**623 Club**

**6.00pm, 2 February, Bridge Inn**

**MINUTES**

1. **Officers / staff/ attendees present**

Duncan Marson Outgoing Chair DM

Richard Hopkins Incoming Chair member RH

Natalie Anwyl Outgoing Treasurer NJA

Gillian Bond Co-Secretary GB

Emma Collins Club Co-Manager EC

Tracey Dore Club Co-Manager TD

Kevin Parkes Committee member KP

Jim Taylor Committee member JT

1. **Apologies**

Apologies were sent by Helen Boyle, Sam Moodie, Crystal Buchanan, and Sharon Cronin

1. **Approval of minutes from the last meeting**

The committee approved the minutes from the last meeting on 7 December 22 and these have been uploaded on to the website

1. **Chair’s update**

It was confirmed that DM, NA and RH had now met to go through handover and this would be the last meeting for DM as Chair

Insurance

It was noted that the insurance was up for renewal at the end of March. The names on the policy have now been updated with new committee members and the process for renewal should be fairly straight-forward. The renewal quote will just need checking against the current policy when it comes in and the amount can be shared with the committee before agreeing the renewal.

1. **Treasurer’s update**

NJA updated on treasurer role and advised that she would be remaining in the role for the short term in order to allow for some more time to handover to HB. [Post meeting note: HB has decided that she is unable to take on the treasurer role at present. NJA is therefore to remain in the role for the time being].

NJA confirmed that invoicing handover had now been completed with EC and EC had undertaken the last invoicing process.

NJA shared a summary of income and outgoings. It was noted that the wage bill is currently higher than previous years but this is mostly due to staff transition to new roles and the additional work undertaken on risk assessments and policy work. The rent and transport costs have also increased this academic year. It was agreed that it was sensible to keep spending under review but overall the numbers look ok.

NJA added that debt levels were currently low and conversations were ongoing with those parents who had fallen behind. With a couple of exceptions, EC is confident that the fees will be paid in due course. NJA suggested that the debt position is reviewed at year end with a view to writing some if it off – all agreed.

NJA raised that the club still had a significant reserve and some of this money could be put to use to support the staff and improve the club. Ringfencing a budget for staff development was discussed and it was agreed that we could use some of the club’s reserve to cover this development. A Forest School qualification was discussed as an example which TD is going to look into to identify the course costs and timeline.

1. **623 Managers update**

Data Protection and Computer disaster policy

EC advised the committee that she had been reviewing these as part of the policy work she has been undertaking and both need updating along with the privacy statement. The Out of School Alliance has provided some advice on this to assist with the updates and have some sample policies that we can utilise. NJA and GB agreed to assist with reviewing the polices if required. It was also suggested that the managers look into GDPR training to assist with ongoing compliance.

EC also flagged that a fee of £40 needed to be paid to the Information Commission Office on an annual basis as part of our compliance with GDPR. It was agreed that EC could go ahead with this payment.

Equipment

EC and TD raised that the equipment and toys available for the children would benefit from being updated. Emma raised that there was a lack of outdoor equipment and toys to encourage free play amongst the children. It was agreed that £500 could be transferred to the petty cash to be used to update what was available for the children.

EC also flagged that there is a chrome book that was purchased for management use previously but is not being utilised at all. EC suggested that it might be possible for the children to play computer games on it, or if not, tobe sold after checking there is no data stored on it. JT agreed to take the laptop to look into this.

Breakfast Club Enquiries

EC and TD have received an enquiry from a prospective parent asking if breakfast club could be extended to Baslow or Pilsley. Before COVID the BC was provided to both Curbar and Baslow children but has not yet been reinstated due to low demand. It was agreed that Emma and Tracey would send out some feelers to parents at Baslow to gauge whether there would be any interest from other parents on offering breakfast club, with a view to reviewing the decision at a future meeting depending on the interest received.

Scout Hut

EC has met with Richard ???. He has agreed to put up hand dryers in the toilet provided we can find an electrician to do the work. He has also updated on the fencing along the back of the site. This is now due to go up in the summer and will be higher than the current one in place.

Holiday club bookings

It was agreed that we should seek to take payment for holiday club bookings at the time of booking. Parents will therefore be invoiced at the point of booking and will be given 14 days to pay.

Numbers were looking ok for half term holiday but there were still plenty of available spaces.

1. **Review of the constitution and options for club’s legal status**

It was agreed that the Club would press ahead with moving to charitable status. NJA advised that she had been in touch with the Derbyshire Dales Council for Voluntary Service who had confirmed that they would be happy to assist the club with the process. It was agreed that NJA and RH would arrange to meet with them to understand further how they can support the club and determine what the next steps are.

**8. OFSTED**

OFSTED have been advised of the changes in management of the club and the details they hold should now be up to date. DBS checks for all new committee members need to be completed. Management overall are feeling more prepared should OFSTED arrange to do an inspection.

**9. Website**

It was agreed that the site is out of date and is underutilised. It was agreed that a new site could be much simpler that the current one with a lot less information making it more accessible. JT agreed to look into creating a new page. In the meantime it was agreed that we could put a holding page on the site which included a link to the Facebook page, while the new pages were in development. It was also noted that PHP support on the WordPress site had also come to an end and continuation of the cover would now double the current cost from £6.50 to £13.50.

**10. Pay Review and Staffing**

It was raised that in the past staff pay has been reviewed in January each year. The suggestion was made to move the salary review to April, starting this year. This would then tie in with changes to the Living Wage as well as the financial year. It was also noted that the current playworkers had only been in post for a short period of time and less than 12 months, and the managers salary was reviewed and increased in October when the new managers were appointed which provided further reason to introduce the change this year. The committee approved this change and it was agreed that a meeting would be scheduled for March to discuss pay review prior to April.

**Date of Next meeting**

Thursday 23 March [post meeting note: Meeting changed to Tuesday 21 March]. Meetings to then move to quarterly unless additional meetings are required by exception.

The meeting was brought to a close at 8.00pm with thanks to all who attended.