

**Minutes Date: 6.6.22**

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| **Attending: WS, MN, VC, PS, AW, CO & TL****APOLOGIES:** |  |

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| Minutes  | Notes | ActionS |

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| MATTERS ARISING: |  |  |  |  |
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| **CLASSes/ TASTERS/ CLASS NUMBERS:** | **ACTIONS** |
| Consistent flow at Evesham. MN has brough wrist bands to give to tasters and their parents before there enter their session. By giving bands to parents make it easier to identify them to do the sell. MN would like a meet and greet for tasters whereby you take them into the gym/ninja studio and explain what will happen and go through sign up process. AW sends an email to those who have attended a taster with a sign up link after their class.Class numbers to be brought next week. | AW, TL & CO to bring upto date class numbers to next meeting.CO to trial meet and greet and see how it goes |
| **STAFFING** | NC & GNS to select new generation of coaches and start mentoring them.CM to handover to RS – do lesson plansTL to let staff know about café working hoursWS to speak with Ollie and Dan |
| Due to GCSE’s AW and VC are coaching at Solihull due to lack of coaches. NC and GNS need a new batch of coaches – to be selected in the later classes.Evesham have 2 people volunteering currently.CM to hand over to RS for the EMNH4 & EFH5 classes. TL to extend café staff working hours (16:15-20:30) to ensure 2 members of staff are on until close. WS to liaise with Ollie and Dan on covering Heart and closing over the summer. Nicole owes 30 hours to FMA. |
| **BIRTHDAY PARTIES** |  |
| Parties for June;Evesham: 6Solihull: 12AW to get another member of staff for parties to assist with the cleaning. | AW to get extra member of staff for parties |
| **EXTERNAL BOOKINGS/HIRE** |  |
| Manor Angling want to hire whole building in September – They need to email nothing has been confirmed.We have a partnership with ‘the mummy move’ who will have discounted entry to our pre-school program. We currently have 7 scheduled sessions for them – VC has emailed TL, CO, RS and CM with all the details. | VC to keep everyone up to date with the mummy move |
| **EVENTS** | **ACTIONS:** |
| Evesham to scheduled and event every month. TL to organize with RS.MN is speaking to a ‘dino lady’ on doing an event.Sensory room will be a grotto for Christmas, MN to find a company to provide photography etc. People will que in the ninja studio to enter the grotto.Aspire to store all equipment in storage unit in the car park at the back.Solihull to have a blow up grotto. AW to finalise a date in December (Sunday). | TL and RS to put a plan together and dates.MN to find external company for Christmas. |
| **(SPARE) BADGE TESTING?** |  |
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| **SAFEGUARDING** |  |
| We will hold CPD safeguarding course incorporating the ‘flick’ course.This will include general first aid and housekeeping. CO &TL to get PS a date for Evesham.AW to get a date for Solihull. | CO, TL and AW to set a CPD date and let PS know.PS and VC to prep CPD course |
| **PICK&MIX HOLIDAY CAMP** |  |
| AW happy with summer staffing at Solihull.CO needs to plan for 6 groups (90 kids) and staff for 6 coahces and 6 assistantsGymExplorers will run in the AM only during school holidays. Movers and Babies will continue – with the exception of Mondays (numbers depending)Evesham to encourage people to pre book for the summer Explorers.PS to do a risk assessment for outdoor gamesDaniel will make sandwiches for both sites, we will also offer hot food.WS is still waiting to hear back from HAF. CO to let WS know if they have enough seating for 105 children.CO to offer volunteering hours to those who want hours over the summer – university students. WS to look at photography options on registers.PS has planned for classroom and will send information to those who will be working in classroom.  | CO to plan for P&M – timetable and staffingAll staff to encourage pre booking during the summerPS risk assessmentMN/WS to liaise with DanCO to let WS on seatingCO contact summer staff for volunteeringWS – PhotographyAW/CO to let PS know who is working classroom |
| **CLUBS** | **ACTIONS:** |
| AW to email Rebound about the location of their first aid provision.AllStars; eating in the gym and not putting equipment away. CO/TL to speak to them to let them know that they will incur a sub charge if we have to move equipment or clean up after their sessions.Aspire; CO/TL to remind them that they need to be mentoring our staff at 5pm. | AW email reboundCO/TL speak to AllStars and Aspire |
| **HEALTH&SAFETY / EQUIPMENT** |  |
| Evesham; -Soft play needs checking daily and update safety sheet.-Fridge checks. MN to order a new record book-MN and TL to go through HACCP folder. TL will then relay to RS.Trampolines and gym equipment needs checking monthly and all relevant paperwork updated.Fire alarm checks – monthly at both sites (Evesham to inform fire dept) | CO/TL to do safety checksMN and TL to get together and go over HACCPAW safety/fire checks |
| **BANKING** |  |
| WS went through banking with VC, CO and TL.CO/TL to bank notes either weekly or fortnightly. Change to be left in the safe. MN to get a folder for the end of day till receipt.  | TL to bank notes weekly/fortnightly |
| **AOB** |  |
| VC to let TL, CO and AW what information they need to next week (class and taster numbers etc).  | VC to email AW, TL and CO |