

**Chesterton Community College**  
**Minutes from the Sports Committee**

**25<sup>th</sup> April 2017**

**Present:** Edit Tokorcsi (ET), Lucy Scott (LS), Martin Russell (MR), Jim Warwick (JW), Helen Arnold (HA), Eva Pepper (EP), Michaela Eschbach (ME), Danielle Guy (DG), Suzanne Izzard (SI)

ET introduced Danielle Guy, who has joined us in an observer/advisory role. The committee welcomed Danielle to the meeting.

1. **Apologies:** Mary Sanders.
2. **Declaration of Conflict of Interest:** None
3. **Declaration of Business Interests:** None
4. **Minutes of the last meeting:** These were agreed and signed as a true record by the chair.
5. **Matters Arising:** These will be covered in the Sports Centre management report.
6. **Sports Centre Management Report:** ET went through the 7 strategic priorities with the committee.

To deliver a significant annual financial contribution to the school and to develop CSC for future investment. -This was discussed further in the budget update.

To Increase our market share and increase membership fees – ET discussed ideas around generating this including membership packages and monthly adverts in a Cambridge edition magazine. The membership report was presented to governors' outlining the key areas of improvement since 2014, one of which showed an increase of 94 memberships. Direct debit trends and payment options were also presented to the committee. This document had been circulated in advance of the meeting.

To Provide a high quality of customer experience that maximises customer satisfaction. - The work planned for the changing room refurbishment, sauna, pool lining and fitness suite refurbishment was discussed in depth outlining dates of the scheduled work. The best route to satisfy customers whilst work was ongoing was discussed to which ET clarified that they are looking at different rewards/benefits to compensate existing customers. Governors had some concerns on some of the work taking place together and the safety of children and customers. ET clarified that they are meeting the contractors together to discuss this further and a section will be opened out for contractors and arrival of deliveries to use without using the main Sports Centre entrance. Governors questioned the new membership packages adding in sauna to which ET responded that we are looking into this and seeing what

packages other competitors offer. This will be discussed in more detail once further information is available.

Summer Sports Camps: ET spoke about the idea of running sports camps during the summer holidays for 5-12 year olds. Staffing structure and the amount of children allocated to each group was discussed. Governors had some concerns of the safety of the younger children and how the age groups were going to be managed. ET explained that there would be a group of 5-8 year olds and a separate group of 9-12 year olds and explained the ratio of staff to children. Governors queried the outcome of the costs once staff costs had been taken into account. This was to be discussed further at the next meeting once more detail has been obtained. It was suggested that a robust risk assessment would need to be done and it was agreed that ET and MR would meet to look into this and circulate to governors as soon as possible.

**Action – Outcome of Costs and Risk Assessment to be circulated to governors.**

To provide a high standard environment – Disaster procedure was discussed by the committee and the best way to do this. Governors had some concerns of how information is given to external bookings. ET agreed to do more research on having a solid disaster procedure in place as governors were concerned that at present there is nothing arranged.

**Action – Clerk to add disaster drill on the next agenda.**

The new Sports Centre Management staffing structure was discussed outlining key responsibilities along with development training for staff. ET discussed some planned programmes and groups that she would like to explore further to encourage community participation. ET went on to explain to the committee how some members of staff were taking part in the London to Cambridge bike ride to raise funds for a local mental health football group who have lost funding for their weekly regular coaching session at CSC.

- 7. Health and Safety Update:** ET presented some data regarding incidents in the sports centre. It was noted that no major incidents had occurred and no reports had been submitted to the county. The committee were happy with the data that was presented to them.
- 8. Ofsted Update:** Nothing to add.
- 9. Budget Update:** MR gave the committee an overview of the budget outlining key areas of expenditure and income. MR explained that we might not hit budget by £10k but will make this money up next year with all the planned work and refurbishments taking place. The cashflow is being managed well. Governors queried the sinking fund to which MR responded that next year we would most likely have to look at increasing the sinking fund for the astro turf. Governors were happy with the figures that were presented to them.
- 10. AOB:** None.
- 11. Date of next meeting:** 20<sup>th</sup> June 2017