

Masters of Martial Arts Academy CIC

Meeting Minutes

December 6, 2021

1:30pm

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. Online form is now complete and awaiting implementation with uncertainty with COVID. 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 still 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 raised the issue of a financial review of the accounts by another director also being best practise according to the Governance Code. ONGOING
 - ACTION SN to implement independent review of accounts once approved
- Action – SN to contact Barclays and ask them to switch on the dual authority element NO PROGRESS
- Action -SN to conduct a skills audit of directors and identify any gaps NO PROGRESS
- Action – SN to circulate Governance Codes to all directors for information CIRCULATED - COMPLETE

ACTION. SN arrange to form a fundraising committee. SN reported that Pam Lighbown had progressed the database and PT had contributed by supplying student and prospect data to inform the process. ONGOING

- ACTION - SN TO ENSURE THAT THE FIRE SAFETY LOG WAS COMPLETED IN ACORDANCE WITH THE LAW AND THAT THE MONTHLY CHECKS WERE PERFORMED. SN Informed the meeting that the fire log was now up to date. COMPLETE
- ACTION – PT TO LIAISE WITH FIREPRO TO CONFIRM 6 MONTHLY OR ANNUAL CHECK REQUIRED . Firepro inform that a annual check is required for our premises. 6 monthly is for Care Homes. COMPLETE
- ACTION – PT TO UPDATE WEBSITE WITH LATEST CERTIFICATE. Website updated COMPLETE
- ACTION – SN TO PREPARE ANNUAL REPORT ON ACADEMY ACTIVITIES BY MID OCTOBER.. Not progressed ONGOING
- ACTION – PT TO REVIEW AND RE-ASSIGN AWARDS BY MID OCTOBER – Awards reallocated and Awards event follows this meeting COMPLETE
- ACTION –PT AND SN TO CONTINUE TO EXPLORE NEW VENUE OPTIONS. See below ONGOING

DIRECTORS RESPONSIBILITIES

PC reported that Academy Risk Assessments were up to date.

- PC reported on Fire Safety and highlighted that the annual inspection was due in early 2021.
 - Action SN to arrange annual check with FIREPRO
- PC -Safeguarding Code -No update

SN reported on financial situation. Local Authority Grant money had been received which had made up the shortfall from income from venue hire from Masters of Martial Arts

- PT thanked the Academy on behalf for its' support in terms of rent reduction for Sept to Nov and that the December had returned to it's monthly £2,100.
- Membership Income. SN stated that the matter of the membership fees was subject of the AGM meeting of which all directors were present.

Finances – Income & Expenditure.

- Bank Balance Barclays community account £10,345.85
- Barclays Savings Account £290.49
- defibrillators for schools client account £1,792.69
- NatWest card account £173.94

Directors Loans outstanding = £25,704.01

- 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 had enquired about a lease of the upper floor adjacent to us, and had had a favourable response from the landlord. It was agreed by all that this should be pursued as an option for the future.

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. 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 The registered interest had now progressed but matters were moving slowly due to lack of information from Gov't.

Date of Next Meeting; t.b.c.