

Masters of Martial Arts Academy CIC

Meeting Minutes

July 12, 2020

13:15pm

Type of Meeting: Directors

Chair: Ste Nightingale

Attendees: P. Turner, S Nightingale, P Cheshire, K Procter

Apologies: M Dixon

Approval of minutes from last meeting – agreed

Actions from last meeting

- ACTION – PT to arrange for filming/consent to be included in FAQ sheet as part of induction/signing up new students. – INCOMPLETE -to be incorporated into a new online form
- ACTION – SN to obtain copy of Sport England Governance report and to ensure Blackburn Academy of Martial Arts CIC complies with Level 2 requirements. INCOMPLETE
- ACTION. SN arrange to form a fundraising committee. INCOMPLETE & discussed below

DIRECTORS RESPONSIBILITIES

- PC reported that Academy Risk Assessment had an amendment for COVID 19 allowing us to reopen when conditions permit.
- PC reported on Fire Safety. PT raised that the Landlords fire company had suggested that weekly fire alarm checks were a legal requirement.]

ACTION PC TO ASCERTAIN IF WEEKLY FIRE ALARM TEST IS REQUIRED AND TO IMPLEMENT WEEKLY CHECK.

- PC reported that our -Safeguarding Code for Martial Arts ‘Mark’ which was due for renewal in June 2020 was successfully renewed. All police practices and procedures in place. At staff training, all attendees read and signed the coaches Code of Conduct. PT updated that consent form which SN is progressing with all parents and students is now being converted to an online form in line with COVID 19 requirements.
- SN reported on financial situation. Academy received £25,000 grant from local authority which has kept us solvent since it stopped receiving rent from April 2020 due to COVID.

Memberships

- SN suggested that due to COVID, as the AGM was cancelled and membership renewal process was suspended, that all memberships be extended by 8 months from April 2020. PT pointed out that a decision to postpone might cause substantial financial loss. Meeting agreed membership situation be reviewed Dec 2020

Finances – Income & Expenditure.

- Bank Balance £17579.19 Barclays community account
£1792.41 defibrillators for schools client account
£480.84 NatWest
- PT reported that the Junior Awards event and AGM at Ewood Park which had been as Sun 29th March 2020 at 4pm were unlikely to be able to be held in the foreseeable future due to COVID indoor meeting numbers. The matter was to be reviewed at the end of September 2020. PT reported that all trophies and the overall student of the year award had been purchased.
- ACTION –AWARDS and AGM to be reviewed at next Directors Meeting.
- New Venue. PT outlined that the Academy 5-year lease is now ends in July 2022. We previously estimate that the capacity is 500 students and that number is now not likely to be reached before the end of the term. The property on Lord St West (old Campbells Amusements) was viewed and not suitable. However, Cash Generators and Brighthouse had now both vacated which has opened up

opportunities for expansion. It was agreed that would be prudent to seize upon the current climate and explore possibilities

- ACTION –PT and SN to explore options.
- PT raised that a Fundraising Committee previously discussed be constituted of persons with appropriate skills to increase Academy funds and also to begin raising funds for any potential future move. As the launch at the junior awards event didn't happen meeting agreed that SN progress asap.

ACTION. SN arrange to form a fundraising committee.

- PT stated that there had just been a staff meeting to update all about the planned reopening and new COVID procedures attended by all except Ali SHAH. There were no other staff issues to be raised.

AOB

- SN informed the meeting that the Academy had hired a cleaner, a mother of a student, to ensure COVID-SECURE compliance to be paid for out of LA grant.
- PT proposed that the subsidy to members be paid for an extra month (August) at a cost of £1600 to support members who had continued to make full payments throughout. Meeting Agreed.

Date of Next Meeting; Sunday 20th September @ 11am.