

Chesterton Community College
Minutes of the Sports Centre Committee Meeting
Tuesday 28th April 2015

- 1. Present:** Edit Tokorcsi, (Sports Centre Manager) Hannah Hibble (Assistant Sports Centre Manager), Helen Arnold (Co-Chair), Eva Pepper (Co-Chair) Lucy Scott (Headteacher), Mark Little (DOFAR), Jim Warwick, Ayesha Tahir
- 2. Apologies:** Mary Sanders , Helen Christy, Sally Gibson,
This meeting was quorate 5 Governors out of 7 present. (Quorum is a minimum of 4 Governors)
- 3. Declaration of Pecuniary Interests:** None were declared.
- 4. Register of Business:** None were registered
- 5. Election of Chairperson:** Confirmed that Helen Arnold and Eva Pepper were jointly appointed at the last meeting.
- 6. Minutes of the last meeting** (24.02.2015): These were agreed and signed as a true record.
- 7. Matters arising:** Actions from the minutes were discussed as follows:
 - i) Pavilion:** Update on progress, with contractors now appointed. Meeting being arranged with all parties (including Castle school) in May.
 - ii) Accident/near-miss information:** Hannah shared the accident/near-miss forms used to collect this data.
- 8. Health & Safety Update:** Report prepared by Edit presented and discussed (see attached).
Agreed that all instructors etc should be DBS checked going forward (ET/WP)
Re Facemasks – discussions over whether “fitting” was required or not concluded in agreement that initial fittings be done as a one-off and the benefits of this then reviewed. (ET to arrange)
Health surveillance requires further research (ET)
National Pool Management Course attended by ET. Very good – lessons learned about effectively monitoring staff performance.
Day 3 was a real “eye-opener” with specific focus on lifeguard training – we need to fine tune our procedures in order to establish best practice. ET to present more detail at next meeting (eg disability evacuation procedures) (ET).
Day 4 – Gold, silver, bronze management model – more detail next meeting (ET)
H&S training to be the main focus for staff training in October
- 9. Sports Centre Strategic Plan:**
Revised Strategic Priorities document reviewed. Concerns about specifying an annual financial contribution discussed, particularly as the Sports Centre is 10 years old and unexpected cost can occur. Also recognising that leisure is a secondary and discretionary spend and therefore particularly subject to economic change. Agreed therefore to say “to deliver a significant annual financial contribution” rather than specifically £100,000 as a minimum.

Plans for introducing a sauna were supported, with preference expressed for one larger sauna rather than smaller sauna and steam room options (for a number of reasons that were discussed). Upcoming visit to Kelsey Kerridge would further inform this consideration (ET to report back). Ideally 3 quotes to be obtained for the proposed project (sauna and changing rooms).

Kelsey Kerridge visit also to be used to look at their climbing wall and to discuss this with them (ET).
Insurance re climbing wall to be discussed with insurers (ML)
Leisure course provision – support for pursuing this, using current school facilities (ET/ML)
Multi-channel marketing – c/f (ML/RK/ET)

In body scale – done
H&S review/audit – in progress but impacted by Lewis leaving – continue to prioritise as much as possible (ET)
Employee of the month – launched

10. Budget update: Reforecast information circulated and reviewed briefly – with bottom line figure being very much in line with budget.
Next year look at presenting phased budget information. (ML)
Review at next meeting the level of “sinking funds” that could and should be created (ML/All).

11. There was no other business

12. Date of next meeting: Scheduled for 30th June 2015 but ET is away then so postpone 4d until 7th July.

The meeting closed at 9.05 am.