

623 Club Committee Meeting

17 September 2015, Devonshire Arms, Baslow

MINUTES

In attendance:

Richard Nicholson	Chair	RN
Emma Staniland	Treasurer	ES
Kate Holbrook	Secretary	KH
Charlotte Hanson	Committee Member	CH
Sally Christian	623 Co-ordinator	SC
Simon Beahan	Curbar Head	SB

1. Welcome

RN welcomed everyone to the meeting – particularly SB who has recently taken over the headship at Curbar school.

2. Apologies

None.

3. Minutes 18 June 2015

These were approved.

4. Matters arising from 18 June 2015

To be discussed.

KH confirmed there had been no feedback from the Minutes.

5. Financial/Commercial

Invoicing/debts

- All Summer Holiday Club invoices have gone out.
- Invoices for Sept/Oct will go out w/c 21 September 2015. Members will be asked to sign for the invoices so that we can keep track of payments and start to introduce the late payment fee.

- Good progress has been made in recovering bad debts. There are no large bad debts.
- Members are once again encouraged to pay invoice by way of bank transfer. Bank details now appear on the invoices.

Accounts

- Cash flow is currently lower than hoped and this should resolve once fees are paid by Members.

OSH spend/budget

- Once cash flow improves, spending can commence.
- Priorities were agreed as the outside light (to be completed before the clocks back), and railings from the outside gate to cordon off the play area.
- SB to consider Club's request for use of the MUGA. The work on the railings will be arranged once a decision is made on the MUGA use.
- Other work required includes a front door weather board, kitchen, chairs and new toys.
- RN will review the kitchen facilities and whether they are currently suitable for the preparation of food particularly with winter approaching and the need for some hot food.

Childcare Voucher Scheme

- KH to send an CCV information sheet with the Minutes to Members.

6. Operational

Summer Holiday Club

- This was fairly well attended with an average of 7/8 per day.

October Half Term

- It was agreed that early publicity would go out for this by leaflet and on the website.
- It was agreed that the Club would have more structured activities and a timetable of events would be included on the leaflet.

2015/2016 Register

- We have gained more children this term than those leaving us.
- Mondays, Tuesdays and Wednesdays are more or less full. There is a waiting list for a Tuesday.
- There are some spaces on Thursdays and plenty of spaces for Fridays.
- SC to provide KH with a list of all new Members' email addresses.

New Head Liaison Meeting

- RN has already met with SB.
- SB agreed that these would be useful going forward.

Risk Assessments – update

- These are being reviewed by RN.

Policies & Procedures

- PAT testing is due in September. SB confirmed that the school are sorting this out and Club will be invoiced for their share of the testing.
- Fire records are complete and SC confirmed that Club is up to date with the drills.
- Matt and Meg's DBS checks require renewal (due every three years) which SC will attend to.
- Curbar School is to provide Beth's DBS number to SC so she can check whether the DBS check can be used for the purposes of her role at 623.
- Staff training records are up to date and SC confirmed that relevant training courses had been booked for the staff.

Health & Safety – accident reports

- No accidents reported

Quality Audits

- These are all up to date.

Personnel Issues

- Staff appraisals are outstanding and will be completed.
- RN to agree a date for SC's appraisal.

- A staff planning meeting took place on the school inset days before term started. It was agreed that every appropriately qualified member of staff will have an opportunity to take the role of Acting Manager in SC's absence.
- SC confirmed that she had received an expression of interest in relief work. The person concerned is level 3 trained. RN to interview.
- The issue of staff contracts are still to be reviewed.

7. Marketing

Website feedback and update

- The website has been very well received and has been updated to include holiday dates and recent Minutes.
- CH to arrange for more photographs to be added to the website. It was agreed that Committee members' children would be used for this to avoid any publicity issues of other children.
- KH to add a link to the website when sending out the Minutes.

Next newsletter

- It was agreed that there is no need for a Newsletter going forward as everything would be put on the website.

8. Old School House (OSH)

See above.

9. Any Other Business

Liabilities

- RN to liaise with the feeder schools.

Curbar School Liaison Meeting

- See above.

Succession planning

- KH confirmed that she had received no expressions of interest for Committee roles after April 2016. KH will send out a reminder when issuing the Minutes.

- The Committee agreed to discuss this with individual members to see if there was any willingness to assist.

10. Next Meetings

- Next meeting is Christmas Social on 10 December 2015 (8.00 p.m.) at the Devonshire Arms in Baslow – all are welcome for the meeting and meal afterwards.