

Wider Access to School Project

Minutes of the W.A.S.P. Committee meeting held on **18th April 2023 at 10.00 am.**
The meeting took place in the W.A.S.P. area of Denny High School.

Attendance: Pat Benton (PB), Moira Rennie (MR), Anne Cruse (AC), Joyce White (JW), Elizabeth Thomson (ET), Moira Martin (MM), Ernest Martin (EM).

Apologies: Carol Robb (CR), Neil Millar (NM), Tom Rintoul (TR).

(MM) chaired the meeting and welcomed everyone.

Approval of minutes 14th March 2023
Proposed by (JW) and seconded by (ET).

Amendments:
None.

Matters arising:

Classes:
(CR), attended the Home Devices class, she reported 8 students present who found the class enthusiastic and helpful. A copy of the syllabus is attached at the end of this minute.

Budget Cooking:
Ongoing.

CLD Worker:
No response to email.

Identification of Committee Members:
In hand.

Committee Training and Action Plan:
Ongoing

Accounts:
The Treasurer (PB) provided accounts for February and March 2023.
Accounts were approved by proposer (JW) seconded by (ET).
A different method of banking may be required for the payment of bills.

Correspondence
Email from Neil Millar with his resignation from the wasp committee due to ill health.

Any other Business: -

Neil Millar:
It was agreed to send a card and gift for his time spent on the WASP committee.

AGM:
It was decided to hold the W.A.S.P. AGM on either Thursday 8th or 15th of June 2023 and ask Fiona Craig to Chair Meeting.

Fiona Craig:
A meeting to be arranged to discuss various items concerning W.A.S.P.

Date of next meeting 10.00 am on Friday 19th May 2023 in the W.A.S.P area of Denny High School.

Home Devices Syllabus

1. Send photo email from I-pad
2. Send photo email from phone
3. Password checker
4. Screen shot
5. Create new folder in email
6. Clear cookies
7. Scan QR code
8. Bank card on phone
9. Copy & paste email – i-pad
10. Instagram on phone
11. Instagram on i-pad
12. Set up home page on phone
13. Reset tablet
14. Online purchases
15. Editing excel spreadsheets using office 365
16. How to take photos on ipad & print
17. Using safari
18. How to download covid passport
19. How to download & install & use McGills bus app
20. How to download city link timetable
21. How to put reminder into my phone calendar to remind me of appointments and other important dates
22. Search for things on laptop
23. Help with teaching on basic workings on laptop
24. Also picking up lots of things and info from questions that other people are asking
25. Add apps to phone
26. Hand out quizzes to practice using their devices
27. Handouts
 - a. Passwords
 - b. Internet jargon
 - c. Symbols – home page (tablet & ipad)
 - d. Internet safety
 - e. Online banking
 - f. Shopping online
 - g. How to identify a wifi printer
 - h. Scams
 - i. Brown bin permits
28. Advice on appropriate OS before purchasing
29. iTunes download/creating files
30. PowerPoint
31. Security online

Committee Training notes 19th Jan 2023

Action Points

- Advance the concept of Wasp
- Diversity of clients
- Clearer vision
- Networking with local groups
- Closer interaction with school – restrictions
- Lack of CLD worker
- Step up into roles

Identify needs / classes

- More committee members
- P.R
- Outreach
- Funding
- Taster classes

Classes

- Life skills
- Reading class (book club)
- Scrap class

Division of Tasks

(This list is not exhaustive and may be subject to future change)

Community Learning & Development Worker	Business Support Assistant	Wasp Committee
<ul style="list-style-type: none"> • Checklist for enrolment day • Liaise with school re prefect volunteers • Support and line management of business support assistant • CLD Support to committee • Handling money • Help committee with fundraising events etc • Support to gather information for AGM • Support Committee to organise AGM • Distribution of publicity • Flexibility 	<ul style="list-style-type: none"> • Practical organisation for enrolment day – including liaison with school/janitors/paperwork etc... • Organising lets and so on with the school for ordinary classes and events (as asked by committee) • Day to day publicity e.g. posters, Falkirk Herald for classes • Production of publicity-posters and leaflets – for enrolment and other one off events • Distribution of publicity • Day to day practical organisation of programme including identifying and dealing with tutors/school lets/liaison with the school departments / timetabling /production of programme • Know and implement appropriate protocol for complaints • Production and collation of student forms • Maintenance of database • Inputting forms into database • Production of stats and reports required • Handling money? • General office tasks – ordering stationary/telephone calls / maintenance requests / filing / keeping things tidy • Room bookings for internal events • Update Facebook page • Flexibility 	<ul style="list-style-type: none"> • Contact volunteers re – enrolment • Distribution of publicity • Big advert in Falkirk Herald • Organisation of one off events and fundraising events • Funding applications • Priorities for the project – types of classes / target groups • Assist in dealing with tutors etc. – for example when there is a problem that staff cannot resolve • Use feedback from students and tutors to inform priorities for future classes • Balance the books • Decide what type of information about students / project needs recorded and what reports need produced • Organisation of AGM • Website and Facebook page • AGM report • Flexibility