

623 Club

Committee Meeting

30th November 2017, The Deveonshire 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	Parent	ZW

Apologies Dan Esposito

2. Matters Arising:

To be discussed later. Minutes from the previous meeting approved.

3. Financial Matters:

- There is a significant invoice which has been outstanding for some time. Committee agreed the concerned party should receive a follow up e-mailed including a date by which the invoice needs to be settled (30days from the date of the e-mail) or the matter will have to be taken further.
- Other outstanding debts - One account has 3 outstanding invoices for holiday club with no payment since August 2017. Other accounts are paying small amounts but there is always still a large amount outstanding.
- JR raised the issue as to whether the services provided by the accountant currently employed were required. The fees charged were agreed to be reasonable for the work done. Committee agreed to review after next invoice was received.
- Pay rises for staff were discussed and agreed by the committee.

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

- Staffing Issues – Matt Smith has now left, he gave notice in October. New starter – Jasmine Tricklebank. Interviewed by SC and Selina Carline, references are in place. Interview notes and employment letter are required for file – SC to action. Jasmine is employed as bank staff, play care assistant.
- Staff reviews are up to date.
- Risk Assessments – nothing outstanding.

- Kitchen and outside space work – tiling work in kitchen is still outstanding, DE to chase for a date as to when this can be completed.
- Update on Health and Safety – no significant incidents or accidents to report since the last meeting.
- Cleanliness/tidiness – no issues.
- Food/ Snacks – no issues.
- Clarification on when Baslow and Eyam Community transport is used by club. Used on Mondays, Tuesdays and Wednesdays to pick up from Baslow and Eyam schools. On these days a member of club staff also has to attend the pick up as there are additional children who do not fit on the bus. Staff also need to be present to monitor the children leaving school and getting on the bus as this is not the responsibility of the school. No additional transport is required on Thursday as numbers are not so high and Angie Cottle, who has a large car, is available to do pick up. We do have a waiting list for Thursdays but there are no buses available from Baslow and Eyam Community transport so we are unable to transport more children.
- Club has now achieved the Silver RSPB Award and are going for Gold. There is a banner up outside Club and Kate Upcraft has written to 'Link' magazine to publicize the children's achievements. Well done to everyone involved!
- Spruce Up Day went ahead but with no involvement from 623 due to other commitments. Propose another date in spring, focus on painting within Club.
- Request from Baslow School for DBS certificates. SC confirmed they already have copies of these. They are also requesting references, driving license and utility bills for the staff. Agreed not all documents are necessary, driving licenses will be given.
- SC confirmed that she plans to hatch chicks again this spring as it was a huge success with the children. Plan is for this to happen every two years.

5. Curbar Liason

- Simon Beehan (SB) has approached Club with the suggestion of running a breakfast club. SC has undertaken some initial investigation to determine if this is viable.
 - Transport using Baslow and Eyam Community Transport is available so the club could be offered to pupils other than those at Curbar Primary.
 - The club could run with one member of staff, however, there would need to be a contingency plan in place. This was discussed with SB who confirmed that school were not in a position to assist with this.
 - SB is planning to send a letter out to parents of Curbar school asking for possible numbers and has requested if this can include 623 assisting with the club. Committee agreed not at present as the matter has not yet fully been discussed.
 - Other issues to consider :- would the lease need to be reviewed or changed?, how many children would be need to make the club viable? , will the club be offered 5 days a week?

- Kate Upcraft has confirmed she would be available 2 mornings per week. If financially viable we would need to find 2 members of staff.
- KE to set up a meeting with SB and SC to discuss the issue in further detail.

- Club has received a carpet cleaning invoice from Curbar. As this service was not requested by us the committee agreed to push back to school and not pay the invoice.

6. Marketing

- Website to be updated with latest information including AGM Minutes, OFSTED Report, reviewed and updated policies, club staff changes and forthcoming holiday club dates.

7. Onward Planning

- As discussed at previous meetings the responsibilities of the club Treasurer are too much for one person to undertake alone. Zoe Wareham (ZW) attended the meeting with the possibility of agreeing to take over some of these responsibilities. A description of the role as it exists was given after which Zoe kindly agreed to take over the invoicing process as this best fits her skills and experience. Zoe was proposed to join the committee by KE and seconded by CH. The committee welcomed ZW and thanked her for volunteering. ZW has a son at Curbar Primary who attends 623. JR to meet with ZW to transfer the invoicing process.
- Additional committee members are required as are prospective members to take over the positions of Chair and Treasurer. Committee and SC will approach parents who they believe may be interested in volunteering.

8. Any Other Business.

- Date for Christmas meal agreed as Tuesday 19th December. If this date is not available 12th to be an alternative. Agreed meal should be at the Wheatsheaf in Baslow and that children of staff and committee are also invited. DE to arrange and coordinate.
- Next committee meeting scheduled for Thursday 1st February .