

Community Hub

The Howgate centre was contacted regarding using the facility as a venue to advertise Wasp. The relevant staff member required to authorise the use was currently on holiday but the person contacted could not see any issue with the request.

Action Arthur MacKenzie

WASP Web Page

This is ongoing and currently being updated. The Webpage will also contain the Students Handbook which outlines the Student complaints procedure.

Action Anne Cruse

WASP Bank Accounts

An approach was made to The Royal Bank of Scotland regarding opening a new WASP account. A central number was given to call. This was done and the necessary documentation will be sent to the Treasurer to complete. The Bank stated it was a simple process to set up the required account and they would transfer the business from the Airdrie Bank account.

The Bank of Scotland also operates from a central point. The opening of new Bank accounts is taking longer than expected.

Action Wilma Anderson

Lift Passes

Lift passes have been ordered from the School.

Christmas Market

An approach was made to the Denny and Dunipace Events Group to register our interest in taking part in their event within the school on Sunday 27th November, 2016. They will get back to us in due course when they have finalised details of their event.

Action Elaine Morrison

AGENDA ITEMS

Conduct

Procedure

It has become apparent that there is nothing in the Guidelines regarding the Conduct of Students or in dealing with Offenders. A procedure to deal with Complaints was suggested as follows:

A complaint should be made in writing to the Secretary of the Committee as soon as possible after the event. After evidence of the complaint is gathered, the offending party should be informed by letter of the complaint and requested to attend the next committee meeting. The complaint will then be resolved by-

- a. Rejected due to lack of Evidence or
- b. The complaint being upheld.

Following the investigation of the complaint, likely outcomes could result in:-

- (a) Warning,
- (b) Suspension for a stipulated period or
- (c) Full Suspension from all Wasp activities.

The Secretary shall ensure that details of a disciplinary conduct are recoded in the minutes. A letter will be sent to the person against whom the complaint was made informing them of the result of the hearing and of the Appeal Procedure, should the person wish to appeal the decision.

Appeal Procedure

The person can appeal against any decision made, in writing to the Secretary. It will then be referred to an Appeal Committee who was not present at the Hearing together with an appointed member of Denny High School (e.g. Deputy Rector of his representative) and a member of CLD staff (e.g. Mark Meechan or representative). The result of the Appeal Committee will be binding on both sides.

The original complainer will also be notified, in writing whether the complaint was rejected or upheld. No other details will be given. All letters must be sent out by the Secretary no later than seven days after the hearing and a copy of the letters will be filed along with the minutes.

Circulations

It was highlighted that recent emails were not being circulated to the full Committee. Following a discussion on the subject a Vote of No Confidence in the Secretary was raised by Elaine Morrison and seconded by Ann McDonald.

The Secretary left the meeting along with Arthur MacKenzie stating that she would tender her resignation in writing.

Wilma Anderson proposed Elaine Morrison as Secretary which was seconded by Ann McDonald.

Courses

Several classes are now full which include the Otago, Cake Decorating, Adult Fitness and the HIITC classes. Three classes have failed to reach the minimum number required to run, which is Basic Jewellery, Basic sewing and Intermediate Spanish. The Basic Sewing and Basic Jewellery Classes will run as advertised for the next term. An approach was made by students of the previous Spanish Course to operate on a self-led capacity on Thursday evenings. This was approved by the Committee.

Discussion took place as to whether to run an Emergency First Aid Course and a Food and Hygiene Course, both of which cost £500 to run. It was agreed that places on the First Aid course could be offered to Local Businesses for an appropriate share of the running costs.

Action Anne Campbell

Emergency Evacuation Procedure

During enrolment it was reported that a student has a condition which can result in medical assistance being sought should an episode occur. The student manages the condition herself and any assistance required by her would be provided by Wasp Office Staff until the arrival of appropriate medical assistance.

Joint Working Agreement

A list of questions was emailed to the chairman by Debbie MacKenzie regarding the Joint Working Agreement. The email was forwarded to Mark Meechan and the issues raised were answered by him and returned to the chairman.

It was also highlighted that PVG Scheme Disclosure Scotland Forms were not necessary for WASP as this scheme is to protect vulnerable groups. Wasp caters solely for adult members of the Community and as such does not fall into any of the required categories of the Scheme.

The Joint Working Agreement was signed off by Tom Rintoul and witnessed by Elaine Morrison.

CORRESPONDENCE

An invitation was received from CAB to attend their AGM on 29th September and also an invitation to attend an Older Peoples Day Event at the Forth Valley Sensory Centre, Camelon on Friday 30th September between 10am and 2pm.

Anne Campbell and Anne McDonald expressed an interest in attending the above events.

Three letters have been received by the Chairman from Mr Buchanan recently.

The **first letter** outlines the fact that his completed application was refused by staff who were handling the Registration process for students for the current year. He then spoke to the Chairman and handed him a prepared letter which outlined this refusal. He was informed that the letter would be referred to at the next committee meeting on 25th August, 2016.

The **second letter** was a registered/special delivery letter received by the Chairman at his home address. He was not at home at this time. The letter was 'open' and not signed for as is standard practice for such mail. The letter was then taken to the Royal Mail office in Denny and handed to the Manager who explained that the correct procedure had not been carried out. This is a signed for and fully tracked service which in this case did not happen and as such the Chairman refused the letter and left it with the Manager for his attention. To date, no further update has been received from the Post Office regarding the letter. The content of the letter is unknown.

The **third letter** was received at WASP Office and addressed to the Chairman complaining that he had not had a written acknowledgement of the first letter. This letter was personally handed to him and he was informed at that time that the matter would be discussed at the next meeting on the 25th August, 2016.

Due to the fact that the above incident has potential to escalate and that other agencies out with WASP are involved in the Complaints, it is suggested that the matter be referred to Mark Meechan, Community Learning and Development Manager for his information and opinion as to the best way forward.

Some current members of the Committee are not aware of the background to the above events. The original incident was witnessed and documented. Mr Buchanan has been invited to meetings and given ample opportunity to state his case but has failed to do so.

The Secretary will write to Mr Buchanan on behalf of WASP referring to the meeting of the 25th August 2016 and inform him that his letters have been referred to an independent party for evaluation.

Action Elaine Morrison

TREASURERS REPORT

The Treasurer contacted the Royal Bank of Scotland recently and was informed that due to a change in banking procedures the account may soon incur charges. It was decided to leave the account as it is at the moment until the future outcome of these charges are known.

The Financial Statement submitted by the Treasurer was Approved by Ann McDonald and seconded by Elizabeth Nicolson.

AOCB

Supplies are required for WASP e.g. computer ink, wood oil and covers for the wooden patio set. These supplies are to be ordered on the existing bank card held by Ann McDonald.

Action Ann McDonald and Anne Cruse

In order to resolve the issue of Bank cards held in individual names it was suggested that a Prepaid Currency Card be purchased which could also supplement the Petty Cash. This is to be researched further.

Action Elaine Morrison

It was proposed that an Evaluation of Social Values study be undertaken with students via a short questionnaire. A draft questionnaire is in progress along with a calculator to gauge the effect WASP has on student's health, wellbeing and life-skills. Also the impact and future investment to the Community of the value of WASP. Staff Training will be required for this Evaluation.

Action Anne Campbell

Concerns have been raised by Falkirk Council regarding security of all Falkirk Council premises. At the moment it is WASP policy that all students should carry their student ID card which was supplied on Registration. Students and visitors to WASP are also required to sign in at Reception and take a Visitors Pass. There may be changes to the current procedure in due course in line with Falkirk Council guidelines.

Action Anne Campbell

Training Day

It was proposed that a Training Day be organised for members of the Committee.

Action Anne Campbell

DATE OF NEXT MEETING

THURSDAY 22nd September 2016

@

6.30PM

THE WASP ADULT LOUNGE