

Wider Access to School Project

Minutes of Meeting held on Thursday 20th October 2016, @ 6.30 pm in WASP Adult Lounge

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

Present: Ann McDonald, Elaine Morrison, Colin Fairbairn, Elizabeth Nicolson, Pat Benton, Tom Rintoul, Ailsa Neilson, Anne Campbell, Moira Thomson

Apologies: Wilma Anderson

Absent: Ernest Martin, Isobel Calder

Approval of Previous Minutes Proposed: Elaine Morrison **Second:** Pat Benton

Matters Arising:-

Christmas Market

It was agreed to buy £10 worth of lollipops from the Pound shop for the 'pick a lollipop' game

Action: Anne Campbell

Building Security

Lanyards & lift passes have arrived, lanyards to given out to all students to wear whilst in the building

Action: All Committee

Emergency First Aid/Food Hygiene courses

Both booked: Emergency first Aid date Tuesday, 7th Feb '17, Food Hygiene date Wednesday, 1st Feb '17 both full day courses

DVD

Software purchased

Special Needs Students

A social afternoon will commence from Monday 7th Nov '16

Action: Anne Campbell

Training Day for Committee

It was agreed that the training will take place on Thursday 27th October at 6.30pm, in the WASP lounge.

Correspondence

Letter received from CLD Manager agreeing with the new disciplinary measures to be included with the student guidelines. The Office staff will amend the guidelines accordingly.

Action: Tom Rintoul, Anne Cruse

A request will be sent to the ex-student for a formal apology and that a review of the situation will take place after the apology has been received.

Action: Elaine Morrison

Acknowledgement from Tracy O'Neil re the Christmas market

CVS Bulletin

Treasurer's Report

The treasurer had apologies for tonight's meeting and had produced the Sept '16 monthly Financial Statement, for the committee's perusal, it was agreed to carry over the financial statement until the meeting in November '16 for approval.

Agenda Items:

Home devices class will commence once an IT tutor is available.

Action: Anne Campbell

PEEPS plans: these have to redone as they do not give enough instructions, Anne Campbell & Anne Cruse met with Rob Edward for advice and support when completing the PEEPS plans.

Action: Anne Campbell

Falkirk Council Grant spend a matrix of the annual grant was produced and accepted by the committee.

Falkirk Council proposed budget cuts

After a brief discussion it was agreed that the chairperson would invite the CLD manager to meeting and explain how these cuts would affect WASP and the impact this would have on the WASP students.

Action: Tom Rintoul

Business Plan

It was agreed that the committee require to complete and start to source funding for the future.

Also to look at employee contracts of service and other such policies that require to be in place for employment law & work place pensions.

Action: All Committee

AOCB

Volunteer expenses

It was agreed after a discussion that volunteer tutors should never be out of pocket when delivering a class where they buy in bulk and then ask the students for reimbursement as unfortunately, some of the students attend week one and they do not return leaving the volunteer tutor with out of pocket expenses. It was agreed to reimburse the volunteer tutor £60. It was agreed that WASP will purchase the materials for the flower arranging course and charge students for the materials.

Action: Wilma Anderson

Christmas Meal

It was agreed that the committee would have a Christmas night out on Thursday 8th Dec '16 @ the Railway Inn

Action: Elaine Morrison

Date of Next Meeting:

Thursday

24th November '16 @ 6.30pm,

WASP Adult Lounge