

**MINUTES OF A MEETING OF THE SPORTS CENTRE COMMITTEE  
CHESTERTON COMMUNITY COLLEGE  
24<sup>th</sup> June 2019**

Present: Jim Warwick  
Helen Arnold  
Roger Mann  
Mary Sanders

In Attendance: Martin Russell (Director of Finance and Resources)  
Suzanne Izzard (Clerk)  
Edit Tokorcsi (Sports Centre Manager)  
Carl Humphries (Head of PE at CCC)  
Ben Hyde (Duty Manager)

Minute No	Discussion	Action
	<b>APOLOGIES FOR ABSENCE</b> Danielle Guy, Lucy Scott	
	<b>DECLARATION OF INTERESTS</b> None received	
	<b>APPROVAL OF MINUTES</b> The Minutes of the meeting held on 30 <sup>th</sup> April were approved and signed a true record by the Chair.	
	<b>MATTERS ARISING</b> <b>Customer Forum-</b> 1 <sup>st</sup> one is scheduled for the first week of September. <b>Timetabling-</b> No changes to current timetable. ET met with RA, no possible change, unresolved issue. MR to speak with RA, CH would also like to be involved in the discussion. It was agreed for CH, ET to meet with RA to further discuss timetabling and in particular seeing if there is an option for Tuesday public swim. <b>Parking –</b> Discussed Under item 7 <b>Cancellation of classes –</b> BH presented number of classes that that been cancelled due to low numbers. Discussion was held around what could be put in place to ensure customer satisfaction.	<b>ET, RA, CH to meet to discuss timetabling.</b>  <b>MR to catch up with RA ET to look into customer forums</b>  <b>Cancelation of classes to next meeting.BH to bring figures.</b>

	<p><b>SPORTS CENTRE MANAGERS REPORT:</b>  <b>ET went through the 7 strategic priorities.</b></p> <ol style="list-style-type: none"> <li>1. To deliver significant annual financial contributions to the school.  Swimming lessons increasing to 50 weeks a year.  Introduce online joining</li> <li>2. To increase market share and increase membership base.  Online joining  Membership and income reports were discussed.</li> <li>3. To provide a high quality of customer experience that maximises customer satisfaction.  Swimming lesson online management – launch Jan 2020  Lack of parking – strategic plan needed to resolve ongoing issues</li> <li>4. To provide a high standard environment that is clean, safe, attractive and fit for purpose.  Cleanliness/maintenance  Pool ceiling and walls repair or replacement.</li> <li>5. To develop strong links with the Sports Centre’s key stakeholders to improve the centre.</li> <li>6. To increase and encourage community participation.</li> <li>7. To maximise the opportunities provided by key sporting events.</li> </ol>	<p><b>MR to organise a Risk Assessment on pool ceiling and walls</b></p>
	<p><b>CAR PARKING STRATEGY:</b>  MR explained how we lost 20 spaces due to the builders compound which remains until mid August. Usage from School staff still remains with authorised permission to park there via MR. Parking eye is due to be installed this week and from September we will have all the car park back. Overall we should see an improvement in parking availability from September. Governor’s commented that it would be a wait and see how it goes and would need monitoring. MR suggested to explore the possibility of introducing designated staff parking bays. MR made it clear to the committee that school staff had been made aware of the parking issues but would be happy to send out another email to reinforce the message.</p>	<p><b>Car Parking to next agenda.</b>   <b>MR to send out staff email regarding parking in the S/C</b></p>
	<p><b>UPDATE ON BUILDING WORKS:</b> MR confirmed that the keys from the build were handed over on Friday. With a few outstanding bits to finish.</p>	
	<p><b>HEALTH AND SAFETY UPDATE:</b> BH went through accident data reporting only 1 reportable incident to the county</p>	
	<p><b>OFSTED UPDATES:</b> Nothing new to add.</p>	
	<p><b>BUDGET UPDATES:</b> MR went through the budget highlighting the key areas. Highlighting that the membership was the biggest loss- £19000 short on membership income. Co-operative membership continues to grow and is doing well. Entrance gate monitor has failed and has had to be repaired as a matter of urgency. An average spend of 40k has been spent on maintenance issues this year. For next year staffing will need to be increased due to a change in pool regulations. Cost and priority of pool improvements was discussed amongst the committee.</p>	
	<p><b>AOB:</b> Nothing to add.</p>	

	<b>DATE OF NEXT MEETING:</b> TBC	
	<b>This meeting closed at 9.15am</b>	