

Masters of Martial Arts Academy

Directors Meeting Minutes

10.45 am Sunday 10th October

Type of Meeting: Directors Meeting

Chair: Steve Nightingale

Attendees: Shaper Wright Khan (SWK), Peter Cheshire (PC), Martin Dixon (MD), Phil Turner (PT), Karen Procter (KP)

Apologies: None

Approval of minutes from last meeting - APPROVED

Outstanding Actions from last meeting.

- ACTION SN to implement independent review of accounts once approved – ACCOUNTS NOW FINALISED AND PASSED TO NEW DIRECTOR SWK– Completed. SWK reports no issues or queries
- ACTION. PT TO ARRANGE FOR FORMAL THANK YOU AND AN APPROPRIATE GIFT PURCHASE FOR HELP WITH GRANT – Completed Pam Lightbown received some Premier Inn vouchers
- ACTION – PC to seek advice from Hyndburn Sports Centre manager on training requirement & standards they adopt for their gym. Ongoing due to family illness
- ACTION – SN to ensure our insurance company is notified of the new dojo and gym, and seek advice from them on any requirements they might impose upon us. Ongoing. Chased up 10 days ago but no progress
- ACTION – PT to investigate further and ensure compliance with children's employment by laws. Ongoing. SN to submit_BWD forms for Jaun & Conor.
- ACTION – PT to liaise with ex student and manager at Youth Zone Imran Patel to see if the Academy could be part of the provision in the future. Completed. BYZ commence martial arts provision every Saturday and we now have a service level agreement with them for ongoing provision.

- ACTION PT to set process for Birthday Party promotion for Eddie to implement. Completed. Monthly email reminder now sent commencing 3 months before the student's birthday.
- ACTION – PT to contact NEST and discuss feasibility and willingness of NEST to waive/refund the admin fee. Completed & unwilling.
- Action – KP to contact all members and arrange a first meeting of members forum. Completed and takes place 1st Thursday of every month. A childrens' celebration party was the first item discussed.
- ACTION – SN to include report Membership Forms, Gift Aid and Membership Fees on next agenda and report on numbers progress. Completed. Now an Agenda Item.
- ACTION – PT & SN to progress the recruitment of a second Kickstarter candidate and discuss the options with the current student. Completed. Beth Leah started on Thu last and Eddie Singleton does not wish to continue beyond his 6 month position.
- ACTION – PT to compile an article on the new Dojo project for social media and our website. Completed.
- ACTION – SN to send a formal letter of thanks to Bank View Solicitors for their work. Completed & sent.

Directors Updates

- Members Update – PT & SN
- A report on the following;
 - Number of Try Outs between meetings
PT reported from 1st July to 30th Sept 2021, 383 appointments were made with 289 actual student attendances.
There were 10 cancellations leaving 84 no shows (22% of appointments)
 - Numbers converted to successful enrolments to MMA
112 students subsequently signed up, this being 38% of attendees
 - Follow up action for the non conversions & overview of the reason given for non enrolment.
Follow ups are currently conducted by text message and the reasons are unknown as we don't currently ask. A google form is being developed to rectify this
ACTION – PT to report on progress of Google form seeking further information.
 - Action Plan for future Try Outs

The whole process is to be reviewed as part of our recruitment & retention strategy.

ACTION PT to report on progress of recruitment & retention actions

- Academy Membership Forms
As at 9th October, 158 forms have been completed out of 397 students.
SN to scan in Gift Aid forms to comply with GDPR.

- **Financial Report – SN & SWK**

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ACTION – SN to ensure collection membership fees percentage from MMA main office fees

- **Estates**

- **Health and Safety – PC**

PC reported that their had been only three minor accident reports from students in the last 12 months.

A Display Screen Equipment assessment and Noise risk assessment need to be completed along with a COSHH (Control Of Substances Hazardous to Health).

ACTION – PT to create folder on Health and Safety in One Drive for the risk assessments

ACTION - PC to complete the risk assessments for Display Screen Equipment, Noise & COSHH

- **Fire safety – PC**

PC reported that all requirement under fire safety are up to date

- **General Maintenance - SN**

SN reported that the landlord had been contacted about repair to the leaking roof in the new dojo and quotes were ongoing. Furthermore the leaking caused by the missing panels outside the building was being addressed by the landlord too

PT highlighted that the fire automatic door stop has been defective for some time now and should be replaced as still under warranty.

- **Safeguarding Update – PC**

PC reported that he was switching from paper held copies of all instructor DBS, insurance, coaching and first aid qualification to digital copes held on the Academy One Drive

ACTION – PC to report on progress of digital switch of instructor safeguarding information

PT suggested that the information of instructors who have out of date qualifications and those due in the next quarter should be reported at the meeting

ACTION – To be listed as an Agenda item and reported on at each subsequent Directors meeting

- **Members** (It should be recorded that there are currently no safeguarding concerns or concerns raised if deemed necessary)

PT reported that we have had one safeguarding issue of inappropriate conduct regarding an instructor which was referred upwards to MD and is ongoing. Protective measures have been drawn up. This will include the installation of CCTV cameras in each dojo for the protection of students and staff. The cameras were initially to allow safe use of the gym and new dojo by members whilst exercising, but we had now added an extra camera to cover the mat only in the main dojo.

ACTION – PC to develop a policy for the use of CCTV cameras within the Academy

PT stated he had reviewed and discussed the formation of a Lead Safeguarding group consisting of MD, PT and PC so that details for future safeguarding issues can be kept confidential and decisions on wider disclosure to the directors could then be taken by that group on a need to know basis. All present agreed.

Safeguarding Lead Update (to include COVID risk assessment at the moment)

PC reported that the COVID risk assessment was up to date and there were no further safeguarding matters to raise.

- **Kickstarter – SN**

- New kickstarter Beth Leah

SN reported that our student, Beth Leah, had commenced her Kickstarter position, which would last for 6 months. Work was ongoing to secure a candidate to replace Eddie Singleton who was due to leave in November.

- **Future Grant Applications – SN**

See attached financial report on current project funding and future suggestions.

- **Academy Developments and Events – KP, PT & SN**

- **New Annex**

PT reported that the new dojo is now open for use for Ju Jitsu training. Due to the leakages work is being held off on the toilets. The gym is not yet operating due to lack of insurance cover.

- **Venue Hire Initiative**

PT stated that the website has been updated with photos and costs for hire, but no promotion has taken place so far

- **Holiday Clubs**

Nothing to report

- **Birthday Parties**

SN - One had been held in the previous quarter with a further three booked in in the next quarter (one straight after this meeting)

- **Website Updates**

PT reported that a major update had now been completed and urged the directors to view and make any suggestions for ongoing improvements

- **Family Fun Day**

All agreed the Family Fun Day had been a success and should be repeated in the future.

- **Academy Competition** (Sunday November 28th)

The next competitions were to be pairs demonstrations and random attacks

- **Strategic Priorities 2021 – 2024** see attached document

PT had circulated a copy of the proposed Strategic Priorities for the Academy which were formed as a result of the Directors planning Day held on 27th June. No feedback had been received so PT asked that all directors review and submit comments within the next week.

- **Staff Development & Training – PT**

PT stated that it was our intention to restart our coaches CPD (Continuous Professional Development) training and that a date would be chosen in the near future.

- **Members Forum – KP**

KP – reported that the Members Forum meetings were due to be held on the first Thursday of every month and that the first one was well attended. Pam Lightbown and Karenne Aspin would be chairing those meetings and would report back to PT and SN.

- **Any Other Business**

PT stated that he had been considering whether the status of being a CIC was the most appropriate in view of our potential funding streams, and had discussed the matter with SWK and Pam Lightbown. Initial observations were

that the switch from CIC to becoming a Charity would open up more funding opportunities, but with that came increased financial governance.

PT suggested that with the Directors consent, he would make an initial scoping of the implications of switching to becoming a Charity, for further discussion at the next directors meeting.

ACTION – PT to research further and an agenda item to be raised on the topic for the next meeting.