



**CHESTERTON
COMMUNITY COLLEGE**

Chesterton Community College

Sports Centre Committee Minutes

6th December 2012

Chesterton Community College
Minutes of the Sports Centre Committee Meeting
Thursday 6th December 2012

- 1. Present:** Edit Tokorcsi, Hannah Greenwood, Mary Sanders, Mark Patterson, Jim Warwick, Paul Tonks, Helen Christy (Community Representative).

In attendance: Wendy Palmby (Clerk)

- 2. Apologies: Sally Stanhope (Gibson), Tracy Roden**

Absent: Alistair Wayne.

This meeting was quorate 4 Governors out of 5 present. (Quorum is a minimum of 3 Governors)

- 3. Declaration of Pecuniary Interests:** None were declared.
- 4. Register of Business:** None were registered
- 5. Minutes of the last meeting** (24.10.2012): These were signed as a true record.
- 6. Matters arising:** Actions from the minutes were discussed as follows:

- **Gladstone online system:** The test installation will take place on 22nd January and on 28th January the staff will be trained. The system will be customised for the Sports Centre and then a link will be added to the Chesterton web site. It was suggested that the system was tried out with a small group before launching to all.

Action: Edit Tokorcsi

The new system will be announced and advertised when it is launched in January.

- **Marketing plan:** Edit Tokorcsi presented an updated Marketing Plan for 2012/2013. When leaflets are circulated it will include Community Centres too. The online booking system will allow up to 750 payments per month and this will be monitored by Gladstone over a period of one year. If the number of payments exceeds 750 regularly each month, the package will be upgraded. Governors noted that there is a new Sports Centre opening in the locality in June 2013.

It was suggested that the information pack distributed to new home owners should include the leaflet from Chesterton Sports Centre.

Action: Edit Tokorcsi /Hannah Greenwood

- **Fitness Suite refurbishment:** The new installations have been completed. The invitations for the launch have been sent out and the Mayor will be invited to open the new Fitness suite.

- **Off Peak membership:** This had been considered and it was decided that would not be a suitable option due to the school using the Fitness suite 9am to 4pm three days a week.
- **Cancellation Analysis:** Edit Tokorcsi presented various cancellation data for Governors to review. Cancellations were analysed monthly. It was suggested that a list of new members would be a useful addition to the cancellation number graph. Also going forward a year on year analysis would be good. A graph showing comments on service produced from the members who had cancelled was presented and the comments were good.
- **The Development Plan:** This is still ongoing. There was some discussion about replacing the Spinning Bikes at a cost of around 15k. These bikes could be financed on a lease basis over five years.

Action: Edit Tokorcsi to review leasing option with Tracy Roden.

7. Verbal update on new equipment: Edit Tokorcsi and Hannah Greenwood updated the meeting on the new equipment and commented how pleased they were that all was done on schedule.

8. Sports Centre Finances to 31st October 2012: The Financial accounts were circulated previous to the meeting and there were no queries.

9. A.O B.

- The Sports Centre is waiting for an alcohol licence to come through, to enable them to advertise for private bookings. They have asked for 24 extensions throughout the year for Friday and Saturday bookings.

It was suggested that we look at opening midweek to capture the market for groups watching championship football in the evening.

Action: Edit Tokorcsi to investigate

A Governor left the meeting at 9 am, however the meeting was still quorate 3 Governors out of 5 present. (Quorum is a minimum of 3 Governors)

- Leaflets going to Primary feeder schools: There has been a small degree of resistance with distribution at one or two schools and it was suggested that offering an incentive may be helpful.
Action: Mark Patterson to liaise with Heads of the Primary schools concerned.
- It was decided that the next Customer Survey would follow the same format as the previous one, making it easier to compare year on year.
- The new leaflet on Adult Education was circulated. All Governors agreed it looked very professional and the courses on offer were varied and interesting.

10. Date of next meeting: Tuesday 19th February 2013 at 8.00 am in the Head's Office. This meeting was cancelled and rescheduled for 25th February 2013

The meeting closed at 9.10am