

Minutes



First Meeting - Create & Structure East Coast Gymnastics

Wednesday, May 7, 2014

6:10pm to 7:30pm @ Chapel St Leonards School.

Meeting Chaired by: Cllr Fiona Brown

Attendees: Ian Ison, Fiona Ison, Amelia Haslehurst, Donna Brass, Cllr Fiona Brown

Articles Provided: Club Constitution, Various Role Descriptions, Health & Safety Policy, Safeguarding Children & Child Protection Policy, Equality Policy, Access to Fair Assessment Statement, Introductory Booklet, Complaints & Grievance Procedures.

Articles Presented : Letter Of Intent Leaflet.

TIME	TOPIC	FOLLOW UP NOTES
6.00pm – 6.10pm	Amelia H. was held in a separate meeting and Donna B. was called away for a short time thus the meeting was delayed by 10 minutes apologies made to all present.	None
6.10pm	Fiona Brown volunteered to Chair the meeting in the absence of a Chairperson	
6.10pm – 6.25pm	Introduction to club	None
	Fiona I, had prepared a little speech that was presented and an informal discussion followed on the future of the club, so that all potential committee members had a reasonable idea of what to expect.	
6.25pm – 6.30pm	Adopt committee roles and formally adopt the roles	Official Records Held By I Ison (Club Administrator)
	Chairman - Vacant Treasurer – Donna Brass Club Administrator - Ian Ison Director Of Coaching – Fiona Ison Welfare Officer – Amelia Haslehurst Health & Safety Officer – (Acting) Ian Ison	Head Fund Raiser – (Acting) Fiona Ison Gymnasts Representative - Vacant Parents Representative- Vacant Secretary – (Acting) Ian Ison Schools Liaison Officer - Vacant Community Liaison Officer – Cllr Fiona Brown
6.30pm – 6.40pm	Discussion of constitution	Amendments To Be Made By I Ison (Club Administrator)
	2.1 Adjustment of context from "their" to include "of young people" (by Fiona B)	
		Agreed By All

Minutes

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6.30pm – 6.40pm	Discussion of constitution	(Continued)
	6.3 Fiona B. asked whose responsibility within the committee it would be to ensure companies house was updated per legal requirements, Ian I. stated that when the ECG LLC was to be incorporated under companies house all duties would fall under the Club Administrators Role	Update Club Administrators Role To Include Communications With Companies House
	16.1 Adjustment needed to remove the word “the” deemed as a contextual error	Agreed By All
6.40pm – 6.50pm	Adoption of constitution	Official Copy Held By I Ison (Club Administrator)
	It was agreed that the constitution would be adopted on the proviso that the afore mentioned contextual errors were amended	Agreed & Adopted Signed By All
6.50pm – 7.00pm	Discussion and adoption of policies	Official Copies Held By I Ison (Club Administrator)
	Health & Safety Policy Discussion based on the training for fire extinguishers and use of the schools fire blankets, Amelia Haslehurst kindly agreed to allow our health and safety officer to attend the school training in January 2015.	Agreed & Adopted
	Safeguarding Children & Child Protection Policy Amelia Haslehurst (Welfare Officer) highlighted the need for more indepth policies and guidelines to be drawn up regarding how to handle different welfare scenarios.	I Ison (Club Administrator) to work with A Haslehurst to draw up new policies to be discussed and proposed at the next meeting
	Equality Policy	Agreed & Adopted
	Access to Fair Assessment Statement	Agreed & Adopted
	Complaints & Grievance Procedures Amelia Haslehurst (Welfare Officer) requested that adjustments were made to include procedures to help ease confusion in some circumstances and to highlight that the school is not to take any part in any complaints procedures.	Amendments To Be Made By I Ison (Club Administrator) changes to be discussed and proposed at the next meeting
7.00pm – 7.10pm	Agree and sign document to allow club to open bank account. After a group discussion on how many signatories would be required, it was agreed that any 2 from 3 signatures would be optimal to allow for absences due to holidays or sickness	Agreed Bank Account to be Opened By D. Brass, F. Brown & I. Ison
7.10pm – 7.15pm	Discuss future of club with regards to grant funding etc	
	Various discussions based on the future of the club, F Ison proposed that all of the equipment currently residing at the school is to be gifted to the ECG and that the proposed match funding that will be needed should the application be successful is also to be gifted to the ECG and that no remuneration of any sort is to be included in the agreement	F Ison to draw up a list of current equipment to be gifted agreement put in place allowing ECG to take ownership and updated when new equipment is gifted or bought by the ECG

Minutes

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7.10pm – 7.15pm	Discuss future of club with regards to grant funding etc	(Continued)
	A discussion was had on the ELDC grant scheme and given that the closing day was so close it was agreed that an application could be put in without being scrutinized by the committee .	Agreed to ELDC Funding Application
7.15pm – 7.25pm	Any other business wind up meeting?	
	Amelia H. previously requested a leaflet to be given out to the chapel st leonards pupils to gauge their interest over what nights the club should run, Fiona I. provided a sample leaflet which was shown to all committee members	Copies of the leaflet to be emailed to committee members
	An error regarding the proposed insurance for gymnast insurance was highlighted by Fiona I. in which the previous thought to purchase a block insurance whereby 20 gymnasts could be registered regardless of them being the same 20 gymnasts was found to be in-accurate and would not fully cover the gymnasts should something happen, a new system was being looked into but it would cost more to either the gymnasts or ECG	F. Ison (Director of Coaching) to work with I. Ison (Club Administrator) to propose a insurance system that would ensure adequate cover for the gymnasts.
	Fiona B. suggested we set a date for the next meeting,	Next Meeting 4th June 2014 6pm @ Chapel St Leonards School
	Both Ian I & Fiona I thanked everyone for coming to the meeting and for agreeing to be committee members, without whom the future of East Coast Gymnastics couldn't progress.	

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the First meeting held on 7th May 2014

Secretary

Date