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**623 Club Committee Meeting**

# Thursday 28th March 2024 at 7pm,

# (at the Bridge Inn, Calver)

1. Welcome and introductions / Confirmation of attendance

Emma Collins Club manager

Samantha Moodie Co-secretary

Gill Bond Co-secretary

Duncan Marston Committee member

Natalie Anwyl Treasurer

Richard Hopkins Chair

Apologies were sent by Lorna Drinkwater, Tracey Dore and Jim Taylor.

1. Approval of minutes from last meeting

The committee approved the minutes from the January meeting.

1. Open issues
   1. Treasurer’s Update

NA provided an update on the club’s finances. The figures for this term are reassuring, with outgoing and incoming costs almost balanced. We have made approx. £700 profit this half term including approx. £200 profit from the Easter holiday club. NA will ask the accountant to draw up the accounts for 2023-2024. There are 2 families with unpaid invoices. EC will chase these families again for payment.

* + 1. Wage increases

The minimum living wage is increasing in April. The committee agreed that a pay rise from £11.33 to £11.44 will be implemented for staff members that are on the current minimum living wage.

* + 1. Insurance renewal

The insurance is due for renewal on 1 April 2024. The committee approved the renewal quote. NA has paid the invoice and new insurance certificates are now available.

* 1. 623 Manager’s update – EC provided an update on the management of the club.
     1. Holiday club

Numbers are looking good for the Easter holiday club, and the bookings are currently: 8 children on Tuesday, 14 children on Wednesday and 8 children on Thursday.

* + 1. Staff hours/ club numbers

EC provided an update on staff hours. TD would like to continue with her reduced hours.

EC advised that AB has been working an additional 1 hour of non-contact time on a Monday morning to set up the tables and activities ready for the after-school club. The committee agreed that this additional non-contact time was helpful for effective running of the club on a Monday when there is no bus transport available.

Club numbers are looking good. 85 children are on the register. This is an increase from last term.

EC has been trying to limit her non-contact time to 3.5 hours per week to help with reducing outgoing costs and limiting her hours. We will re-assess at the next meeting to see whether this amount of non-contact time is sufficient.

* + 1. Website

The website needs updating to reflect the new child ratio numbers (1:30). EC to ask JT to update the website. Testimonies from parents have been uploaded on the website.

* + 1. Scout Hut

Children are still getting splinters from the floor. The Scout Hut management do not allow shoes to be worn indoors. EC will communicate to parents that children can bring a pair of indoor shoes/slippers to wear inside the hut to reduce the risk of splinters.

The trailer in the grounds of the Scout Hut has been emptied, but the empty trailer has yet to be removed. EC to enquire whether the empty trailer can be removed.

EC also to follow up on whether the gas supply will be switched over from gas canisters to mains gas.

* + 1. Ofsted

The proposed date for the Ofsted inspection is Wednesday 24 April. RH suggested updating the policies and risk assessments to include the charity number and CIO reference. EC to print out a fresh copy of the constitution for CIO, as well as blank contracts for CIO staff and a copy of the tenancy agreement. All documentation to be bought to the inspection. SM get insurance quote for CIO.

EY2 forms for EC and GB are still being processed.

Data retention document still needs preparing and updating to include NA’s comments. EC has a copy of the school’s policy which we can use. EC to prepare and finalise ahead of the inspection.

1. Any other business

EC requested permission to purchase a new handled rope for walking the children to and from school. The committee approved this.

EC has also spoken to Simon Beahan (Head of Curbar Primary School) about whether the school could congregate all 623 children for collection at the end of the day. It was suggested that the children could be collected all together from School House. EC to discuss further with Curbar Primary School.

RH asked EC to think about whether the club needs any new resources/ equipment. Rotary are offering grants for resources.

Duke of Edinburgh volunteers. Two students from Lady Manner’s School are volunteering at the club after school on a Wednesday and Thursday as part of their Duke of Edinburgh Award. EC has provided them with an introduction to all our policies and safeguarding, and confirmed that they will be accompanied by staff members at all times. The school has provided a reference letter for both students. EC to arrange for the parents of the volunteers to countersign the form.

1. Time and date of next meeting

It was agreed that the next meeting will be held on 23 May 2024 at 7pm in the Bridge Inn.

1. Adjournment