

Chesterton Community College
Sports Centre Committee
Minutes from the 29th January 2019

Present: Edit Tokorsci (ET), Ben Hyde (BH), Martin Russell (MR), Mary Sanders (MS), Danielle Guy (DG), Helen Arnold (HA), Carl Humphries (CH), Michael Kearton (MK) AND Suzanne Izzard (SI)

1. **Apologies:** Lucy Scott and Roger Mann.
2. **Election of Chair** – This was agreed at the last meeting.
3. **Declaration of Conflict of Interests:** Nothing new to add.
4. **Declaration of Business Interests:** Nothing new to add.
5. **Minutes of the last meeting (27th November 2018):** These were agreed and signed as a true record by the Chair.
6. **Matters Arising:** The Astro and tennis courts projects were discussed. MR explained that we can't appoint a contractor until we have the funding. Governors were happy with the proposals and it was agreed for MR to send round further information to governors once confirmed.
7. **Sports Centre Manager Report:** ET went through the report covering the following topics:
 - To deliver a significant annual financial contribution to the school.
 - To increase market share and increase membership base. Membership report was discussed. Governors requested new DD information to be included at the next meeting. **ET to report.**
 - To provide a high quality of customer experience that maximises customer satisfaction.
 - To provide a high standard environment.
 - Develop strong links with the Sports Centres key stakeholders to improve the centre.
 - To increase and encourage community participation.
 - To maximise the opportunities provided by key sporting events.
 - Highlighted long term parking issue
8. **Annual Customer Survey:** Governors went through the annual customer survey report highlighting the key areas. School PE lessons and the impact to Sports Centre users was discussed and it was agreed to look into this further and feed back to MR.

9. Update on Building Works: ET to attend regular weekly meetings to keep up to date with building works.

10. Health and Safety Update: Ben Hyde went through the incident reporting with the committee. There were no serious concerns.

11. Ofsted Updates: Nothing new to add.

12. Budget Updates: MR went through the budget update highlighting the key areas.

Overall the budget is looking good with a surplus of 19k at end of December. It was agreed for MR to relook at cleaning and duty manager costs and feedback at the next meeting.

13. AOB: The merging of the Sports Centre into the Trust was discussed with the committee. This had been discussed in more depth by the Trust Board.

14. Date of next meeting: 30th April 2019