623 Club

Committee Meeting

30th March 2017, The Devonshire Arms, Baslow

MINUTES

1.In attendance:

 Karen Esposito Chair KE

John Reece Treasurer JR

Charlotte Hanson Secretary CH

Apologies

Sally Christian Club Co-ordinator SC

Amanda Bolt Committee Member AB

2. Matters arising:

 To be discussed later. Minutes from previous meeting approved.

3. Financial Matters:

* Cashflow and accounts update:

Club is currently owed £8000 in outstanding fees. Float now standing at £7000. Concerns remain with the timing of the transfer of invoices as invoices are running two months late. This is leading to cash flow issues. After discussion, it was agreed that going forward invoices should be e-mailed direct to parents rather than given out physically. KE to collate an up to date list of parents/ carers. Data collection sheet to be attached to signing out book in club as of week commencing 31st March. List will then be cross checked with current list of parent members which includes holiday club attendees. Majority of information should be in place by end of week commencing 7th April.

* Due to high outstanding debt, it was agreed that a formal letter be drafted to debtor parents. Letter will take in to account that some parents may be unaware that they owe money to club. KE to draft letter and JR to supply the addresses.
* Pigeon hole option discussed at previous meeting is to be dropped for invoices but will continue to be used for children’s art work. Thank you to Kate Upcraft for making the pigeon holes.
* Agreed for billing to remain termly, next invoices for after school club are due out at the end of April.
* KE to inform SC of process change going forward.
* Outsourcing – Accountant has been contacted by e-mail recently but currently there has been no response. Continued discussion as to whether the services of an accountant are required going forward due to the high cost. Possibility that the job could be done by a book keeper? Agreed to wait until year end accounts have been completed and then reassess the situation.
* Payroll – letter sent to staff informing them of pay rise. Pension now in place for staff, currently this only affects SC.

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

 *Staffing:*

* No staffing issues to report. SC’s staff review has been completed. SC to review other members of staff, KE has offered to sit in. Dates are to be confirmed.
* Update on review of policies: policies to be finalised and uploaded to website in time for AGM, led by KE.
* Safeguarding training took place on February 24th, all staff attended along with committee members JR and CH. Certificates have not yet been received – to be followed up. SC also attended the Curbar school safeguarding training session.
* Baslow and Curbar schools have requested the DBS certificates for 623 staff, these have now been provided.

 *Old School House*

* Feedback from KE’s meeting with Simon Beehan. The lease does not show who is responsible for which areas. Due to the financial constraints of both school and 623 club an agreement was made to work with school and have a combined ‘work day’ involving parents and children for clean-up/ improvements to be made. The aim is to facilitate communication between parents, 623 and school to encourage a sense of shared ownership. Curbar PTFA to be approached for their involvement, also possible use of social media to approach local businesses who may want to help.
* *Kitchen*

Situation is still ongoing – KE to follow up with DCC.

* *Risk Assessments*

Update to follow*.*

* *Update Health and Safety-accident reports*

 Incidents and accidents: none to report since last meeting.

* *Cleanliness/tidiness*

No issues

* *Food/snacks*

No issues

5. Marketing.

* Review of website – to be updated with upcoming holiday club dates. Also add a new page to include activities undertaken in club, recent update has been provided Kate Upcraft.
* Discussed reintroduction of a newsletter to be sent to parents every term via e-mail. KE to action with contributions from club staff.

6. Onward planning.

* Proposed date of AGM –June 1st to be held at Old School House.
* Ideas to promote more business for club on a Friday as this is a quiet day causing club to run at a loss. Discussed possibility of discount offers or half price places.
* Feedback survey to be sent to parents via e-mail – actioned at the start of the next financial year.