



**CHESTERTON
COMMUNITY COLLEGE**

Chesterton Community College

Sports Centre Committee Minutes

29th March 2012

Chesterton Community College
Minutes of the Sports Centre Committee Meeting
Thursday 29th March 2012

- 1. Apologies:** Sally Stanhope and Jim Warwick
- 2. Present:** Tracy Roden, Edit Tokorcsi, Helen Christy, Alistair Wayne, Mary Sanders and Hannah Greenwood, Mark Patterson (entered the meeting late).

Belinda Jones and Steve Hampson have now moved to the Personnel committee.
In the absence of Jim Warwick (Chair), the meeting was chaired by Mary Sanders.

- 3. Conflicts of Interest:** None were declared
- 4. Minutes of the last meeting** (13.12.2011): These were signed as a true record with the exception of one amendment needed on the first "matters arising" bullet point which should read ".....and the Centre is compliant".

5. Matters arising:

- The next meeting will be lengthy 8.00 am– 10.00 am as there will be a lot of strategic papers to review and approve:
 - (1) budget for 2012.13
 - (2) marketing plan
 - (3) development plan 2012.13
 - (4) competitor analysis and product / service pricing update for 2012.13
 - (5) Granularity around customer feedback for 2011 with KPI's for 2012.13
- Casual users have access to some 224 lockers, Edit will keep the locker situation under review.
Research providers (other than Gladstone) for on line bookings, either to drive the Gladstone quote down from £6k or to establish that £6k delivers technical solution efficiently for value
Action: Edit Tokorcsi/Tracy Roden
- Enquire when Gladstone was brought in, the cost and how it was installed
Action: Tracy Roden
- Speak to Amateur Swimming Association about online bookings and the cost and logistics
Action: Hannah Greenwood
- To ask Gladstone how the system is updated to avoid double bookings
Action: Edit Tokorcsi
- Formulate Key Performance Indicators (KPIs) for Customer Surveys. Analyse the 2011 survey in more detail for the next meeting.
Action: Tracy Roden/Edit Tokorcsi
- Hand deliver leaflets to Primary schools as well as using their Parentmail to advertise school holiday activities in time for Half Term in June followed by summer holidays starting mid July. Send Parentmail from Chesterton regularly for advertising all activities, memberships, youth programme, and school holiday activities.
Action: Hannah Greenwood

- With a view to considering if we could “grow” our community usage in the sports centre, consult with Carl Humphries and Lloyd Brown on school usage and booking facilities, with reference to all areas in particular the fitness suite, Astroturf, tennis and sports hall.

Action: Tracy Roden/Edit Tokorcsi

6. The reforecast to August 2012 for all lines of income and expenditure was unanimously approved for recommendation to Resource Governors for their virtual approval. Tracy to email agreed reforecast to Resources Committee.

Action: Tracy Roden

7. Date of next meeting: Tuesday 26th June 2012 8.00 – 10.00am Head’s Office