

Wider Access to School Project

Minutes of Meeting of Thursday 21st July 2016

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Denny Community Education Centre, Duke Street Denny

Present: Anne Campbell, Wilma Anderson, Ailsa Neilson, Moira Thomson, Ann McDonald, Tom Rintoul, Ernest Martin, Elizabeth Nicolson, Arthur MacKenzie, Debbie MacKenzie, Pat Benton and Elaine Morrison.

Apologies: Colin Fairbairn and Isobel Calder

Minutes of the meeting 16th June, 2016 – (Full Meeting)

Minutes approved by Moira Thomson and seconded by Ailsa Neilson.

The rest of the new committee members, were nominated onto the management committee.

Proposed: Pat Benton

Seconded: Deborah MacKenzie

Ann McDonald requested that a copy of the Business Plan be put on the Agenda for the New Committee members.

Anne will tidy up the Business Plan and circulate.

Action Anne Campbell

Anne Campbell stated that the Joint Partnership is awaiting the correct rural areas. However, the partnership has not gone ahead.

Treasurers Report

Wilma Anderson reported that she was still trying to obtain a savings bank account which gave interest. The Airdrie Bank account will continue to be used at this time.

Risk and Financial Assessment to be completed by Wilma Anderson and Anne Campbell

Action Wilma Anderson and Anne Campbell

Emergency Evacuation Plan

Ann McDonald made a request for folding stools or similar for use in the event of an evacuation for persons who are not able to stand for periods of time. It was agreed that 6 stools would be purchased and kept within the classrooms. A limit of £100 was agreed for this.

Action Anne Cruse

A.O.C.B

Arthur MacKenzie asked why the Joint Working Agreement was not back from Falkirk Council and he also requested a copy of the Joint Working Agreement. This document is still awaited from Falkirk Council. Anne Campbell will circulate last year's JWA for information only.

Action Anne Campbell

Community Hub, FVRH was discussed as a venue to advertise WASP. Debbie MacKenzie suggested that a similar facility existed in the Howgate Shopping Centre. Arthur and Debbie MacKenzie to progress this venue for use on a Saturday morning.

Action Arthur and Debbie MacKenzie

Anne Campbell reported that the Community Handbook has been emailed to all committee members, hard copies were available at the meeting.

Minutes of the meeting – 22nd June 2016

Approved by Wilma Anderson and seconded by Ann McDonald (small meeting before AGM).

Minutes of the Meeting 5th July 2016

Amendments to include: The Joint Working Agreement to be circulated to the committee

Approved by Wilma Anderson and seconded by Pat Benton

Matters Arising

To use full names in meetings and in minutes.

Woodwork class is not going ahead.

WASP Facebook page had ongoing privacy issues which have now been resolved. There is only one Facebook page.

WASP Webpage – Class descriptors are currently being added by Anne Cruse

Action Anne Cruse

Film Study Class – No further progress until the school returns.

Registration week: Monday 1st to Friday 5th August 2016 from 10am – 12.30pm

A rota was agreed:

Day	Committee Member
Monday	Ann McDonald and Tom Rintoul
Tuesday	Ailsa Neilson and Moira Thomson
Wednesday	Wilma Anderson and Elizabeth Neilson
Thursday	Ernest Martin and Elaine Morrison
Friday	Arthur and Debbie MacKenzie

Evening Registrations: Wednesday 3rd August 2016 6.00 – 7.30pm and Tuesday 9th August 2016 6.30 – 7.30pm

Will be staffed by Wilma Anderson, Anne Campbell and Elaine Morrison.

Correspondence

E-bulletins were received from CVS in relation to funding and these are to be passed to Wilma Anderson.

A letter has been received from a member of the public, who was present at the last AGM, stating that he had asked a specific question at the meeting. He was unhappy that he had not been given an answer to his question. He has now submitted the same question in writing requesting that he be informed why a former student has been excluded from a WASP class. An acknowledgment of the letter was sent to him on receipt. It was agreed that the issues raised by him in the letter could not be discussed as they were a 3rd party and Debbie MacKenzie will write and inform him of this.

Action Debbie MacKenzie

Treasurers Report

Copies of the Monthly statement and Bank Reconciliation circulated to the Group

Debbie MacKenzie asked that the “year” be shown on statements.

Balance sheets adopted as correct:

Proposed by Debbie MacKenzie and seconded by Ann McDonald

Paperwork being completed for Tom Rintoul to be named signatory on cheques. A WASP bank account is to be opened at the Royal Bank of Scotland in Denny. Issues surrounding Bank Cards need to be resolved prior to ordering office supplies.

Action Tom Rintoul

A.O.C.B

It was decided that a Sub Group would be required to progress the Business Plan and Financial Matters.

Action Anne Campbell

New Programme

500 copies have been distributed and descriptors are being circulated.

Committee Hand Book and Guidelines for Students were handed out at the meeting. Concerns were raised that the complaints procedure with the booklet needs to be expanded to include an Appeals Process, at this point the

committee were reminded that what is said at the committee meetings is confidential and should not be spoken about outside. Also, an amendment to be made regarding the position of CLD staff within WASP to be made clear.

Action Tom Rintoul

Lift Passes

There was originally 30 lift passes for WASP use and there are now 12 lift passes accounted for. It was agreed that these will be cancelled and re-issued after purchasing 20 through the School. Each student will pay £5 deposit per pass, this will be refunded upon return of card.

Action Anne Cruse

Christmas Market

It was discussed that we should be considering planning for the Christmas Market at an early stage and whether or not to combine the event with the Denny and Dunipace Events Group, this event was held within Denny High School last year and it was agreed to find out date and cost of 2 stalls.

Action Elaine Morrison

DATE OF NEXT MEETING

THURSDAY 25TH AUGUST 2016

@

6.30PM

THE WASP ADULT LOUNGE