debt and one new account which requires follow up.

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

- Staffing Issues – some retraining is required to address gender and equality. SC agreed that she would undertake this with staff in house whilst going through the existing policies and procedures. Also agreed for there to be an activity with the children to cover this issue.

- Staff reviews are now due. SC and Selina Carline will perform the reviews. KE to review SC.
- Risk Assessments – nothing outstanding, up to date
- Kitchen and outside space work – nothing outstanding.
- Update on Health and Safety – two incidents to be signed off, KE to attend and sign.
- Cleanliness/tidiness – no issues.
- Food/ Snacks – no issues. The children are very happy with the introduction of the cereal dispensers at breakfast club.
- Recent activities :
 - RSPB Gold award has now been achieved. Kate Upcraft wrote an article which was published in The Link. Suggestion that this should also be published in the Baslow Parish News and Pilsley/Beeley Bridge publication to reach more of the surrounding villages.
 - Garden project is ongoing and a success with the children, there is a good crop of tomatoes.
 - The decision was made not to go ahead with having a gecko within club as they require live food and it was decided this was not appropriate for the children.
- Breakfast Club is going well. Currently not many children from schools other than Curbar which minimizes transport costs. Agreement made to continue the club in September as only 1 member of staff is required with Mrs Berry of Curbar school as emergency backup. Agreed to allow for it to naturally expand rather than proactively advertise. Already have some new starters for September and it will be mentioned in the new starter meeting at Baslow. This has already happened at Curbar school.

5. Curbar Liason

- Kitchen tile/ splashback situation has now been successfully resolved. Invoice for the kitchen is now settled.
- Muck In Day – 623 focused on the inside of School House. A good clear out was undertaken upstairs and the walls painted. Unfortunately wall cracks were found in the kitchen which indicate subsidence. Simon Beahan (SB) has been notified so that the council as landlords can be informed as it is their responsibility.
- Another Muck In Day has been suggested for September, date is to be confirmed.
- Breakfast Club – Curbar School is seeing the benefit from the introduction of the club.

6. GDPR Implications and Actions Required

- A 2-4 door lockable filing cabinet is required for records. All to review charity shops, notice boards etc as these are often unwanted items.
- Club laptop -no data currently kept on it. Photographs taken with parents permission are uploaded but then deleted after use.
- Invoice and finance – discussed implications regarding electronically stored data. Invoice information to be stored on the 623 laptop which in turn is to be kept in the lockable filing cabinet at School House.

- All policies and procedures to be reviewed and updated as necessary - KE to action.

7. Marketing

- Website needs to be updated with upcoming summer holiday club and other dates such as AGM. New page required to post all the club policies – CH to action.

8. Onward Planning

- Succession Planning : As per the previous minutes 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. No volunteers have yet come forward.
- Request for new committee members to be posted to the website and also included on e-mail to parents with invoices.

9. Any Other Business.

- KE and SC to meet to discuss job plans and formalize all roles to ensure a definitive hierarchy is in place. As part of this process it was agreed that a new role of 'Deputy Manager' should be created in order to recognize the contribution made by Selina Carline who undertakes both childcare and managerial roles. A letter is to be written to formally offer Selina the post. It was also agreed that there should be signage on the wall within club to inform parents who is the senior carer on any given day and that badges should be introduced for staff so that they can be identified by new parents.
- Next committee meeting scheduled for 2nd August, 8pm at the Devonshire Arms in Baslow.
- AGM date set for 27th September 2018.
- ZW wanted to share that the 623 club has been excellent for her family providing continuity of care and a feeling of warmth within the club and from it's staff members.