



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Sports Centre Committee Minutes
11 February 2014**

Chesterton Community College

Minutes of the Sports Centre Committee Meeting

Tuesday 11th February 2014

- 1. Present:** Edit Tokorcsi, (Sports Centre Manager) Hannah Greenwood (Assistant Sports Centre Manager), Helen Arnold, Lucy Scott (Headteacher), Mark Little (DOFAR), Jim Warwick (Chair), Mary Sanders, Alistair Wayne, Eva Pepper, Helen Christy (City Council Neighbourhood Community Development Officer).

- 2. Apologies:** David Carter, Carrie Holbrook (Senior Sports Development Officer for the City Council), Ayesha Tahir.
This meeting was quorate 6 Governors out of 8 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. Minutes of the last meeting** (05.12.2013): These were agreed and signed as a true record.

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

i) Membership overview: A report had been circulated to Governors and Edit Tokorcsi explained the detail. There had been a healthy increase in 2012/2013 of 21% and in 2013/2014 of 14%. The average within the Leisure industry was 4.5% and for Chesterton for the same period it was 16%. Edit was asked if she could do a comparison year on year for the last three years.

Action: Edit to produce the comparison for the June meeting

A Governor asked about the discounted members and Hannah Greenwood gave a brief explanation. The question was do we have enough space for extra classes and Edit confirmed she has a meeting with the City Council this week and she would report back to the next meeting.

Action: Edit to report back from the meeting.

The busiest time in the centre is between 6pm and 8pm and there had been a few complaints about not being able to get on the gym equipment. The first 3 months of the year are also the busiest.

ii) Unused Space: A report was circulated to the Governors with 5 options. Fitness Suite extension, Equipment store, Multifunctional room, Sauna/Steam room and soft play area.

A discussion followed on the present capacity and pricing. It was noted that we are competitive and inclusive and we try to be accessible to as many users as possible. Governors asked questions about the demographics of the surrounding area and the options were discussed. The Pavilion will provide a multi-function area which could

reach other community groups. There was a brief account of funding in the report and Mark Little gave his opinion on the options and it was mentioned that the student's usage could also be increased.

Action: Edit Tokorcsi was asked to look at the demographics and cost the benefits for soft play.

Action: Mark / Edit to work on more detailed proposal for extension of fitness suite taking customer survey (current satisfaction) and demographics projections into account

Action: Architect to look at the any existing dead space (e.g. can this be used for extra storage).

- 7. Pavilion Update:** Permission from the DfE had given their permission for change of use and we are waiting for the Community Use Agreement. This discussion was deferred to the next meeting due to time constraints.

Action: Clerk to add to June agenda

- 8. Online Booking System:** A report was circulated to Governors which gave the state of play at the moment. The system should be ready to go in approximately one month.

- 9. Budget update:** Copies of the income and expenditure had been circulated to Governors and Mark Little went through this budget, highlighting the details.

Expenditure: This is in line with the budget. Printing costs were being monitored, but most of this was down to advertising. The staff costs are in line with expectations as is the equipment and premises. There were no major concerns.

Income: The phasing had been looked at compared to last year. The use of the gym has suffered a small loss mainly from block bookings. This is where groups such as the basketball have not been able to finance their booking. However the AstroTurf had increased its income since last year. The memberships are up from last year and we are looking at new partners to work with. Swimming lesson income is also looking good.

Some discussion followed on the summertime and how the income was balanced over the year.

Overall we are up on last year, so it was good news.

A Governor suggested joining the Cambridge Network and increasing marketing and all were in agreement.

Action: Edit to look into Cambridge Network membership

- 10. Annual Customer Survey:** A new draft was circulated to Governors and after some discussion as to what we really needed from customers it was decided we should go with the full survey and use Survey Monkey. It was also noted that we should concentrate on the fitness suite users to get some confidence for expansion.

Action: Edit to get this done as soon as possible and the results to be presented the next meeting.

- 11.** There was no other business

- 12.** Date of next meeting: It was agreed to cancel the March meeting in line with the need to reduce the number of Governors meetings in the year.

Therefore the **next meeting was agreed for Tuesday 10th June 2014**

The meeting closed at 9.20am