**A group of people holding hands

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**623 Club Committee Meeting**

# Thursday 15th June 2023 at 6.15pm,

# (at the Bridge Inn, Calver)

# 

1. Welcome and introductions / Confirmation of attendance

Officers / staff/ attendees present

Duncan Marson Committee member DM

Sam Moodie Club Secretary SM

Emma Collins Club Co-Manager EC

Tracey Dore Club Co-Manager TD

Natalie Anwyl Treasurer NA

Richard Hopkins Chair RH

Kevin Parkes Committee member KP

1. **Apologies**  - Apologies were sent by Gill Bond and Jim Taylor
2. **Approval of minutes from the last meeting** - The committee approved the minutes from the previous meeting.
3. **Treasurer’s update** 
   1. Club finances: NA provided an update on club finances. The club is still currently operating at a deficit but the figures are starting to balance out after an increase in club numbers and reduced outgoings now that the initial work with updating the policies has been completed. NA advised that the summer holiday club usually raises a large proportion of the income for the club, so she anticipates that by September the accounts should be fully balanced. It was agreed that we will review club finances again in October and discuss pay rises and whether any adjustment is needed in the club rates. NA also advised that overdue invoices have gone down. NA suggested that we should set a budget for petty cash to help with cash flow and financial forecasting.

* 1. CIO update – NA advised that the CIO application is in progress. RH, GB, SM and NA have all agreed to be trustees, and each has confirmed that they meet the requirements. Action points: NA to continue with progressing the CIO application. The committee also discussed preparing new employment contracts for staff members, and it was agreed that we would look into templates from online resources.

1. **623 Managers’ update**
   1. Staffing – EC advised that a new playworker (Beth) has been recruited. She will start her position in the summer holidays, and will be working for 3 after-school sessions and 1 breakfast club. Beth has a level 3 TA qualification as well as sports coaching and first aid qualifications. She will be a great addition to the team. EC advised that we may still need to recruit an additional playworker for the summer holiday club. Action point: EC and TD to review staffing needs during the holiday club.
   2. Club numbers – EC advised that we already have some new bookings for children starting in September.
   3. Advertisement of the club – The committee discussed how best to advertise the club to parents of new starters in reception. Next year, it was agreed that we should consider sending representatives of the club to attend the open evening sessions of all 3 schools. SM suggested also sharing on Facebook groups in Sheffield to see if we can attract children further afield during the holidays.
   4. Club trips in the holiday club – The committee discussed whether we would be offering a day trip (possibly Chatsworth or Thornbridge) for children attending the summer holiday club. Action point: EC and TD will consider the cost of running such a trip and whether it is economically feasible based on current club finances.
   5. Staff training – TD advised that she will be postponing any additional level 2 training until next year since our insurance policy doesn’t require additional qualification for her to run the breakfast club.
   6. Scout Hut – EC advised that gas works in the Scout Hut have been completed, and the hut is now on the Main gas supply. Action point: SM to update insurance policy. Electrician has also been booked to fit hand dryers in the toilets and complete the PAT testing.
   7. Tenancy agreement – NA and EC enquired with the Scout Hut as to whether we could have a minimum term set before any rent rises come into effect. We were advised that the maximum notice period acceptable to the Scout Hut is 3 months. As this the same as period as already defined in our tenancy agreement, it was agreed that no further action is to be taken.
   8. Rate rises – EC reported that Scout Hut is intending to increase rent during the summer holidays from 2024 onwards. The committee agreed that we may need to investigate alternative venues to run the holiday club.
   9. Insurance policy – EC and TD reported that the email correspondence between 623 and the insurers confirming cover for TD at breakfast club had been saved on the system / copies printed with the policy.
   10. Update on inset day policy – EC reported that the new policy requiring 30 days’ notice for cancelled sessions due to school inset days has been implemented, and seems to be working ok (although it does complicate invoicing when refunds become due).
   11. Marketing – EC advised that a new banner for the club has been printed and is displayed outside the club. The new club logo has also been included on all marketing materials (shown at the top of page 1).
   12. Co-manager job share – EC and TD agreed that they would discuss how best to divide up the job roles in their co-manager role. NA and RH to follow up separately.
   13. Ofsted responsibility payment – EC advised that she is still trying to get herself recorded as the nominated individual for Ofsted. Sally sent an email to Ofsted to confirm the new nominated individual details when she left her position as club manager. The change has not however been recorded. Action point - EC to continue to follow-up with Ofsted to become the nominated individual. To compensate for the additional responsibility of being the nominated individual for Ofsted, the committee agreed that EC should be given an additional annual payment. Action point: Committee to further discuss payment amount and set-up the payment to EC.
2. Time and date of next meeting: To be scheduled for September 2023.