



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College  
Sports Centre Committee Minutes**

**7<sup>th</sup> July 2015**

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

**2. Apologies:**, Helen Christy, Sally Gibson,  
This meeting was quorate 5 Governors out of 5 present. (Quorum is a minimum of 4 Governors)

The Clerk was present

**3. Declaration of Pecuniary Interests:** None were declared.

**4. Register of Business:** None were registered

**5. Minutes of the last meeting** (28.04.2015): These were agreed and signed as a true record.

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

- Health Surveillance: A risk assessment had been completed on Chemicals used in the Sports Centre. Edit Tokorcsi (ET) has been advised that we should have Health Surveillance (cost using Heales Medical of £302+vat) and Face Mask fitting (cost £350+vat), for up to 5 staff.  
These costs would be annual and after a short discussion the Governors recommended both services over the next year and to monitor the process going forward.
- It was recommended that the Health and Safety audit should be carried out by a Leisure specific organisation in the future.  
**Action:** Edit Tokorcsi
- Disability and Evacuation facilities: Hannah Hibble (HH) had researched this and advised we use a group evacuation plan. A template was available and would be used for the Dance studio and the Pool areas. This can then be added to the risk assessment going forward
- Levels of Health and Safety management-Gold, Silver and Bronze: It was advised that the Gold level should involve a member of the Senior Leadership Team, Silver involving the Sports Centre manager/Deputy and at Bronze the Duty managers. This will be researched further and possibly merged with the School's disaster alert procedure.  
**Action:** Mark Little (ML) to report back to both Resources and Sports committees
- Visit to Kelsey Kerridge: ET reported back from her visit to look at the Sauna/steam room facilities. Kelsey Kerridge only have a sauna now as maintenance and hard water issues had made the steam room frequently inoperable. The running costs for the sauna were minimal with low maintenance. Governors decided that just the Sauna was the best option.

- Climbing wall: ET had visited the climbing walls at Kelsey Kerridge and CRC. The wall at Kelsey Kerridge was very large and was used by major climbing clubs but had large maintenance costs and insurance implications. The wall at CRC was smaller and was used mainly by students with no public access and lower maintenance costs. Chesterton would use the smaller wall mainly in PE and for weekend parties in the Sports hall and funds are being raised by the PTA. The insurance would be included in the school insurance with no significant increase.
- Leisure course provision: Another Lifeguarding course will go ahead with the hope that some staff will be attracted to work at the Chesterton Sports Centre.
- Marketing: The multi-channel marketing will take four weeks to implement and starting this week should be ready in August 2015.
- Health and Safety Audit: Risk assessments are still ongoing and should be ready for the next audit in October 2015. DBS (Disclosure and Barring Service) checks for instructors should be completed this month.

**7. Ofsted Updates:** The Head explained that this would be an Agenda item at all Governors meetings going forward. There was a need to be aware of Safeguarding in the Sports Centre as in the school. Health and Safety procedures need to be kept up to date and from a finance point of view there is a need to see value for money with a contribution to the school.

**8. Health & Safety Update:** HH presented the accident numbers, which were very low. There had been one incident on the Astroturf which involved an abusive customer, but this had been followed up and resolved. There were no major incidents.

**9. Budget update:** Mark Little (ML) reported that heading into next year we seem to be on track. ML and ET had looked at the budget in depth, line by line. The membership showed a history of natural growth and looking at this for next year there were options of a variety of memberships with the Sauna included from early 2016. There is the possibility of memberships with a Sauna boost, a pool boost or a fitness boost for example. The membership forecast is achievable and the overall growth in income forecast for the Sports Centre is approximately 100K.

The Sports camps should have a little growth next year.

The expenses had also been looked at in detail and an extra cost had been built in for Duty Manager/Reception cover to enable an earlier start of 6.30am. This could generate some additional income. Other costs were relatively static.

Premises costs were high in terms of improvements/refurbishment covering flooring in particular. The schedule has been built in for refurbishing changing rooms and for the sauna.

The "sinking funds" for the Tennis courts, Astroturf and Pool/Flooring are in place. These will be added to over the next year but also utilised in some areas eg. the Pool fund used to cover the costs of replacing the pool lining if required within 2015-16.

**10. Sauna and Changing rooms update:** ET had spoken to four different companies regarding tendering for these projects. The target dates were over the summer and one of the Governors offered to come in to see presentations etc if available during the latter part of the summer vacation. **Action:** ET to communicate dates etc with Governors

**11. A.O.B:** There was none

**12. Date of next meeting:** Scheduled for 20<sup>th</sup> October 2015

The meeting closed at 9.00 am.