

Masters of Martial Arts Academy CIC

Meeting Minutes

September 12, 2020

11:00pm

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

Outstanding Actions from last meeting

- ACTION – PT to arrange for filming/consent to be included in membership form as part of induction/signing up new students. PT reported that new NEST forms was trialled and is not as good as Google Forms. Google Forms to be finalised and completed with next 4 weeks for sending out to all students. ONGOING
- ACTION – SN to obtain copy of Sport England Governance report and to ensure Blackburn Academy of Martial Arts CIC complies with Level 2 requirements. SN reported that there are two areas where we need to address to be fully compliant with level 2 of the Governance Code. Diversity of the Board of Directors and dual signatories on the Barclays Bank Account. PT suggested that we have a skills audit of directors to identify any gaps and then we could look at increasing the diversity of the board. KP suggested another student/parent director could be appointed. PT added that the Barclays accounts should have activated the dual authority option online but omitted to do so. ONGOING
 - Action – SN to contact Barclays and ask them to switch on the dual authority element
 - Action -SN to conduct a skills audit of directors and identify any gaps
 - Action – SN to circulate Governance Codes to all directors for information

- ACTION. SN arrange to form a fundraising committee. SN reported that Pam Lightbown had been looking at data requirements and also the whole issue of fundraising. She has developed a database to record the data obtained to identify our particular breakdown of students in terms of postcode and BAME profile which she could add to the data already available on social deprivation etc for Blackburn. It was suggested that we apply for a low level amount to begin to build a relationship with funding providers. PT suggested that we need resilience of more than one person taking responsibility in case of Pam being unavailable. ONGOING

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

PC reported that weekly fire alarm checks were indeed required and the monthly checks form had been amended to record the more frequent checks.

COMPLETED

- ACTION –AWARDS and AGM to be reviewed at next Directors Meeting.

Discussed below as an agenda item. COMPLETED

DIRECTORS RESPONSIBILITIES

- PC reported that Academy Risk Assessment had again been amended for COVID 19 to reflect the latest advice.
- PC reported on Fire Safety and highlighted that the fire log had not been completed for some time, and the monthly checks were last completed in Feb 2020. He added that the annual fire inspection was due in FEB 2021. PC stated that he believed that the checks should now be bi-annually.

ACTION - SN TO ENSURE THAT THE FIRE SAFETY LOG WAS COMPLETED IN ACORDANCE WITH THE LAW AND THAT THE MONTHLY CHECKS WERE PERFORMED.

ACTION – PT TO LIAISE WITH FIREPRO TO CONFIRM 6 MONTHLY OR ANNUAL CHECK REQUIRED

- 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.

ACTION – PT TO UPDATE WEBSITE WITH LATEST CERTIFICATE

- SN reported on financial situation. PT highlighted that there may be a possibility of additional Gov't grant money for the extended Blackburn lockdown. We are awaiting a decision on whether it will be applied retrospectively.
- PT reported on the current student numbers and the lack of financial support the LLP had received from Gov't £5,000. Projected training income from students for the year for the LLP was down from £140,00 to £70,000 for the 12 month period March 2020. PT requested that the Academy make a 3 month rent reduction from £2,100 per month to £1,500 per month for Sept, Oct & Nov 2020.

PT and SN declared an interest in the decision and withdrew from the discussions. PC and KP discussed and agreed to reduce the monthly rent paid by the LLP to £1,500 for Sept, Oct and November 2020.

- Membership Income. SN reminded the meeting that the AGM was cancelled and membership was extended by 8 months and the renewal process was suspended. The meeting agreed that the likelihood of being allowed to hold the junior awards event and AGM at Ewood Park was remote and agreed that we should hold a Zoom Awards event in November 2020 as well as a Zoom AGM to vote for the next director up for re-election. PT reminded the meeting that we still needed chair's proxy votes to ensure a quorum is obtained. It was agreed that the AGM should vote on the 2021/2022 subscription fees for implementation from 1st April 2021. The meeting also agreed that in the current climate we could not ask for any 2020/2021 membership fees and that all current and new signup members should be given a free membership extension until 31st March 2021. It was also agreed that an annual report on Academy activities should be circulated to all members

ACTION – SN TO PREPARE ANNUAL REPORT ON ACADEMY ACTIVITIES BY MID OCTOBER.

Finances – Income & Expenditure.

- Bank Balance £8,736 Barclays community account
- Barclays Savings Account £290
- £1792.41 defibrillators for schools client account
- £245.29 NatWest card account

- As discussed above PT reported that the Junior Awards event and AGM at Ewood Park was unlikely to be able to be held in the foreseeable future due to COVID indoor meeting numbers. PT reported that all trophies and the overall student of the year award had been purchased. In view of a significant number of students leaving, the awards needed to be re-allocated

ACTION – PT TO REVIEW AND RE-ASSIGN AWARDS BY MID OCTOBER

- New Venue. PT outlined that the Academy 5-year lease ends in July 2022, however we have a right to renew under the Landlords and Tenants Act. We previously estimate that the current capacity is 500 students and that number is now not likely to be reached before the end of the term. PT reported that enquiries had been made with Brighthouse and a viewing taken place. The premises were suitable but they were not keen on a sale at this point. We had enquired about a lease of the upper floor adjacent to us, but we are still awaiting a response.

ACTION –PT and SN to continue to explore options.

- PT stated that all staff had returned with the exception of Leo TURNER and Ali SHAH who for shielding reasons were not returning yet. There were no other staff issues to be raised.

AOB – SN updated the meeting on the Gov't Kickstart scheme which will pay for employees up to 25 hours pw including set up costs. We had identified that we could take on two employees to work in reception, cleaning and general upkeep of Academy roles. SN stated that the employees needed to take on 30 staff, but this could be pooled between companies. We had registered an interest and were awaiting further information.

PT also updated that we had applied via the Growth Hub for a Gov't grant for £3k for IT and advertising support, particularly to purchase some reliable Zoom equipment, camera, microphones etc and a laptop to run it off. We were awaiting an initial assessment with a view to being invited to apply fully.

PT also raised some housekeeping issues in need of attention, namely front door lock at top of stairs needs replacing, staff room door lock need purchasing, intruder alarm needs reconnecting to wifi.

Date of Next Meeting; t.b.c.