

Jubilee High School

Runnymede Borough Council

ABBEY FIT JOINT MANAGEMENT COMMITTEE10 February 2004 at 7.30 p.m.Members present:

Councillor Ms C.M. Simmons (Chairman)	Runnymede Borough Council
Miss E. McGinn (Vice-Chairman)	Foundation Company Secretary
Councillor Mrs C.E. Gant	Runnymede Borough Council
Mr P. Suchley	Principal, Jubilee High School
Mr A. Waite	Foundation Governor, Jubilee High School
Councillor G.B. Woodger	Runnymede Borough Council

The following attended in an advisory/observers capacity:

Mr R. Fleming	Head of Leisure Services, RBC
Mr R. Price	Acting Sports Centre Manager
Ms V. Stanton	Assistant Sports Centre Manager

ACTION1. ELECTION OF VICE-CHAIRMAN

Members noted that the election of a Vice-Chairman had been deferred pending the Foundation's nomination of a third Governor representative. The Committee was informed that Miss Emma McGinn, the Foundation Company Secretary, had since been appointed to serve on the Joint Management Committee (JMC). Miss McGinn was elected as Vice-Chairman to hold office until the June 2004 meeting of the JMC.

2. MINUTES

The Minutes of the meeting held on 21 October 2003 were confirmed and signed as a correct record.

3. MATTERS ARISING FROM THE MINUTES

With regard to paragraph 4 of item 4 of the above-mentioned Minutes, Mr Suchley would ask Mr de Laune to contact Mr Price to discuss potential joint after school activities.

Mr Suchley to refer matter to Mr de Laune

With regard to item 5 iv), paragraph 5, Mr Suchley reported that the School had re-submitted its New Opportunities Fund (NOF) bid following several meetings with NOF representatives. This latest version of the bid had been revised to better meet the requirements of the NOF indicators and the School hoped that a positive response would be received from the funding body by Easter 2004.

4. APOLOGIES FOR ABSENCE

Apologies were received from Mr N. de Laune (Head of P.E, Jubilee High School), Mr R. Greenland (Assistant Head of Leisure Services, Runnymede Borough Council) and Mr C. Newman (Business Development Manager, Jubilee High School).

ACTION

Members learned that Mr Greenland was currently on sick leave and the Committee wished him a speedy recovery.

Mr Suchley reported that Mrs Rhona Tyler, Finance Officer for the former Abbeylands School and later Bursar for Jubilee High, had left the School in January 2004 following many years service. The Committee agreed that Mr Suchley should write to Mrs Tyler on behalf of the JMC conveying their thanks for all her hard work over the past years.

Mr Suchley to write to Mrs Tyler on behalf of the JMC.

It was noted that the areas of work formerly covered by Mrs Tyler would now be dealt with by Charles Newman, the newly appointed Business Development Manager for the School.

5. REPORT OF THE PRINCIPAL OF JUBILEE HIGH SCHOOL

Mr Suchley was pleased to report that recent OFSTED inspections had indicated that the School was making good progress. Jubilee High was increasing its number of first choice applications from year 6 primary school pupils and it was thought that the School had the potential to achieve a full intake in September 2004.

Jubilee High had also established good links with the following local Secondary Schools; St George's College, Addlestone, Fairfield School, Leatherhead and Heathside in Weybridge, with whom they were developing joint projects.

The School was also working to increase its links with local Universities (Royal Holloway and Surrey University) as well as Primary Schools. One potential project was for Jubilee High School students to give subject "master classes" to local Primary School pupils.

In addition, the School was getting involved in wider community based initiatives, such as a collaborative e-learning project for 14 to 19 year olds. Members were pleased to learn that Jubilee High had been invited to send two student representatives along to the meetings of the Runnymede Youth Forum. Two students from the School would also be attending a breakfast meeting of the Runnymede Business Partnership on 12 February.

Mr Fleming reported that a Jubilee High School pupil was being given a work placement in the Council's Parks Section following a request from the School's representative on the Duke of Edinburgh's Award Forum.

6. SPORTS CENTRE MANAGER'S REPORT

i) Income/Expenditure Performance

The Committee received the latest outturn report for 2003/04 which is attached at Annex '1'. Members noted that the Sports Centre's income was up this year compared with the same period in 2003.

ii) Marketing and Membership

In January an advertisement had been placed in one of the local papers which had generated 19 new memberships. Staff had also undertaken a leaflet drop to properties in the local area, following which a further 12 new members had joined the Centre. A further leaflet drop would be programmed for the coming months.

ACTION

Overall the number of Sports Centre members had now increased to approximately 350. The Acting Sports Centre Manager agreed to include the monthly membership figures for the year in future reports to the Committee.

Acting Sports Centre Manager to include membership figures in future reports

The Sports Centre had been busy during January with many people being attracted back to the facility by its competitive prices and the range of fitness equipment available. The Committee noted that the leaflets delivered locally had included details of the new Fitness Suite Extension with a tick box allowing residents to request updates on progress with the construction of this facility. It was agreed that laminated copies of the approved architect's plans for the new extension should also be displayed in the Sports Centre to help generate public interest in the project.

Mr Fleming to arrange for laminated copies of plans to be displayed in Sports Centre

iii) Programming and Activities

The numbers attending all clubs and classes at the Centre remained steady. With regard to the Fitness Suite, Sports Centre staff had already given 35 induction sessions to new users since the beginning of January. Fitness programme cards had also been introduced to provide users with an added incentive to continue using the gym equipment.

iv) Repairs, Improvements and Maintenance

The sanding and re-sealing of the Gymnasium and Main Sports Hall floors would be undertaken from 7 to 20 February. Sports Centre staff thanked the School for allowing these works to commence before the beginning of half-term. During February the bar would also be closed for 5 days to allow refurbishment work to be undertaken, including the widening of the bar hatch entrance to conform with the requirements of the Disability Discrimination Act.

A new exercise bike, cross trainer and set of dumbbells had been ordered for the Fitness Suite and would be delivered that week.

Following some difficulties in getting all specified cleaning completed, Sports Centre staff were now liaising with the School Site Manager to arrange for all this work to be undertaken.

With regard to the School swimming pool, the Foundation had commissioned an investigation into the source of the leak and the cost of the repairs required. The results of this investigation were awaited.

7. CAPITAL PROJECT – HEALTH AND FITNESS GYM

The Committee received the Minutes of the last four meetings of the Steering Group which had been set up to oversee the capital project. The Group had agreed a design brief for the fitness suite extension and had considered two schemes produced by the architect on the basis of this brief. The first of these, Scheme A, was within the £1.2 million budget for the capital project and would entail the retention and complete refurbishment of the existing bar area. Scheme B proposed the demolition and rebuilding of the bar and social area, the cost of which would exceed the budget by £70,000. As Scheme A met both the design brief and the budgetary

ACTION

requirements, this design had been recommended to and approved by the Council's Leisure and Environment Committee on 22 January 2004. The Council was now appointing a Planning Supervisor to the design team in order to comply with the statutory requirements of the Construction, Design and Maintenance Regulations.

The JMC members received a copy of the estimated programme for the scheme. It was anticipated that building would commence in August 2004 and that the extension would be constructed and open to the public by the end of March 2005. The School had asked if work could commence on site at an earlier date and the Project Manager for the scheme had been instructed to try and achieve this. Mr Fleming explained that the following two factors were critical in achieving or bettering the programme:

- i) The reduction of the time taken to achieve planning permission from 12 to 8 weeks. The Project Manager was on the point of submitting the planning application for the scheme and it was hoped that this target could be met.
- ii) The agreement and signature of the revised Dual Use Agreement and lease documentation by both the Borough Council and the School Foundation. The latest draft of the Dual Use Agreement was currently being considered by the Foundation and the Council's Legal Division was drafting the lease which would be with the Foundation shortly.

The JMC members suggested that Council Officers arrange a meeting with the Foundation in order to discuss and finalise these documents as soon as possible.

Plans of schemes A and B were displayed at the meeting for the JMC to consider. It was noted that under scheme A there was a void area on the first floor which could be floored and used in the future. Under this scheme, there was also still potential to reconstruct the bar area at a later date if the opportunity arose. The Committee noted the VAT implications associated with the project and that the Council had appointed VAT advisors to assist with this aspect of the scheme.

Officers were investigating options for keeping the Fitness Suite facilities open to the public whilst the new extension was being built. One possible solution was to install some of the gym equipment in one of the Sports Centre squash courts. A temporary reception area could then be set up at the rear entrance to the Centre. In order to encourage existing users to stay with the Centre whilst the construction work was underway, members suggested that incentives could be offered, such as 18 months membership for the price of 12.

8. NEW CONSTITUTION OF THE JOINT MANAGEMENT COMMITTEE

The Committee learned that the latest version of the new JMC Constitution (which would be appended to the revised Dual Use Agreement for the extended sports facility) was currently being considered by the School Foundation. The JMC received a copy of this latest draft and suggested the following additions:

Mr Fleming to
arrange
meeting with
Foundation

Mr Price to
consider
possible
incentives

ACTION

- i) The title of the document be amended to read,
" The Constitution of the *Joint Management Committee*"
- ii) The wording in the last line of paragraph 8 be amended to read, "the gross *and net annual* income derived from such Community Use".

JMC's
comments to
be passed to
RBC legal
division

9. **OTHER BUSINESS**

The Chairman informed members that Miss Bootes, the Committee Clerk to the Joint Management Committee, would shortly be going on maternity leave. The Committee thanked Miss Bootes for her secretarial support to the JMC and wished her good luck in the future.

10. **MEETINGS FOR MUNICIPAL YEAR 2004/05**

The following dates were agreed for the meetings of the JMC in the Municipal Year 2004/05:

Tuesday, 1 June 2004

Tuesday, 19 October 2004

Tuesday, 22 February 2005

All the above meetings would be held at 7.30 p.m. at Jubilee High School, Addlestone.

(The meeting ended at 8.45 p.m.)

Chairman

ABBEYFIT SPORTS CENTRE

ACTUALS FOR THE PERIOD ENDING 31st DECEMBER 2003

EXPENDITURE	Revised Budget £	Profiled Budget £	Actual for Period £
<u>Employees</u>			
Salaries and Wages	138,400	104,900	105,902
Training and Recruitment	2,600	2,000	1,428
<u>Premises Related Expenses</u>			
Building Maintenance	46,500	34,300	1,907
Fuel, Light and Water	9,500	4,800	5,744
Rates and Insurance	16,400	8,900	7,789
Cleaning Costs	13,200	6,800	4,520
Grounds & Swimming Pool Expenses	4,800	4,300	4,496
<u>Transport Related Expenditure</u>			
Travelling and Subsistence	1,200	900	900
<u>Supplies and Services</u>			
Furniture & Equipment	8,400	6,300	2,302
Bar & Catering Expenses	17,400	13,000	10,513
General Office Expenses	10,800	8,100	6,889
Communication and Computing	7,500	6,800	6,840
Other Services & Expenses	5,200	3,900	2,935
Public Liability Insurance	700	700	675
<u>Support Services</u>			
Financial Services	14,200	11,200	11,050
IT Recharges	7,600	5,700	5,700
Personnel Services	3,000	2,200	2,250
Legal and Admin Services	2,200	1,600	1,650
Leisure Services	4,500	3,400	3,375
Technical Support Services	2,900	2,200	2,175
<u>Capital Charges</u>			
Capital Charges	2,800	0	0
Gross Expenditure	319,800	232,000	189,039
INCOME			
<u>Fees and Charges</u>			
Bar & Catering	30,200	21,300	20,560
Membership	12,000	8,500	7,024
Main Hall	41,200	29,000	31,611
Squash	8,500	6,000	5,929
Fitness Suite	14,500	10,200	8,775
Gymnasium	23,900	16,900	17,775
All Weather & Grass Pitches	15,200	10,700	14,056
Swimming	9,000	9,000	9,518
Other Income	4,300	3,000	2,532
Gross Income	158,800	114,600	117,780
Net Expenditure	161,000	117,400	71,259

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.