

Merton Music Foundation Youth Council

Sustainability Action Plan

Objective 1: Transportation: Minimise student car travel to our Music Centres and promote the use of public transport where feasible.

Action	Lead	When	Resources / Support	Review Dates Complete / On Track / Ongoing / No Longer Required or Unachieved
a) Undertake comprehensive data collection on commuting habits, by conducting a survey for all students traveling to the Music Centre. This survey will be co-designed with MMF's Youth Council. -Ensure the data collection process is conducted annually to effectively monitor and assess progress.	MMF Youth Council	Autumn 2024 Summer 2025	MMF Core Staff (MG/LB).	Ongoing 12/3
b) Conduct an analysis of survey results, to identify specific challenges students face with environmentally friendly transportation. Using these findings create targeted solutions such as: -Visible online communication, social media campaigns and workshops on public transport options -Instrument storage for students travelling regularly / late at night with large instruments -Creation of safe cycling route maps to music centres, emphasising well-lit and low-traffic areas. -Sign posting/partnering with local cycling/bike shops.	MMF Youth Council	Spring 2025 Summer 2025	MG / LB / RC	Not Yet Due 12/3
c) Develop a rewards programme, to encourage students to choose sustainable travel options when coming into a music centre.	MMF Youth Council	Spring 2025	MG / LB	Ongoing 12/3

Objective 2: Manage, Monitor & Reduce Paper, Energy & Water Usage across MMF's sites.

Action	Lead	When	Resources / Support	Review Dates Complete / On Track / Ongoing / No Longer Required or Unachieved
a) Work to digitalise MMF's library, making digital versions of current music and prioritising music purchases with a digital download option. Where relevant, signpost MMF's online SharePoint allowing members to access music from home without the need for physical copies.	MMF Core Team/Youth Council	Ongoing	Ensemble Leaders / MMF Adult Volunteers / HR	Ongoing 12/3
b) Promote double sided printing, paper recycling & A3 printing.	Youth Council/MMF Core Team	Autumn 1 2024	HR / MMF Volunteers	On Track 12/3
c) Encourage turning off electrical items/lights/computers when not in use.	Youth Council/MMF Core Team	Ongoing	Ensemble Leaders/Members	On Track 12/3
d) Prioritise purchasing energy-efficient electronics and appliances.	SLT	Ongoing	-	Ongoing 12/3

Objective 3: Ordering & Supplies: Enhance Organisation Wide Engagement with Local and Sustainable suppliers.

Action	Lead	When	Resources / Support	Review Dates Complete / On Track / Ongoing / No Longer Required or Unachieved
a) Aim to reduce ordering from larger chains (e.g. Amazon) by 25%.	SLT	Ongoing	MMF Core Team	Ongoing 12/3
b) Utilise the existing partnership with Sutton Music Centre, aiming for the centre to supply at least 60% of instruments and music supplies (excluding Capital Grant purchases)	SLT/LW	Ongoing		Ongoing 12/3
c) Prioritise using Normans Music for large instrument orders, capitalising on their pledge to donate to sustainable organisations, following any bulk order.	SLT /LW	Ongoing		Ongoing 12/3
d) Signpost Sutton Music Centre discount of 5% to parents, when looking to purchase instruments. Ensure this is well displayed on the website and communicated with parents when starting lessons.	Media & Comms/HR	Ongoing	MMF Core Team	Ongoing 12/3
e) Supplier Evaluation Criteria: Develop a set of criteria for evaluating potential suppliers, based on sustainable practices. (An example of this being FMYM's partnership with Metronome to supply coffee that would otherwise be wasted)	Youth Council / MG & LB	Spring 2025		Ongoing 12/3
f) Engaging with other local suppliers: Look to research and engage with further local suppliers, who follow sustainable practices.	Youth Council/MG	Spring 2025	MMF Core Team	Ongoing 12/3

Objective 4: Repair, Recycle & Disposal: Formulate comprehensive guidelines and policies to actively promote the recycling, repairing, reusing, and donation of musical instruments and electronics.

Action	Lead	When	Resources / Support	Review Dates Complete / On Track / Ongoing / No Longer Required or Unachieved
a) Establish an instrument recycling and disposal policy, with clear guidelines, detailing the appropriate timing and logistics for the recycling and disposing of instruments and electronics.	HR	Spring 2025	MG	Ongoing 12/3
b) Establish a record-keeping system that captures detailed data on instrument donations.	LB	Autumn 24	MMF Core Team	Complete 12/3
c) Conduct an instrument Audit: Assess all MMF instruments to identify those that can be repaired in-house, establishing priorities for maintenance and restoration.	HR	Autumn 24	MG / MMF Core Team	Ongoing 12/3
d) For any instruments that can't be repaired, engage with ReTune – Normans new musical instrument recycling programme.	MG	Spring 24	HR	Ongoing 12/3

Objective 5: Cultivate a Sustainable Organisational Culture: Foster a culture which prioritises sustainability, across all areas of the organisation. Actively develop community connections with other sustainable organisations to enhance this cultural emphasis.

Action	Lead	When	Resources / Support	Review Dates Complete / On Track / Ongoing / No Longer Required or Unachieved
a) Establish a "Suggestions and Improvements" Box at Music Centre South Wimbledon, providing MMF community members with a platform to contribute ideas for fostering positive and sustainable change.	Youth Council	Spring 2025	MG/LB	On Track 12/3
b) Enable the Youth Council to spend, track, and allocate their sustainability budget effectively, fostering accountability and empowering them to drive meaningful sustainable objectives forward.	Youth Council	Ongoing	MG/LB	On Track 12/3
c) Give priority to projects that involve partnership with other sustainable groups.	Youth Council	Ongoing	MG/LB	Ongoing 12/3
d) Develop a Sustainability Page on MMF's Website to showcase all current sustainable initiatives and success stories, highlighting MMF's commitment to environmental responsibility and engaging the community in our efforts. Ensure the sustainability strategy is posted on this page.	Youth Council	Spring / Summer 25	MG / LB / RC	Ongoing 12/3
e) Create a 'child friendly' version of the sustainability strategy – either through documents or a social media campaign.	Youth Council	Spring 2025	MG/LB	Ongoing 12/3
f) Have at least 2 members of staff complete Carbon Literacy Training.	MMF Core Team	Autumn 24/Spring 25	MG / DR	Complete 12/3
g) Have sustainability inset morning for core staff – focussing on the idea of sustainability & looking specifically at environmental sustainability and carbon footprint.	MG	Spring 25	DR	Complete 12/3
a) Pledge to a Continuous Renewal Process: The Youth Council, Core Team, SLT, and trustees will engage in an annual review of the action plan, ensuring its ongoing relevance and effectiveness.	Youth Council	Ongoing	SLT/Trustees/MMF Core Team	On Track 12/3
b) Prioritise opportunities to share MMF's sustainability journey inc. presenting about sustainability at Merton Arts Partnership Meeting & Music Mark Spring Summit.	MG/DR	Spring 25		On Track 12/3
c) Calculate MMF's Carbon Footprint through Julie's Bicycle and set goals to reduce carbon footprint.	MG	Spring/Summer 25	DR	Ongoing 12/3