|  |
| --- |
| Minutes of Little Villagers Out Of School Committee Management Meeting held on Thursday 30th August 2012Present: Aileen Connor, Drew McLellan, Morag Dowie, Elaine Mackie, Jane Hogg &Nikki Thom(Jillian McCauley, Karen Wilkinson, Lesley McGregor & Holli Wilson were present for initial part of meeting only)Apologies: Wendy Welch, Rhona MacMillan & Shona Patterson |
| 1. Welcome
2. Chair’s Update - Aileen will step down as Chair at the end of this committee year. There has been no communication from Alan Stead it is assumed he will be stepping down.

  All current committee members to consider Deputy Chair role as  Drew happy to take over as Chairperson.1. HR sub-committee update - Discussion re-letter of resignation received from Pauline

Nikki said that there is a possibility Kayleigh would be step in meantime to cover. Required 1x reference. Karen had intimated that she would like to be considered for  this post . It was agreed she has been flexible and coped well.  1. Finance sub-committee update - to look into possibility of getting a bank account with debit card access to allow Nikki to make purchases more easily.

 There was still a substantial amount of money outstanding from the Summer Club (approx £2000). Appears to have been some issue with on-line invoicing. There has been no uptake of breakfast club from non- LV children. 1. AOCB

Graeme to report on how the ’computing room’ is advancing.1. Date of next meeting Thursday 27th September 2012 @7pm in LVPS

.   |  ACTIONPotential committee members to be approached **SP**Exit interview to be carried out and content of resignation discussed **RM**Karen to be offered position **RM** Contract & Salary to be reviewed **AH**Investigate A/C **JH**Online position to be checked and to hold back on September invoices at the moment. **AH**Staff to be given demonstration and easy guide instructions **GS**AGM details to be put onto website Rooms be booked **MD** |