

Jubilee High School

Runnymede Borough Council

ABBEY FIT JOINT MANAGEMENT COMMITTEE

21 October 2003 at 7.30 p.m.

Members present:

Councillor Ms C.M. Simmons (Chairman)	Runnymede Borough Council
Councillor Mrs C.E. Gant	Runnymede Borough Council
Mr P. Suchley	Principal, Jubilee High School
Mr A. Waite	Foundation Governor, Jubilee High School

Members absent:

Councillor G.B. Woodger	Runnymede Borough Council
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The following attended in an advisory/observers capacity:

Mr N. de Laune	Head of P.E., Jubilee High School
Mr R. Fleming	Head of Leisure Services, RBC
Mr R. Greenland	Assistant Head of Leisure Services, RBC
Miss E. McGinn	Jubilee Foundation Company Secretary
Mrs R. Tyler	Senior Administrative Officer, Jubilee High School

Miss E. McGinn and Mr A. Waite arrived during the discussion of item 4 on the Agenda.

1. ELECTION OF VICE-CHAIRMAN

It was noted that the Foundation Governors had only met once since the Borough Council's decision to invest in an extended Fitness Suite at the Abbey Fit Sports Centre, and a third Governor representative had not yet been appointed to the Joint Management Committee (JMC). It was agreed that Miss Bootes should contact Miss McGinn to request that an item seeking the appointment of a third Foundation Governor to serve on the JMC be included on the Agenda of the next Foundation Governors meeting. This third Governor appointee could then be invited to serve as Vice-Chairman of the Joint Management Committee.

ACTION

Miss M. Bootes
to contact Miss
McGinn

2. MINUTES

The Minutes of the meeting held on 17 June 2003 were confirmed and signed as a correct record.

3. APOLOGIES FOR ABSENCE

Apologies were received from Mrs J. Morrison (Director of the Jubilee High School Foundation), Mr R. Price (Acting Abbey Fit Sports Centre Manager) and Councillor G.B. Woodger.

4. REPORT OF THE PRINCIPAL OF JUBILEE HIGH SCHOOL

Mr Suchley reported that Phase 2 of the School building works was nearing completion. These works had converted former food technology areas and a science laboratory into three modern science laboratories. The food technology classrooms had been relocated to another building.

ACTION

Future building works at the School would include the relocation of the Library and the construction of a new block for the performing arts. It was agreed that the School would need to liaise with Borough Officers regarding the programming of these works, particularly in view of the fact that the construction of the Abbey Fit extension could commence in the Summer of 2004, subject to the approval of the detailed scheme by the Council in January 2004.

School to liaise with Borough Officers on programming of future building work.

Mr Suchley informed the Committee that this September 138 Year 7 pupils had joined the School, exceeding the admissions target set by Surrey County Council. Last week 450 visitors had attended the School's Open Evening, representing 150 young people.

Mr de Laune reported that the School was keen to re-introduce the after-school activities which had been jointly run by School P.E. and Sports Centre staff. Mr de Laune would be contacting Mr Price to discuss potential joint after school initiatives.

Mr de Laune to contact Mr Price

5. SPORTS CENTRE MANAGER'S REPORT

The Assistant Head of Leisure Services updated the Committee on the following:

i) Income/Expenditure and Membership Performance

The Committee received the outturn for the current financial year which is attached at Annex '1'. It was noted that the total Sports Centre income for the period was slightly less than had been anticipated. However, members learned that, as a result of the warm Summer weather, the income for swimming had been significantly higher than projected.

The Committee also received the Sports Centre membership figures for April 2002 to September 2003. The number of Sports Centre members was continuing to decline steadily. However, the total number of Sports Centre users over the period from April to September had increased to 30,753 in 2003/04 compared with 27,927 in 2002/03.

ii) Marketing

Officers reported that adverts for the Sports Centre facilities had been placed in various local papers, but these had not generated an increase in Sports Centre usage and income. Consequently, in November staff would be undertaking a series of leaflet drops in the local catchment area. The results of this initiative would be monitored through the return of vouchers attached to the leaflets.

Officers agreed to provide the Chairman with a breakdown of the Sports Centre's advertising costs, including the budget for the leaflet drops.

Mr R. Greenland to provide Cllr Simmons with figures.

ACTION

iii) Programming and Activities

Children's Activities

The Sports Centre had been well used over the first four weeks of the Summer holidays when it had provided the venue for the Borough Council's 'Splash' scheme for 11 to 16 year olds. The Sports Centre had held its own play scheme over the last week of the Summer holidays which had run at a small profit. A further children's activity week had been organised for the Autumn half-term holiday and so far between 13 and 28 children had been registered on each day of this week.

New Courses

A new class called Khai Bo (a blend of martial arts moves and aerobics) had been introduced in July. Between 12 and 15 people were taking part in these sessions each week and it was hoped that this figure would increase following a publicity leaflet drop to local residents.

School Swimming Pool – Summer Opening

The swimming pool had proved to be very popular over the Summer months as a result of the hot weather. A total of 5,124 people had used the pool over that period compared with around 3,600 in 2002. Feedback from these users indicated that local residents wished the pool to remain open every Summer for the benefit of the local community. The JMC members hoped that the pool could continue to be open for public use next year.

"Have a Go" Day

The Sports Council's "Have a Go" Day had been held at the Centre on 21 September. Over 30 different sports were offered free of charge and between 450 and 500 people took part, many of whom were young people. It was noted that three students from Jubilee High School had assisted Sports Centre staff at this event.

iv) Repairs, Improvements and Maintenance

The Gymnasium and Sports Hall floors were due to be sanded, re-sealed and re-marked over the Christmas period. The Borough Council had set aside a budget of £14,000 for this work and a small contribution would also be made by the School.

A new pump had been purchased for the School pool in the Autumn, however, there was still the issue of a leak from the pool that needed to be dealt with.

Miss McGinn reported that the Foundation's Finance Committee had agreed to fund an investigation into the source of the leak and the cost of the repair work required. The findings from this investigation would be reported to the Finance Committee which would decide what further action to take.

Some new equipment was due to be purchased for the Fitness Suite, including dumbbells and Cardiovascular equipment. Members also noted that the Sports Centre bar would be closed for a number of days in December to allow for bar refurbishment work to be undertaken.

Runnymede Officers enquired as to the progress made with the School's New Opportunities Fund (NOF) bid which included the refurbishment of the existing changing rooms. The School had not yet received a formal update from Surrey County Council, though it had been indicated that the School's supporting argument for the bid might need to be strengthened. It was noted that urgent discussions would need to take place between the Borough Council and the School should the bid not be successful.

ACTION

Mr Suchley to update Runnymede Officers when outcome of NOF bid is known

6. CAPITAL SCHEME – ADDITIONAL NEW FACILITIES

The Committee was pleased to learn that the Borough Council had agreed to proceed with an investment of approximately £1.2 million in the Abbey Fit facility at the meeting of Full Council on 17 July 2003. Borough Officers were now in the process of settling terms with the Foundation and with Surrey County Council for a 30 year lease of the proposed Fitness Suite extension and a modified Dual Use Agreement for the facilities shared with the School. Officers reported that a number of meetings had already taken place with the Foundation to consider a consultation draft of the new Dual Use Agreement and a second draft of the document was being prepared on the basis of these discussions.

The Council had approved a Capital Programme provision for the project in the sum of £1.2 million which included a Capital Estimate of £30,000 for the engagement of Architectural and other professional advice. Mr Fleming reported that the Council had now engaged Baker Consulting Services of Hartley Wintney, Hampshire as Project Manager for the scheme. This company was in the process of appointing an architect and health and safety planning supervisor for the project. It was envisaged that detailed architects' drawings and costings for the Fitness Suite extension would be available in time to be considered at the 22 January 2004 meeting of the Council's Leisure and Environment Committee. This Committee would receive a report seeking approval for the design and the requisite Capital Estimate for the Fitness Suite extension and also for the revised Dual Use Agreement.

In the meantime a Project Steering Group had been formed comprising Officers and Members from the Borough Council and representatives from the School and the Foundation. This Group had already met twice to consider options for the extended facility. The Minutes of these meetings were now available. A further meeting was scheduled for 6 November which would be attended by a representative from Baker Consulting Services. It was agreed that Officers would advise members of the JMC of the dates of future Steering Group meetings in order that they could feed their views into these meetings.

Officers to advise members of dates of future Project Steering Group meetings

The Committee noted that the Fitness Suite extension would include an enlarged fitness suite with up to 70 stations, dedicated changing rooms for users, an aerobics room and a new reception. The School's swimming pool was not included in the scheme and

Mr Suchley reported that the School would keep this facility open for as long as it was economically viable.

Questionnaires had been distributed to Sports Centre users seeking their views on the Sports Centre facilities, programmes and the naming of the new Centre. The Committee received a summary of the first 150 responses to this questionnaire and the final results of this survey would be circulated to members once they were available.

Mr Fleming reported that the local Primary Care Trust was aware of the proposed improvements to the Abbey Fit Sports Centre and that in the future there was potential for the facility to join the exercise referral programme.

Ms Simmons reported that the Abbey Fit Sports Centre sign at the junction of the High Street and Station Road, Addlestone had been moved to the other side of the road when new traffic lights had been installed. She had contacted Surrey County Council's Highways Department and requested that the sign be re-instated in its original position. She also wondered whether it might be possible to install a light over the Sports Centre sign at the School gates.

7. CONSTITUTION OF THE JOINT MANAGEMENT COMMITTEE

A new JMC constitution had been produced by Runnymede Legal Officers which reflected both the changes contained in the draft revised Dual Use Agreement for the Sports Centre and the new management arrangements for the School. A first draft of this constitution had been considered by representatives from the School, the Foundation and the Borough Council. A second draft was now due to be produced reflecting the comments received from these three parties. Once this second draft was available, it would be circulated to members of the JMC so that it could be discussed at the next meeting of this Committee.

ACTION

Officers to provide JMC members with analysis of questionnaire responses.

Second draft of the constitution to be circulated to JMC members

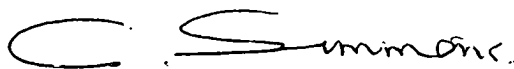
8. OTHER BUSINESS

Mr Suchley wished it to be recorded that the School was very pleased with the Borough's decision to go ahead with a £1.2 million investment in the Abbey Fit Sports facility. The School was eager to work with all parties involved in the scheme in order that this project could proceed as quickly as possible.

The Chairman also expressed her support for the Council's decision and thanked Officers for all their hard work to progress this project.

9. DATE OF NEXT MEETING

The next meeting of the Committee would take place at 7.30 p.m. on Tuesday, 10 February 2004 at Jubilee High School.



Chairman

The meeting ended at 8.37 p.m.

10/2/04

ABBEYFIT SPORTS CENTRE

ACTUALS FOR THE PERIOD ENDING 30th SEPTEMBER 2003

EXPENDITURE	Current Budget £	Profiled Budget £	Actual for Period £
<u>Employees</u>			
Salaries and Wages	137,700	70,700	66,019
Training and Recruitment	2,600	1,300	493
<u>Premises Related Expenses</u>			
Building Maintenance	48,500	1,200	827
Fuel, Light and Water	9,500	0	0
Rates and Insurance	16,900	200	214
Cleaning Costs	13,200	300	108
Grounds Maintenance	1,500	700	0
Swimming Pool Expenses	3,300	0	0
<u>Transport Related Expenditure</u>			
Travelling and Subsistence	1,200	600	600
<u>Supplies and Services</u>			
Furniture & Equipment	8,400	4,100	1,567
Bar & Catering Expenses	17,400	8,700	7,951
General Office Expenses	10,800	5,300	5,024
Communication and Computing	7,500	6,100	6,135
Other Services & Expenses	8,200	4,100	1,795
Public Liability Insurance	700	700	675
<u>Support Services</u>			
Financial Services	14,200	8,200	8,075
IT Recharges	7,600	3,800	3,800
Personnel Services	3,000	1,500	1,500
Legal and Admin Services	2,200	1,100	1,100
Leisure Services	4,500	2,200	2,250
Technical Support Services	2,900	1,400	1,450
<u>Capital Charges</u>			
Capital Charges	5,700	0	0
Gross Expenditure	327,500	122,200	109,583
INCOME			
<u>Fees and Charges</u>			
Bar & Catering	32,800	15,400	14,885
Membership	16,500	7,800	4,745
Main Hall	41,200	19,400	21,234
Squash	9,900	7,800	4,028
Fitness Suite	18,300	8,600	5,918
Gymnasium	25,900	12,200	12,013
All Weather & Grass Pitches	15,000	7,100	8,939
Swimming	6,500	6,500	9,518
Other Income	5,900	2,800	1,532
Gross Income	172,000	87,600	82,812
Net Expenditure	155,500	34,600	26,771

NOTES

Please note that this statement represents the costs incurred by Runnymede Borough Council only. The costs retained by the School are not incorporated in these figures.

The figures do not include any proportions of expenditure incurred by the school for the period.