

Wider Access to School Project

Minutes of Meeting of Tuesday 5th July 2016, held in WASP Adult Lounge

Ann McDonald, Acting Chairperson, welcomed everyone to the meeting.

Present: Ann McDonald, Moira Thomson, Colin Fairbairn, Deborah MacKenzie, Arthur MacKenzie, Wilma Anderson, Elizabeth Nicolson, Pat Benton, Tom Rintoul, Ernest Martin

Apologies: Elaine Morrison, Ailsa Neilson

Following the AGM, a total of 12 new committee members had been nominated, to make up the committee.

Ann advised that Isabel Calder has put in a written request to join the committee and can be co-opted, on to the committee, bringing the total up to 13 committee members.

Election of Office Bearers

Nominations for Chairperson were voted between Ann McDonald and Tom Rintoul. Both of the nominees, step out of the vote. The overall vote, favoured Tom Rintoul, as being the new Chairperson, for the committee this commencing year. However, as Ann had begun the meeting. She continued to chair the meeting for tonight, and at the next committee meeting, Tom would be taking his position, as the new Chairperson.

Chairperson – Tom Rintoul

Proposed: Debbie MacKenzie

Seconded: Ernest Martin

Vice Chairperson – Ann McDonald

Proposed: Wilma Anderson

Seconded: Colin Fairbairn

Treasurer – Wilma Anderson

Proposed: Ann McDonald

Seconded: Moira Thomson

Secretary – Deborah MacKenzie

Proposed: Wilma Anderson

Seconded: Pat Benton

Minutes Secretary – Colin Fairbairn

Proposed: Deborah MacKenzie

Seconded: Moira Thomson

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

Proposed: Pat Benton

Seconded: Deborah MacKenzie

New Programme

There were copies of the new programme handed out, and this was viewed in great detail. Ann McDonald asked if anyone had any changes to be made to the programme, whilst everyone was looking through.

Committee asked if the Falkirk Council Logo could be added to the programme, as this was not visible.

Ann had mentioned that the Woodwork class would not be going ahead, as Martin would have to pay income tax and therefore be classed as self-employed, and also have to get his own insurances sorted out as well.

Ann had an e-mail from Fiona McFarlane from the Play-Writing class – this may not be going ahead, as Chantelle, who is the tutor, is leaving the class. This will be confirmed in August.

Some committee members stated that WASP have a lot of classes, within the programme, this year. Various committee members debated that nothing seems to be going on WASP's Facebook page, and there seem to be three FB pages opened. Wilma advised, there is only the one Facebook page, WASP currently has, at the moment. This page has been getting updated, and reviewed with recent and up-to-date information.

Descriptors on WASP website have not been changed for nearly a year. There used to be descriptors – Where do they show, on the WASP website?

Tom mentioned only two students were attending the Film Study class, last year. If the class does not attract more people, then this will need to be cancelled.

Family History – no materials required. Ernest Martin's name has been miss-spelt within programme.

Otago class – Who funds? Ann does reckon, that this is part of core things from Falkirk Council's budget.

Arthur advised that for the Beginners DSLR Camera Club, that the students must bring their own DSLR camera. This is a class and not club. This to be changed within programme.

Higher Photography – Is this a WASP only class? Is class starting 2 weeks prior to the date indicated within programme?

Cooking – The start date should be 07/09/16, instead of 07/09/17.

Ann said that Michelle, who does the Glass painting class & Candle making, does this on a voluntary basis.

PEEP (Personal Emergency Evacuation Plan)

A Personal Emergency Evacuation Plan (PEEP) was handed out by Ann McDonald. Committee to read at their leisure, and if possible fill in, and to be returned. Everyone agreed that the plan was substantial and everything was fine.

Proposed: Moira Thomson

Seconded: Wilma Anderson

Friday Sewing – not getting verbal instructions for evacuation procedures.

Registration Day

The school starts back on Wednesday 24th August 2016.

Ann McDonald, advised committee, that the previous committee, with the advice from Anne Campbell, agreed to have registration starting from Monday 1st August daily, instead of having the

one registration day. This was due to the late date, in which the schools start back, and also struggling to get the volunteers on the day. The times that were suggested have been scaled back to 10am until 12.30pm. The committee were in agreement with the daily registration, Ann McDonald read out an e-mail from Chris Cadman from the Community Trust, that the whole school will be closed from the 10th to 23rd August 16. Evenings only
The proposed dates for evening registration, per Anne Campbell, were Wednesday 10th August and Wednesday 17th August 16, from 6.00pm to 8.00pm. However, due to school closure, for summer holidays, Anne Campbell, has proposed two further dates. These being Wednesday 3rd August, and Tuesday 9th August from 6pm until 8pm. The committee requested, and by unanimous vote, if this could be changed to the same time, for both dates, from 6pm until 7.30pm for evening registration. The programme, once completed, will be getting sent out. Committee asked of ways of how this could be advertised. This would be advertised by way of posters and also putting an advertisement into the Falkirk Herald, if possible. Committee suggested also putting in leaflets into the local community centres. **Action: Anne Campbell and Anne Cruse, on all of the above.**

AOCB

E-mail from John McNally – John apologised for not attending the AGM. Someone deleted this from his diary. John intimated, that he had another engagement or meeting on, of WASP's AGM. John said he will make up for it, for his non-appearance.

Wilma handed out financial statements, to be brought to the next committee meeting.

Arthur MacKenzie asked with being a new member, if copies of the constitution could be handed out, so as new members can take a look and read this. This to be actioned. **Action: Anne Campbell or Anne Cruse**

Committee members asked if meetings will be held on the same date, each month.

Wilma Anderson, has a proposal with a list of dates to attend meetings. Wilma had made up a set calendar of proposed meetings, with the next committee meeting, being held on Thursday 21st July. However, this will need to be held within another venue, as the school will be closed on this date. Denny Community Education Centre may be a possible venue for the next meeting. However, this has still to be confirmed. Wilma will e-mail these list of dates. **Action: Wilma**

Tom Rintoul had mentioned, possibly starting up a DVD class, as a self-lead group. He had a piece of paper, which he read out, of details of the class, with possibly having an Introduction to using a DVD camera, titles and credits including other aspects of the class. Ann said that Tom might not get a classroom, per the school. However, will look into gaining access to the IT suite on either, Tuesday afternoon from 1pm until 3pm, or possibly, having the class, in the IT suite, on a Thursday morning.

Ann McDonald, closed the meeting, and thanked the previous committee, for all their help and support, within her role, as Acting Chair, taking this on suddenly, before Henrietta Wood left, as Chair.

Date of Next Meeting: Thursday 21st July 6.30pm

Venue to be confirmed