

Wider Access to School Project

Minutes of Meeting held on Thursday 22nd September 2016, @ 6.30 pm in WASP Adult Lounge

The Chairperson, Tom Rintoul, welcomed everyone to the meeting.

Present: Ann McDonald, Elaine Morrison, Colin Fairbairn, Wilma Anderson, Elizabeth Nicolson, Pat Benton, Tom Rintoul, Ailsa Neilson, Anne Campbell, Isobel Calder – arrived @ 8.05pm

Apologies: Ernest Martin, Moira Thomson

Approval of Previous Minutes Proposed: Wilma Anderson

Second: Elizabeth Nicolson

Matters Arising

Business Plan – sub group

Business Plan still to be finalised. Just a few minor adjustments & financial figures required to be inserted to the plan.

Community Hub: No further action

Prepaid Credit Card

Elaine Morrison who was looking into this matter, said that it would be a good idea to purchase an £15.00 I-Tunes card, to activate the iPad accounts. It was agreed to purchase.

Action: Elaine Morrison

Purchase Equipment

Camping Chairs and other equipment have all been ordered and delivered and are in WASP facilities – IT suite, WASP office etc.

Christmas Market

Elaine Morrison gave an update, saying she has received the information required from Tracey McNeil, from the Denny & Dunipace Gala Committee, in regards to the Christmas Market event which will be held on Sunday 27th November 2016, between 11am until 5pm, in Denny High School. It was agreed that WASP would have a stall and payment is required by 25th October '16. The committee were informed that last year around 2,500 to 3,000 people attended. This event would be a good opportunity to advertise and promote WASP. The committee discussed and agreed that they would draw up a survey and a rota would be required for the day.

Action: Wilma Anderson

Building Security

A meeting was held to discuss security procedures for the WASP students and it was agreed that The WASP Student I.D. number **MUST** be put on to the signing sheet. Visitors who come into the building, and who are not a WASP student, must go to reception.

It was agreed that cards would be made for WASP Tutors. A notice of the new procedure, is on the desk, as people enter the school premises.

Action: Anne Campbell, Janine Proudlock, Cecilia Jenner, Anne Cruse

Lift Passes – these have been ordered an email to be sent to find out what's happening as they have not been delivered.

Action: Anne Campbell

Emergency First Aid/Food Hygiene courses

Still to be carried forward.

Action: Anne Campbell

Social Values

A date for this training still to be confirmed

Training Day for Committee

This to be an all day event or possibly half a day event, which will cover the three modules:

Data Protection, Child Protection and one other.

After much deliberation, of various dates, days or times, to hold training. It was agreed that the training will take place on Thursday 27th October at 6.30pm, in the WASP lounge.

Correspondence

Bulletin – Older People's Day Event – Forth Valley Sensory Centre

A letter from Tom Rintoul requesting the purchase of a software programme for the new DVD class

This would cost around about £80, the programme is downloadable 12 times. It was requested that the DVD system to be downloaded onto the WASP laptops, which was agreed by all.

Proposed: Ann McDonald

Second: Elaine Morrison

Action: Tom Rintoul, Anne Cruse & Ann McDonald

A letter was addressed to the chairperson's home address by registered post. This letter was returned to the post office as it had been opened and not signed for by the chairperson.

Resignation letters from: Debbie and Arthur MacKenzie and Mandy Humphries

Letter dated 5th August, but received on 7th Sept. '16 from an ex student, to the Chairperson, has been forwarded on to the CLD Manager, for advice so far there has been no reply. The ex-student is asking why none of the letters have ever been responded to, and requested copies of minutes.

There was a brief discussion regarding policy and/or procedures in relation to minutes being sent out, if requested. However, members of the public have a right to access and see any minutes from WASP. It was agreed that the minutes to be put on to the website, from July '16 onwards after Approval from the committee.

Action: Anne Cruse

A letter will be issued to the ex-student stating that minutes will be on the WASP website.

Action: Elaine Morrison

Treasurer's Report

The treasurer, produced the August '16 monthly Financial Statement, The only change on the statement, is that the omitted figure from last month of an unrepresented cheque for £70.

The treasurer stated, that there has been no big changes to the accounts this month.

Tom Rintoul has now been put on as a signatory for the bank.

The committee spoke about the interest rates and negative equity.

The treasurer will check the RBS application form, as they may be starting to charge from October.
The treasurer will look at other banks regarding treasurer's accounts and charging fees

Action: Wilma Anderson

Proposed: Ann McDonald

Second: Ailsa Neilson

Agenda Items:

Update on all courses

New Introduction to Camera Club, which was held on a Wednesday morning, has had to be cancelled and the Internet & Email class on a Monday afternoon has been cancelled too.

It was agreed to have another home devices class during the day.

Action: Anne Campbell

PEEPS plans: Anne Campbell spoke with Cecilia Jenner on the PEEPS plans.

AOCB

It was brought to the committee's attention that there are only three students currently in the basic jewellery class –. After a brief discussion it was agreed that for the first basic course in any subject new students would be allowed to join after the class had started with a pro rata payment.

Non-attendance

It was brought to the committee's attention that committee members are required to attend as many committee meetings as possible – it was agreed that a letter would be sent out with information of the next meeting and the date for the committee training to anyone who was not present at tonight's meeting.

Action: Elaine Morrison

Joint Working Agreement: Falkirk Council signed the JWA on the 1st September 2016.

Miscellaneous

It was brought to the attention of the committee that all staff members of Falkirk Council have now to wear their Falkirk Council ID badges at all times: after a brief discussion it was agreed that WASP to purchase lanyards for WASP students. Just under 200 students enrolled on this year, which was on par with last year.

Action: Anne Cruse & Ann McDonald

History, Cake Decorating & Beginners French all have students with special needs: it was agreed after a brief discussion that sometimes these classes are not always suitable for their comprehension, language difficulties, hand and eye co-ordination and fine or gross motor skills. It was agreed that action to be taken and an alternative solution be found for these students.

Action: Anne Campbell

Date of Next Meeting:

Thursday

20th October '16 @ 6.30pm,

WASP Adult Lounge