



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Sports Centre Committee Minutes
23rd October 2013**

Chesterton Community College
Minutes of the Sports Centre Committee Meeting
Wednesday 23rd October 2013

- 1. Present:** Edit Tokorcsi, Hannah Greenwood, David Carter, Lucy Scott, Sally Gibson, Mark Little, Helen Christy, Ayesha Tahir, Jim Warwick, (Chair)
- 2. Apologies:** Mary Sanders, Alistair Wayne.
This meeting was quorate 4 Governors out of 6 present. (Quorum is a minimum of 4 Governors)

In attendance: Wendy Palmby (Clerk)

- 3. Declaration of Pecuniary Interests:** None were declared.
- 4. Register of Business:** None were registered
- 5. Election of Chair:** Jim Warwick was prepared to stand again and Governors agreed unanimously.
- 6. Terms of Reference:** It was agreed these would remain the same as last year.
- 7. Minutes of the last meeting (11.06.2013):** These were agreed and signed as a true record.

8. Matters arising: Actions from the minutes were discussed as follows:

- Press Release re new opening times was sent out in August 2013.
- The new web site was launched at the beginning of September 2013.
- New software from Technogym- It was decided not to use this as it did not give us a broad spectrum of gym users, as it only covers users of the cardiovascular equipment. Therefore it was not good value.
- Online booking- The county fire wall was prohibiting this system, so all data is being transferred to the Gladstone server, the cost of which is featured in this years' budget. It is hoped that online booking will be launched in 8-10 weeks time.
- PA progress update on the Pavilion was given by Mark Little. Building could start as soon as the end of this year, depending on the archaeological dig. It will be an unmanned facility. The plan for running this facility will be discussed at the next meeting.

Action: Clerk to add to the agenda for 5th December meeting.

9. Christmas opening times: It was proposed that these remain the same as last year.

- Tuesday 24th December 7am to 12pm.
- 25th and 26th December Closed
- Tuesday 31st December 7am to 12pm.
- 1st January Closed
- Normal operation on other days.

All Governors approved these opening times.

- 10. Annual Customer Survey:** Last Years' survey was not changed, to enable a year on year comparison. The aim is for over 100 surveys to be completed and last year there were 140. After some discussion it was decided to try and reduce to a one page survey, which would hopefully encourage more participants to fill it out. It was also

suggested that an online survey using Survey Monkey could be used, with the support of the IT department.

Also the Sports centre staff could possibly play a larger role in encouraging the users to fill out a survey.

- 11. Development Plan update:** The Sports Centre Manager presented the Development plan 2013-2014 and explained the areas which were still in progress.
- Online booking would hopefully reduce staff costs and increase revenue from bookings.
 - There are new fitness classes from September 2013.
 - Aspiration maps- An explanation of how these worked was given and it was felt this would help to target specific groups of people. A working computer in the fitness suite is required to make this happen.
 - Shower refurbishment: This is happening in about 3 week's time and the Sports Centre would like to refurbish the toilets in this area at the same time. It would help to save money on maintenance costs in the long term. After a detailed discussion, it was decided to go ahead with the toilet upgrade and all Governors were in favour.
 - Staff reviews: These had been carried out for all staff and the outcome was to create an annual training programme which would mean the centre closing for one day, out of term time. This was agreed.
 - It was decided to do the customer survey after the repairs had been completed, say in January.
 - Adult Education: The targets were met for last year and it was felt that there is scope to increase them for this year. Lucy Scott, Mark Little and Edit Tokorcsi are meeting with staff from the county to discuss this in November.

12. IT Support: It was explained that there was no formal support in place and moving forward the online booking software would need substantial IT support before it could move forward. There had also been problems reported with the gate allowing access to the Sports Centre.

Action: Mark Little, Edit Tokorcsi and Richard Kirkby to take forward.

13. Sports Budget 2013-2014: Mark Little gave a budget update from the data circulated previous to the meeting. The maintenance costs were discussed and it was decided that the shower refurbishment would go some way to helping this spend. There was a considerable amount spent on the general centre refurbishment last year and the Technogym equipment was also a major cost too.

14. Date of next meeting: Agreed for Thursday 5th December 2013

The meeting closed at 9.10am