

**Minutes Date: 2nd August 2022**

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

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| Minutes | Notes | ActionS |

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| MATTERS ARISING: |  |  |  |  | |
| Dino lady not responded VC to chase  No news from Ignis – VC to chase info  Costs for logo heat pressed – All in stock – costs £500 for ninety-six t-shirts and £300 for heat press. It will cost £2 for logo and £1 for the swirl to be heat pressed.  AW/CO to confirm with staff that missed the last CPD that they must attend the September CPD either at Solihull on 30th Aug or Evesham 4th Sept. AW/CO to forward a list of those who are attending to VC/PS. Confirm times for both sites.  Evesham and Solihull to continue to reduce staff over the weekends throughout Summer when not required. PAYE coach’s hours are set but if contractors are not needed send them home when no parties are booked in ensure that rotas are altered to reflect changes.  Pre School CPD to happen in September AW/CO to set date when CO returns.  Staff to continue to have a think on what the space could be used for in the evening IF UTX do go it will be in October so new sessions would start in January.  MN still chasing Gym Nova on the mat MN will feedback at next meeting  PNS has input a lot of the data– data needs to be finished. WS to confirm after next export where PNS got to with inputting data.  WS is looking at possibility of having separate email address for badges. WS will arrange for all staff to send over information to email in the same format. AW completed audit of how many medals are in stock and has sent them to WS, WS needs to know how many medals need to be ordered. AW to advise on numbers.  Sensory room needs to ensure that it is tidy.  Run up at back for DMT and mats for area where UTX bars have been measurements sent by AW. Mikey on holiday until Mid-August. AW to ask for quote. Fridge arrived at Evesham.  VC asked Rachel Wells regarding coaching in Solihull with in P&M program with the increase in SEN chidren. | | | **ACTIONS.**  VC to email  **VC to chase Ignis**  VC to order staff uniform  **AW&CO let staff know about Sept CPD and create a list.**  TL, CO and AW to action  **CO to liaise with AW for a Sept date**  All staff to share ideas on what can go upstairs (UTX) in the evening  **MN to chase Gym Nova on the mat**  WS to produce an automatic system  **WS to advise everyone about using the same format to submit badges.**  **AW to advise WS how many required.**  **WS to arrange separate emails and order medals**  All Evesham staff to stay on top of sensory room.  **ACTIONS:**  **AW to ask for quote from Mikey**  VC will feedback | |
| **CLASSes/ / CLASS NUMBERS:** | | |  | |
| Pick and Mix is increasing. **Keep on promoting.**  Explorers to be re-instated next week. Pick and Mix to use gym 9am-10:15 and 12:15-1:15 so Explorers can run 10:30-12 and 1:30 to 3pm at Evesham.  Numbers at Evesham are stable getting more sign ups than cancellations. Solihull have steady sign ups.  Taster events to go on ‘Book When’ Email to be sent to those who missed sessions due to Solihull closing in the hot weather. Going to be offered a choice of two sessions one in the morning 9.30pm – 10.30am and one in the afternoon 1.30pm– 2.30pm.  Taster events at Evesham during week 6 – cancel Explorers in the afternoon and have a taster session every afternoon 12am – 3pm can sign up and fix the class they want to attend later once they know their child’s timetable at school, Also run one 10th/11th September.  AW to arrange another taster session on 11th September. | | | All staff to keep promoting P&M and HAF program  **Explorers to be re-instated next week.**  AW to set up taster session on ‘Book when’ and send out email.  **TL to sort with CO and arrange**  AW to set up another taster session. | |
| **STAFFING** | | | **ACTIONS:**  TL to sort staff  **AW to source staff for 1:1’s** | |
| Pick and Mix rotas have been sent out.  Evesham at lunchtime is terribly busy and needs to be staffed to address the busy times. If it is quiet, then staff can be allocated to do other jobs that have not been able to be carried out. That will ensure staff are available to run the café during the busy times.  Staff training had three members attend last Saturday. They did well and have already covered shifts in the café.  AW to arrange staffing for additional 1:1’s during pick and mix.  Rebecca SK doing evenings at Solihull.  Walkie talkie system would be of benefit at Evesham for staff especially during pick and mix sessions. | | |
| **BIRTHDAY PARIES** | | | **ACTIONS** | |
| VC will post on Facebook and promote birthday parties.  WS should have birthday list to use by next week. | | | VC to post on Facebook  WS to create a birthday list | |
| **EXTERNAL BOOKINGS/HIRE/EVENTS** | | | **ACTIONS:** | |
| Natalie from SEND Social had first session yesterday. Has another session on 22nd August. PS has sent an email to finalise the home ed session due to start in September.  Winter Champs to be run at Evesham – concern for seating.  Keep on agenda to discuss event at next meeting.  Mummy move will continue on a Wednesday morning in Explorers – not doing baby class during August.  Dino lady booked for 17th September. VC to chase as she has had no response after sending the forms back last week.  Summer party booked for 20th August. TL has already ordered resources for the event. TL to send an inventory of goods to VC.  VC/RS had a meeting with Rachel (the mummy move) about Instagram. They are separate platforms from Facebook. She will feedback to everyone after the holidays. | | | Keep on agenda to discuss possibilities    VC to follow up on email  TL t send inventory to VC  VC to feedback about Instagram | |
| **CHILD CARE/NURSERIES** | | |  | |
| OFSTED invoice for Rainbows Day Care/Gateway to FMA has now been paid. | | |  | |
| **EXPANSION** | | |  | |
| Awaiting response. | | |  | |
| **SAFEGUARDING** | | |  | |
| VC to contact Worcester to investigate a CPD for all staff via a zoom link. | | | VC to look at a course via zoom | |
| **PICK&MIX HOLIDAY CAMP** | | |  | |
| AW taking food to Dan. Then she will do a Tesco order direct to Dan.  PS advised !:1 has been approved today. AW to staff  Keep registers so we can show who has turned up.  As previously discussed, Explorers in the afternoon will be re-instated pick and mix use gym 1 ½ hours prior to Explorers. | | | AW to do Tesco order to Dan  **AW to staff 1:1** | |
| **CLUBS** | | | **ACTIONS:** | |
| VC clarified we carry out any necessary first aid for Allstars,  VC sent email to Allstars – as yet no reply. TL to ask Emma if she received VC email and could she respond.  TL needs more leaflets VC to order.  AW has no problems with UTX or Rebound  TL OK clubs has no issues  Aspire have booked additional sessions over summer WS agreed these were acceptable Dates 11th/17th/18th/25th WS will invoice them. | | | TL to talk to Emma  **VC to order**  WS to invoice | |
| **HEALTH&SAFETY / EQUIPMENT** | | |  | |
| TL to do a step by step for fire alarm and normal alarm to be placed on the door as a reminder.  John Smith tried to fit faulty wheel to end deck on trampolines at Evesham. The wheel did not fit. Wait for WS to return to seek best solution to solve problem.  VC to go to warehouse to see if Duncan tomorrow to see if he has a fridge for Evesham.  Ice cream machine – TL asked about maintenance as machine is squeaking. WS said TL should contact blue Ice to ask what our contract covers regarding servicing. If it is not covered get a quote to solve the problem. | | | TL to do step by step for alarm  WS to look at problem  VC to visit Duncan  TL to talk to Blue Ice | |
| **BANKING** | | |  | |
| All up to date. TL banked £1450 yesterday. | | |  | |
| **CAFÉ** | | |  | |
| Breakfast menu and hot food is working well.  Table numbers for customers have arrived and are working well. | | |  | |
| **AOB** | | |  | |
| Any posters required send to MN.  WS will have a new booking system which will be easier and cleaner.  Sunday Explorers was full twenty-four turned up – Disability sessions still full.  AW mentioned that Toby has really stepped up over the last few weeks.  PS stated that he did really well the weekend, setting up and running Explorers and the disability session on Sunday. | | | WS to share the new booking system | |