

# Masters of Martial Arts Academy

## Directors Meeting Minutes

10.30am Sunday 16<sup>th</sup> January 2022

Type of Meeting: Directors Meeting

Chair: Steve Nightingale

Attendees: Phil Turner (PT) and Peter Cheshire (PC)

Apologies: Karen Procter, Martin Dixon, Shaper Wright Khan

Approval of minutes from last meeting – Minutes circulated and approved

Outstanding Actions from last meeting.

- ACTION – PC to seek advice from Hyndburn Sports Centre manager on training requirement & standards they adopt for their gym. NO FURTHER ACTION REQUIRED - COMPLETED
- ACTION – SN to ensure our insurance company is notified of the new dojo and gym, and to seek advice from them on any requirements they might impose upon us. – COMPLETED – no requirements imposed
- ACTION – SN to ensure compliance with children’s employment by laws. ONGOING – SN to submit Jaun & Conor’s forms to BWD
- ACTION – PT & SN to progress the recruitment of a second candidate and discuss the options with the current student – COMPLETED – Second Kickstarter taken on
- ACTION – PT to report on progress of google form seeking further information - COMPLETED
- ACTION – PT to report on progress of recruitment and retention actions – Meeting updated that induction process for 0-3 months was being developed and that once complete a retention process would be started.
- ACTION – SN to ensure collection of membership fees from MMA main office- ONGOING – PT to discuss the matter with Martin Dixon and SN to supply outline of amount outstanding per month to date.

- ACTION – PC instructors qualifications due in the next quarter to be listed at relevant meetings COMPLETED now an Agenda item
- ACTION – PC to report on the progress of digital switch of instructor safeguarding information – COMPLETED – all information on One Drive
- ACTION – PC to develop a policy for the use of CCTV cameras within the academy – ONGOING draft policy completed and to be reviewed and accepted at the next Directors meeting
- ACTION – PT to create a folder on Health and Safety in one drive for the risk assessments COMPLETED
- ACTION – PC to complete the risk assessments for display screen equipment, noise and COSHH ALL COMPLETED
- ACTION – PT to research the CIC/charity debate further and the topic to be raised at next meeting (now an Agenda Item)

## Directors Updates

### 1. Members Update – PT & SN

- Prospects report on the following;
  - Number of Try Outs between meetings – 112 attendances
  - Numbers converted to successful enrolments to MMA 34 or 30%
  - Follow up action for the non-conversions – recontact process now in place conducted by reception staff
  - Action Plan for future tryouts – numbers to be monitored to inform debate and drive future action plan activity
- Academy Membership Numbers – 157 pre April and 218 post April totalling 375
- Academy Membership Forms - 30
- Gift Aid Forms - 79

### 2. Financial Report – SN & SWK

SN reported that account balances are  
Nat West £270

Barclays £37,730 incl £10,000 from the unused Bounce Back Loan

Barclays Defib Account £2,657

Of the £27k in the current account, £5,000 was a grant from Persimmons Homes, £950 a grant from Dan's Trust. A £4,000 grant was due from the Community Foundation for Lancashire.

ACTION – PT to confirm grant figures

### **3. Estates**

- Health and Safety – PC reported all up to date
- Fire safety – PC reported the FirePro were due shortly for the annual check
- General Maintenance – SN –  
ACTION defective Doorguard needs testing
- Update on Leaking Roof – SN no progress on any work. SN stated that he had agreed with the landlord to obtain quotes and arrange for the work to be managed by himself with the prior approval of the landlord who would foot the cost.
- Safeguarding Update – PC. PT highlighted that a free annual safeguarding online training package was available via BWD and it would be beneficial for all staff to complete annually. Pam Lightbown had details. The meeting agreed.  
ACTION - PC to investigate and implement annual process if suitable.

### **4. Staff, Development & Training**

- Academy Staff (SN) including New Kickstarter Phoenix McShannon. The meeting noted that Phoenix had commenced a six month term of employment in December 2021 under the Government Kickstarter scheme.
- Staff Development & Training (PT) – a Continuous Professional Development (CPD) event was planned for instructors after the next competitions in February.
- Instructors Qualifications update by PC (due next quarter)

DBS outstanding for SN and Dave Cottam. Luke Robinson needed to supply all documentation and Elle Fox needs to submit other documentation to Martin Dixon to complete her coaching qualification.

Tom Kaye's DBS was due in Feb

PT and John Forshaws Professional Indemnity due this quarter.

### **5. Academy Developments and Events – KP, PT & SN**

- Venue Hire Initiative – no hires imminent
- Holiday Clubs – PT to consider for Summer
- Birthday Parties – now a regular uptake averaging one each month
- Website Updates – none required

- Academy Competitions – next ones on 27<sup>th</sup> Feb
- Awards Event 2022 -SN suggested the Grand Venue on Harrison Street
- Fundraising Events suggested – a sponsored walk was suggested as a good social event to be done in Summer or Sept. An indoor car boot along with our competitions and courses
- Gym Opening – date, processes & fees. Pt reported that the Gym induction form was now completed and ready and the meeting agreed a £30 per annum charge for members, with an additional £15 annual Academy membership fee for non members. The induction date had been set as Saturday 25<sup>th</sup> Jan with the gym open and available for use from Monday 27<sup>th</sup> January 2022.

THE MEETING WAS ADJOURNED AT THIS POINT DUE TO AN IMPENDING EVENT SO NONE OF THE FOLLOWING AGENDA ITEMS WERE PROGRESSED

#### **6. Grant Updates & Future Applications – SN & Pam Lightbown (PL)**

- Sport England/Clothworkers/Annexe project
- Dans Trust - support for student
- Postcode Lottery – Fitness Sessions
- Clubs in Crisis - Youth Leadership
- Persimmons Homes – Scholarship Scheme
- Clubs in Crisis – Weapons Training/Competitions

#### **7. Charity Status (PT)**

#### **8. Strategic Priorities 2021 – 2024 (PT) update**

#### **9. Members Forum – KP & PL**

#### **10. Any Other Business**