

## Minutes of the committee meeting: 19 February 2008

Present: Jane Clayton (JC), Dominique Kennett (DK), Lee Glendon (LG), Simon Hartley (SH), Richard Phillips (RP).

1. Apologies from David Norman (DN)
2. Minutes of the previous meeting were agreed and signed
3. Names of people gaining grades will be put on the web site
  - Evidence files required for Clubmark was discussed. We appear to have fulfilled all items.
  - RP to consider individual development plans
  - Job descriptions have been written and were agreed at the meeting (Prop: RP. Sec: LG. Vote: unanimous)
  - The committee agreed to adopt the BFA child protection policies (Prop: DK, Sec: SH – Vote: unanimous)
  - The codes of conduct for coaches, officials and volunteers were agreed by the committee (Prop: JC, Sec: DK: Vote: unanimous)
  - The committee agreed to adopt the sports equity policy as put forward by Sport England (Prop: RP, Sec: SH. Vote: unanimous).
  - The committee agreed to adopt the codes of conduct for juniors and parents (Prop: RP, Sec: GL). The codes of conduct for parents and carers and junior members are available on the notice board and web site. A copy of each is also provided in the welcome pack
4. Club 25<sup>th</sup> anniversary
  - 24-hour sponsored fence-a-thon. RP to contact local clubs to gauge interest
5. Club opening on Sunday morning
  - Sunday mornings may be an opportunity for adults to fence. JC to see if the judo club would be available for the club
6. Renting kit to children to be discussed in detail further.
7. It was agreed that DK would be the designated welfare officer and JC the Safety officer for the club.

## AOB

1. Time keeping by the junior members is erratic, largely as a result of late arrival.
2. There was some discussion regarding loan of Kit. This needs further discussion
3. It would be very helpful if some parents could help in the running of the club, for example, collecting money at the door at the start of the evening.
4. Some concern was expressed regarding the electrics at the club. Steve will be asked when the last electrical safety inspection was done.
5. We need to have an AGM. This will be held at the club on April 1<sup>st</sup>

There being no further business, the meeting was closed at 10. 40pm