



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Sports Centre Committee Minutes
5th December 2013**

Chesterton Community College
Minutes of the Sports Centre Committee Meeting
Thursday 5th December 2013

- 1. Present:** Edit Tokorcsi, (Sports Centre Manager) Hannah Greenwood (Assistant Sports Centre Manager), David Carter, Helen Arnold, Lucy Scott (Headteacher), Mark Little (DOFAR), Jim Warwick (Chair, joined the meeting at 8.11am), Mary Sanders.
- 2. Apologies:** Alistair Wayne, Carrie Holbrook (Senior Sports Development Officer for the City Council), Ayesha Tahir, Helen Christy (City Council Neighbourhood Community Development Officer).
This meeting was quorate 4 Governors out of 6 present. (Quorum is a minimum of 4 Governors)

In attendance: Wendy Palmby (Clerk)

- 3. Declaration of Pecuniary Interests:** None were declared.
- 4. Register of Business:** None were registered
- 5.** The Chair was taken by Mary Sanders as Jim Warwick was not present at the beginning of the meeting.
- 6. Minutes of the last meeting** (23.10.2013): These were agreed and signed as a true record.
- 7. Matters arising:** Actions from the minutes were discussed as follows:
 - Online booking. This is still in progress with the staff training taking place shortly. The host system is set up.
 - Following a meeting with the IT department, the bulk of the work for the Sports centre has almost been completed.

A Governor entered the meeting at 8.11am.

- 8. Pavilion Update:** It had been identified that we had to get change of use permission from the DfE and DfA and therefore the two applications for this are in train. The DfE quoted a turn-around time of between 30 and 60 days.
A Governor asked about contacting the Scout Group and this was noted for the future. The Pavilion will need to be unmanned to be viable and we will have to look at online booking, access and control of keys etc. very carefully. Properly defined Terms of Use will be key to making it work for us. We also need to look at the security and CCTV.
- 9. Amendments to the Sports Centre Mandate.** The mandate was changed to reflect Mr Patterson leaving and Lucy Scott being the new Headteacher at Chesterton. Two additional member of the Senior Leadership team have been added to help with the signing of cheques process.
Therefore we now have The Head and five members of the Senior Leadership team available for this signing process.
Mr Little, the Director of Finance and Resources cannot sign checks but he is responsible for overseeing the whole Financial process.
- 10. Any Other Business:**
 - Edit Tokorcsi gave an update on the Chesterton Sports Centre. She explained that the new Fitness classes were very popular. The classes were trialled for

3 months and if unsuccessful, were stopped. There are two classes on a Sunday that are fully subscribed.

Pool birthday parties are very popular and dry side parties go well, especially if we offer different ideas to different age groups. The Box Café provide food also, if it is required.

Edit has a monthly meeting with the proprietor of the Box Café and it is hoped he will work with the centre in offering extended opening hours in line with new initiatives planned for next year.

- The ESOL Café had a very successful event recently and the Box Café provided food for around 50 people.
- There was a report from Carrie Holbrook, who is attending these meetings while Sally Stanhope is on maternity leave, was not able to be present, but had sent in a Report. This was circulated to all Governors present. Edit has met with the new Management team and explained the relationship with the "Forever Active" group. The Financial risk for these groups is entirely down to the Sports Centre. Therefore if the classes we offer for them are not viable, we have no choice but to cancel them. We also have the GP Referral group on the same terms, however they do provide a co-ordinator on site for this who is funded by the City council.
- Carrie Holbrook has also contacted The Sports Centre about a new Obesity group who wanted to use our facilities free of charge. We would like to help, but if it was at our peak time we may have to consider carefully.

Action: Edit Tokorcsi to look at the membership of these groups especially the discounted membership and report back to the next meeting.

- Unused space behind the PE Office alongside the Art room: Edit discussed the possibility of using this space for an additional weight room, to help with the occasional queue for the Cardio machines in the gym.

Action: Edit Tokorcsi to cost out the ideas for improvements. Also look at where we can bid for funding.

It was also suggested that we ask customers in our survey what they would rather have, Steam room/Sauna or more cardio machines.

11. Budget update to be on the Agenda for the next meeting.
Little

Action: Mark

12. Date of next meeting: Agreed for Tuesday 11th February 2014

The meeting closed at 9.05am