



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Sports Centre Committee Minutes
24th February 2015**

Chesteron Community College
Minutes of the Sports Centre Committee Meeting
Tuesday 24th February 2015

1. Present: Edit Tokorcsi, (Sports Centre Manager) Hannah Hibble (Assistant Sports Centre Manager), Helen Arnold, Lucy Scott (Headteacher), Mark Little (DOFAR), Jim Warwick (Chair), Mary Sanders, David Carter.

2. Apologies: Alistair Wayne, Carrie Holbrook, Ayesha Tahir and Eva Pepper.

This meeting was quorate 5 Governors out of 8 present. (Quorum is a minimum of 4 Governors)

3. Declaration of Pecuniary Interests: None were declared.

4. Register of Business: None were registered

5. Election of Chairperson: Jim Warwick is stepping down as Chair of this Committee as he is taking on the role of Resources Committee Chair. Helen Arnold and Eva Pepper had both expressed an interest and agreed to share the role of Chair. This was agreed unanimously. Mary and Lucy both expressed their thanks to Jim for the significant contribution he has made in leading the Sports Committee over recent years.

6. Minutes of the last meeting (21.10.2014): These were agreed and signed as a true record.

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

- i) **Pavilion:** Update on progress, with developers conducting a tendering process that should lead to the appointment of a contractor by end Feb / early March.
- ii) **GP Referral Scheme:** The outcome of the City Council's review was reported as positive and that funding would continue as a result.
- iii) **Health & Safety:** Confirmed to be a standing item on the agenda going forward. (ET/HH)

8. Health & Safety Update: Report prepared by Edit presented and discussed (see attached).

Agreed (under monitoring section) that any discussions with course providers would be recorded and held on record. (ET)

Edit to use imminent "Pool Management Course" to gain further information and guidance in relation to chemicals and protective equipment – Jim suggested taking MSDS documents to the course to enable review. (ET)

Helen asked if there is a mechanism to record "near misses" and concerns. Edit advised that these are reported to Hannah as part of incident reporting process. All of this data will be included in H&S update to the Sports Committee going forward. (ET/HH)

9. Sports Centre Strategic Plan:

Strategic Priorities (2011-14) reviewed and agreed as fundamentally still valid. The "financial viability" point should be modified to reflect an expectation to deliver an annual contribution to the school of approximately £100,000. The value of this to the school is not underestimated.

The mutual benefit of the relationship between School (and its Sports Facility) and the Community aspect of the Sports Centre was discussed and agreed that this should be emphasised in point 5, with the suggestion that School – Sports Centre collaboration should be the first point on the list, particularly as "New Build" plans develop.

Agreed that "Development Ideas" should be measured against these priorities.

Short term projects (Sauna/Steam room and Climbing wall) to be investigated further and more detailed proposals presented back.

Agreed to actively progress opportunities to provide leisure course training and also the "Body Scale" facility. The "Employee of the Month" proposal was agreed for immediate action too. (ET)

Multi-Channel marketing to be checked with School – ML to pick up with R Kirkby.

Other major projects (MUGA / Fitness Suite) to be considered in conjunction with New Build project.

10. Budget update: Copies of the income and expenditure (attached) were circulated to Governors and Mark Little explained the figures. Overall these showed that the Sports Centre is on track to deliver its full year budget, which all agreed was very good. High spend on recruitment costs highlighted difficulties in recruiting qualified staff, and the potential benefits of setting up as a course provider.

Agreed that later in the year the Sports Committee would review the level of "sinking funds" that could and should be created.

11. There was no other business

12. Date of next meeting: 28th April 2015 at 8am in the Head's office.

The meeting closed at 9.10am.