**623 Club**

**6.15pm, 21 March 2023, Devonshire Arms, Baslow**

**MINUTES**

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

Duncan Marson Committee member DM

Gill Bond Club Secretary GB

Sam Moodie Club Secretary SM

Emma Collins Club Co-Manager EC

Tracey Dore Club Co-Manager TD

Jim Taylor Committee member JT

Kevin Parkes Committee member KP

1. **Apologies**

Apologies were sent by Richard Hopkins, Natalie Anwyl, and Helen Boyle.

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

The committee approved the minutes from the previous meeting.

1. **Chair’s update**

DM advised that the handover to RH as new chair has now been completed. RH has reviewed all the club policies and advised on some minor corrections, EC will incorporate these corrections, and the revised policies will be signed off.

1. **Treasurer’s update**

EC provided the treasurer’s update in NJA’s absence. EC advised that the club is operating at a loss of approx. -£2000 this year. The committee considered how these losses might be recouped. It was decided that staff hours should not be cut, but instead marketing efforts should be increased. EC also advised that there will be a number of additional children joining the club in September which should generate additional income for the club.

Staff pay rises were briefly discussed and it was decided that these should be age bracketed where appropriate. As NJA was absent, the committee decided to continue the discussion by email.

1. **623 Managers’ update**

Holiday club – EC and TD updated on bookings for the Easter holiday club. The numbers are reasonable (with 6, 6, 10, 5, 6, and **6 children booked to attend on consecutive days)**.**- Non of the children are doing all 6 days.** EC advised that some of the children are new and haven’t previously used the club, and that they saw the club advertised on Facebook **and local posters.**

Club numbers – EC and TD gave an update on club numbers. Mondays, Thursdays and Fridays are still operating at a loss. We have some additional interest from children who will start in September so they are hopeful that the numbers will increase towards the end of the year. It would be useful to know predicted attendance next academic year. EC and TD will ask existing parents to confirm club requirements for next academic year towards the end of the summer term. It was also agreed that a flyer should be circulated in May/June time to advertise the club to new starters. EC and TD to forward to the schools to send out to new starters. EC and TD to consider whether they would prefer to offer set “open day” sessions for prospective parents to visit the club which will coincide with the new starter settling in sessions at the schools.

Marketing. EC and TD are preparing a new marketing brochure, and asked for guidance on age ranges that we will accept in the holiday club. The committee will consider and provide further guidance once the staffing/ Ofsted requirements are considered. EC and TD also asked whether we should advertise both the breakfast and after-school sessions as available for all feeder schools (Curbar, Baslow and Pilsley), even though we don’t currently offer breakfast club to all schools. To keep all options open, it was decided that the brochure should advise parents to contact the club to enquire about availability.

Invoicing – EC raised the issue of when it was most appropriate to invoice parents to assist with cash flow in the club. The committee agreed that invoices should be sent in advance of the upcoming term, either before the end of the previous term or during the half term holiday. RH and NJA to confirm that they are in agreement with this new arrangement. EC and TD to communicate new arrangement to parents.

Food – The committee discussed whether the club should continue to make use of food donations offered by the Co-operative shop in Baslow. EC recently raised some concerns over whether staff time was being efficiently spent in collecting the food donations when a single weekly shop could be done instead. EC also raised concerns over the amount of unhealthy food being donated. Following the meeting, EC and TD have decided that the club will no longer accept food donations but instead a weekly shop will be done which will allow better planning and a good selection of healthy snacks for the children.

Closure policy – Following the recent snow day closures at the club, EC and TD have reviewed the club’s “closure” policy and noted that it doesn’t include any details on staff pay in the event of unexpected club closure. The committee agreed that staff should still be paid especially as the club will already have invoiced parents for the sessions. It was also agreed that all invoices going forward should not include refunds in the event of unexpected closure since costs are still incurred (e.g. rental of the Scout Hut, insurance and staffing). EC and TD to update the “Admissions” and “Fees” policies to include clauses relating to refunds in the event of unexpected closure of the club. RH and NJA to review the decision and confirm that they are in agreement.

Data protection – EC confirmed that the ICO fee has been paid. EC asked for committee members to confirm that they are happy for a copy of their DBS certificate to be stored at the club. All committee members present at the meeting agreed. NJA and RH to confirm their consent.

Ofsted – The address used on the Ofsted registration is still Curbar School **for the management committee**, even though the previous manager requested an update to the premise address **and change in management we haven’t received any acknowledgement from Ofsted**  . EC will call and enquire why the address has not been updated yet **and if we should have had some acknowledgement for change in management.**

Additional qualifications for employees – Paris and Alla have now completed their safeguarding training. EC has completed her data protection training, and is working towards completing her Designated safeguarding lead course. TD advised that she will think about a potential start date for starting her training for the Level 3 qualification and/or forest school qualification, but would prefer delay till next year.

Breakfast club provisions at Baslow / Pilsley – EC confirmed that 4 **(1)** Baslow students are interested in attending the breakfast session run by the club from September 2023. EC and TD to consider logistics and formalise arrangements with the parents. **(one Family are keen and it would mean the child would come for four breakfast clubs and 4/5 after school sessions)**

Scout Hut improvements (hand-dryers). EC confirmed that the new fence alongside the river has now been installed. Installation of hand dryers in the toilets at the Scout Hut is still in progress, as is PAT testing. A second fire assembly point to the rear of the Scout Hut has been added to provide an additional meeting place in case there is a fire in the kitchen at the front of the Scout Hut.

1. Any other business
	1. Discuss split of manager job share –
* Level 3 qualification. The committee are keen for TD to start her Level 3 qualification as soon as convenient for her. EC is also happy to assist TD with obtaining the qualification, and she asked for confirmation that she could complete any assessments required as part of TD’s training during club time. The committee asked EC to look into how much time she would have to spend assisting TD with the qualification and whether committee members could assist with signing off TD’s training to lighten her workload.
* The committee didn’t get a chance to discuss with EC and TD how the job share was going as the meeting overran. This should be discussed at the next meeting, and should include a discussion of how best to divide up the managerial tasks.
	1. Insurance policy renewal – SM discussed the insurance policy renewal. The committee agreed that the renewal fee quote seemed reasonable. SM advised that the “company” type details need updating and it was agreed that from the list of company types available, the category “club” was most appropriate. KP agreed to review outstanding questions from the insurance company in relation to the Scout Hut premises. KP has now provided answers to all questions. SM to update the policy and arrange for payment of the renewal. SM also questioned whether we should include all ‘key’ committee members as named individuals on the policy. NJA and RH to advise on whether they wish to be added.
	2. Club status change to charitable status - NJA to update at the next meeting. The committee proposed a potential date to meet with parents to discuss on 27 April 2023. NJA and RH to confirm availability on this date.
	3. New website development – JT updated via email. JT has made some updates to the website to improve content and look and has designed a new logo. Committee members to review and comment. JT advised that the next steps to further improve the website would be to: (i) add more photos; (ii) update the activities page; and (iii) obtain testimonials from parents. EC and TD to look at providing these updates for JT to include on the website.
1. **New business**

EC has asked for committee members to review the “Committee member voluntary duties” document and update as required. EC to circulate by email.

EC also asked all committee members to read the updated policies and confirm agreement by signature.

1. **Time and date of next meeting**

The next committee meeting has been scheduled for Thursday 18 May 2023. Venue to be decided – possibly the Devonshire Arms in Baslow again.