

## W.A.S.P. COMMITTEE MEETING

Minutes of the W. A. S. P. Committee meeting held within the WASP Art Room, Denny High School on Monday, 26th June, 2017 @ 9.30 am.

The Chairman welcomed all present.

### **Attendance**

Elizabeth Nicolson, Pat Benton, Wilma Anderson, Ernest Martin, Thomas Rintoul, Anne Campbell.

### **Apologies**

Elaine Morrison, Nigel Turnbull, Laura Dawson

### **Business**

Prior to the commencement of normal business Tom Rintoul proposed that Moira Thomson, be co-opted onto the committee. This proposal was accepted unanimously and Moira was welcomed onto the committee.

### **Appointment of Office Bearers.**

Anne Campbell was asked to take the chair at this point. Nominations were called for the offices and were agreed as below –

<b>Chairman</b>	<b>Proposed</b>	<b>Seconded</b>
Thomas Rintoul	Ernest Martin	Pat Benton
<b>Vice chair</b>		
Ernest Martin	Moira Thomson	Elizabeth Nicolson
<b>Treasurer</b>		
Wilma Anderson	Pat Benton	Ernest Martin
<b>Secretary</b>		
Elizabeth Nicolson	Pat Benton	Ernest Martin
<b>Minute Secretary</b>		
Elaine Morrison	Elizabeth Nicolson	Moira Thomson

Elaine Morrison was on holiday but she had previously intimated that she would continue with the position of Minute Secretary if this was agreed upon. All other nominees accepted their appointments.

### **Minutes of 8<sup>th</sup> June, 2017.**

It was pointed out that the wording was incorrect in that should have been “volunteer tutors” and not “tutors” as this may have led to the belief that all tutors fell into the same category and were paid.

**Replacement CLD Worker.**

Nicola Muir who is the designated replacement for Anne Campbell is now on Maternity Leave as from Friday and will be off until September, 2018. As yet, no replacement has been identified.

With these amendments the Minutes were accepted – proposed by Wilma Anderson, seconded by Pat Benton.

**Finance**

The date shown at the balance sheet for the A.G.M. had been amended by the Auditor prior to presentation at the A.G.M. The Auditor and the Treasurer are to meet and he will show the treasurer how to ring fence specified amounts for new equipment and the depreciation of the older equipment for next year's accounts (2017/2018)

**Committee Guidelines.**

These had been updates and were to be distributed to committee members.

**Student Guidelines.**

These had also been updated and each member will be given a copy of the guidelines when they register as members of W.A.S.P.

**Programme for 2017/2018.**

Discussion had taken place with the School, the Higher Photography class will be restricted to 4 returning students. The Intermediate Photography class is being restricted to 8 members.

**Cake Decoration**

This or one other cookery class will be run but this is limited because of staff unavailability.

**Language Classes.**

No Language Classes will be run, again because of staff unavailability.

**P.E., Swimming, Dance, Adult Fitness Walking.**

These will commence after the summer.

**Forth Environmental Link.**

David Gentles of the Forth Environmental Link has offered to run free classes re recycling, rug making, weaving, making a loom etc. These classes will be held on a Wednesday afternoon and may be extended to cover such things as Up-cycling; Picture framing etc. We already have the equipment in the W.A.S.P. room for picture framing and grants would be available for these projects.

**Sewing, Mosaics, Jewellery.**

Pat Benton suggested that these classes could be run at a subsidised rate of ½ price by W.A.S.P. and if they were successful then they could revert to full price in the subsequent sessions. This was seconded by Moira Thomson.

**E.D.C.L. Classes.**

These are self-led classes and could be run on a Monday afternoon from 3.30 p.m. onwards.

**Calligraphy.**

Wilma Anderson had intimated that a student had enquired about a Calligraphy class. Tom Rintoul said that he knew a retired Policeman, Alan Meek, who worked for Falkirk Council at Callendar House and was quite proficient in the use of Calligraphy. He might be a suitable person to approach to give assistance with this class.

### **Falkirk Council Finance**

It was pointed out that the Joint Working Agreement had been signed some time ago and that it included a payment of £4,850 to cover core skills classes, to date this money had not been paid.

**Action** Wilma Anderson to contact Mark Meechan, CLD Manager.

### **Core Skill Classes**

Core skill classes offered in the forthcoming academic year – Basic Computing, Work Club, Home Devices, etc.

### **Replacement CLD Worker**

The position of the replacement for Anne Campbell has not been fully resolved yet. The replacement member of staff is Nicola Muir but she is now on Maternity Leave and will not return until September, 2018, To date there is no information on a replacement for her.

**Action** – Tom Rintoul to contact Mark Meechan to find out the current position of replacements.

Anne Campbell currently covers subjects including Personal Development, Adult Numeracy, and Family Learning.

### **Creche**

A discussion arose re a parents & child group to give them the opportunity to meet and socialise, hopefully the parents will join future classes.

### **Gardening Club**

This club could also be resurrected and run within the school grounds with the assistance of Falkirk Allotment Society.

### **Advertising**

From next week adverts should be placed in the Falkirk Herald and also on the Web Site. Programmes would require to be folded and distributed to such places at – Denny Library, Denny Community Centre, Bonnybridge Library, Bonnybridge Community Centre, and Bonnybridge Health Centre.

### **New Equipment**

After discussion it was decided that 300 Lanyards, 300 pens with the W.A.S.P. details on them and 1,000 business cards should be purchased.

### **Bonnybridge Gala Day**

The date of the Gala day is to be confirmed.

### **Treasurers Report.**

Wilma presented the balance sheets and explained that there were two cheques shown – on for £6.50 and the other for £240.00 – both cheques had been cancelled. The licence payments were for Copyright licences. The balance sheet for April was accepted by Ernest Martin and seconded by Pat Benton while the balance sheet for May was accepted by Pat Benton, seconded by Moira Thomson.

It was pointed out that the Balance sheets should have a header:- Wider Access to School Project.

**Finance.**

The Airdrie Savings Bank account is still open all money will be transferred to the Bank of Scotland.

Ernest Martin will be required to sign the mandate form as an additional signatory, replacing Ann MacDonald.

**Correspondence**

A newsletter had been received from C.V.S. concerning new Data Protection Reforms. Investigation to find a workshop for data protection workshop and a person on the committee needs to be nominated the 'data protection' officer.

**Committee Email Addresses**

After a brief discussion re committee members email addresses it was agreed that all e-mails should be sent out with the recipients' details in the B.C.C. box.

**Data protection to be put on the next agenda.****Date of Next Meeting**

Monday 17<sup>th</sup> July, 2017,

9.30 a.m.

W.A.S.P.

Denny High School.

**Apology**

The Chairman stated that he would not be able to attend at the next meeting due to a prior commitment but the vice Chairman will Chair the meeting.