



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College  
Sports Centre Committee Minutes  
03 November 2015**

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

**2. Apologies:** Carrie Holbrook (Senior Sports Development Officer), Edit Tokorcsi, (Sports Centre Manager)

This meeting was quorate 6 Governors out of 6 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. Election of Chair:** It was proposed that Helen Arnold and Eva Pepper continued as Co-Chairs and all were in favour.

**6. Terms of Reference 2015-2016:** It was agreed that these should remain as last years, so Clerk to change to the new date and arrange for uploading to the school website.

**Action:** Clerk

**7. Minutes of the last meeting (07.07.2015):** These were agreed and signed as a true record and will be uploaded to the school website.

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

- Health Surveillance: Waiting to hear back from EPM on the Health Surveillance and the face mask fitting should be completed by the end of the month. We are still looking for a company to do the Health and Safety Audit. Mark Little (ML) explained that this audit could mirror what we had already in school and could build in to what we have in place.

**Action:** ML to report back to Resources

- Multi-Channel Marketing: There was a delay in implementing this. Hannah Hibble (HH) explained that there is some booking online now, but some youth courses have still to be loaded for online booking.

**9. Ofsted Updates:** The Head explained that there would be a Spotlight on Safeguarding and this would involve the Sports Centre and the relevant Single Central Record section.

**10. Budget update:** ML had previously circulated a document with income, expenditure and sinking funds details to all Sports Centre Governors.

**Income:** Looking at the actual year end column we are on target and a little behind the budget. The greatest shortfall is the Sports Camps, which replaced the Playscheme last year. A Governor asked if the Sports Centre was coping with the level of membership and HH replied that this was being managed and constantly

monitored. The Techno gym machinery was able to monitor the usage and reported waiting times or if the machine was under used. This enabled the Sports Centre Staff to keep a close eye on what machines are used the most and for how long. Corporate memberships have dropped due to the move of Microsoft and we are struggling to get larger companies on board. There is an action plan in place to address this.

A Governor queried the Tennis Court lettings and HH explained that this usage was difficult to predict and was low.

Adult Education had increased as new courses have now been made available.

The forecast for this year is almost £100k more, but this will partly depend on the possible installation of the Sauna.

**Expenditure:** Employee costs were lighter last year, but better timings have been introduced for Duty Management. The floor in the sports Hall has been replaced and some work has been done on the Gym flooring. Work has been carried out on the air treatment plant in the swimming pool.

The donation to the Academy is a little higher this year which has helped with positive discussions with the auditors.

**Sinking Funds:** The Astroturf fund is for refurbishment and this fund will continued to increase to accumulate enough funds for this to be carried out in the future.

The Tennis courts are primarily for school use and these have been recoated to make them non-slip for playing tennis and netball. There is a bit of re-lining still to be done, but members have said it is much better.

The pool will need re-lining within the next 12 months. A problem with bulging has already been fixed and the pool ceiling tiles have started to degrade. The ceiling is monitored daily to make sure it is safe before any classes take place.

The Sports Centre corridors need replacing and we are looking at essential sections initially.

Governors were happy with the actions outlined for the sinking funds.

The budget is still in the process of being audited.

#### **11. Health and Safety update:**

Nothing major to report. One near miss concerning a younger member using the equipment, but individual now has parental support in place. A Health and Safety training day was flawed by the instructor having back problems, so this is being rearranged. However the day was used for Child Protection training and a general update for staff.

#### **12. Pavilion Update:** The handover is forecast for Mid February 2016. ML gave an overview for the benefit of new Governors.

#### **13. Sauna and Changing rooms update:** Edit Tokorcsi has been working on site visits from prospective companies. Following the ITT process only one company responded and the quote was unsuitable. Staff then attended a leisure exhibition and collected companies to invite. This process is ongoing.

#### **14. A.O.B:** There was none

#### **15. Date of next meeting:** Scheduled for 26<sup>th</sup> January 2016

The meeting closed at 9.10 am.