

Little Villagers (LVOOSCP)  
Community Wing  
Livingston Village Primary School  
Kirkton Road North  
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## Livingston Village Out of School Care Project Minutes

Date	Wed 15.03.2017
Time	7-9pm
Location	Parents room

### Welcome and Apologies

#### 1. Welcome and Apologies

**Present:** Laura Melton, Leigh Johnston, Jamie Gillis, Graeme Bell, Paula Crichton,

**Apologies:** Marlene Boyd, Jennifer Healy, Elaine Mackie

#### 2. Minutes of Last Meeting

The minutes from the September meeting were agreed and approved

#### 3. Chair Update

Marlene, has tendered her resignation for the committee due to increasing work commitments. Jamie to send out a parental email prior to the next meeting.

Due to the challenges with the banking switch over we were unable to pay our liability insurance, this forced the closure of the breakfast club on the first day back after the Christmas break.

Year 2016/17 were uploaded to Oscar for approval

#### 4. Play Coordinator Update

February holiday club numbers are  
Monday am 11 pm 9  
Tuesday am 15 pm 12

We will be using agency staff to cover 5 hours each day to cover a staff members holiday as our new staff member has not started.

We have offered our play worker post to Morgan Rankin who has accepted the offer. Morgan is lovely and has 4 years childcare experience and fully qualified in childcare, after her three months' probation Morgan will do the play worker top up course.

Both Nicole and Hollie are currently half way through their play worker course and enjoying it.

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I have completed a new play policy which I will email over as it's on my laptop at home. This can then be added into our policy folder once approved.

**This will be issued out to the committee once received**

Use of agency staff - we have been using alba agency for a few months now and always get the same girl from them, Celine. I had a word with Celine to see if she would consider doing a zero-hour contract with us and she said she would, subject to the committee's approval. This would save us a lot of money in agency fees if we were to have her on our books directly. The only thing I would need to do is put her through a PVG update with us.

**This was approval, but we would prefer the term casual worker**

New games purchased off the money given, and the children are really enjoying them. We have still to order the craft materials which we will do soon, as this will be season related.

Pantomime booked for 7th of December 2018 which this year will be beauty and the beast. The full payment will be due in September 2018 so I will keep you updated when this is due for payment.

First aid training, there is three staff members needing their first aid training update as certificates have lapsed. This is almost an impossible task to now get this training on the West Lothian training calendar. Jillian's neighbour is a Red Cross first aid trainer (he previously done our training through the West Lothian training calendar. He is willing to do it again for us on a Saturday here at the school as it normally runs from 9am until 4pm. He is willing also to do this training for us, at a good price. Is this something the committee will fund; I will get the costing to you when I have it.

**The Committee have approved the first aid training, we would like confirmation that this would be an officially recognised**

We will be due our care inspector's inspection at some point this year. We need to make sure our improvement plan is up to date (Theresa Dinnes has taken over this role but I don't think it was updated) to update this we will need to put out more parent questionnaire and we will do the same with the children. This information is then gathered and comments collated to be added to the improvement plan. This should be a running document, so what is already on it needs to be signed off as completed or dated as an ongoing development.

**Leigh Johnston, has agreed to take over the improvement plan, current details to be forwarded.**

I don't know if the questionnaires for parents can be added onto survey monkey to see if that gets a better return from them, or certainly emailed over in some way.

Also the policies will need to be reviewed and updated with a review date if no changes/amendments are needed, then these can be updated on the website as this is where the inspectors will look before they do our inspection

**These will be reviewed in the coming meetings**

It would be good if the club had its own printer/scanner for the Laptop, this way we can print off things like questionnaires and booking forms etc.

**One will be organised and dropped off as soon as we get one**

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## 5. Office Meeting Update

### a. Reserves

The bare minimum is 3 months' wage and redundancy Estimated at £20,160.50  
Protection of Staff hours and wages, 5-year plan Estimated at £20,011.62

The proposed reserve of £40,172.12 to set and adjusted yearly

**This was approved by the committee.**

### b. Pay Review

Pay rises were discussed and agreed, these were agreed and will be communicated to the staff directly

### c. Bonus Criteria

Bonus payments were confirmed to once per year (summer was mentioned)  
Bonus possible even if a pay increase has been awarded  
Bonus fund limited to Service investment value

**This was approved by the committee.**

### d. Suggested Club Expenditure

We noted down the following expected and proposed expenditure for the upcoming year:

£1000 - Accountant  
£700 - Christmas Pantomime  
£200 - Christmas Pantomime Bus  
£4800 - Pockit Card (Snacks, General running) an increase of £100 per month  
£200 - SCSC subscription  
£10 - Website  
£30 - LVCECA Room Rental  
£350 - Christmas Presents for the Kids  
£200 - Christmas Crafts  
£200 - Summer Beach Trip Bus  
£500 - Summer Holiday Funds

£8,190 - Total

Training was briefly discussed, action for myself to speak to Nikki in the new year to understand the training requirements and gather costs. Also request Nikki to offer the same course that she is on to all of the others.

**The above was approved by the committee**

### e. Other items

**HR Role** - We all agreed that making the HR role an officer was a good idea; this will be actioned once we have a replacement for Marlene.

**This was approved by the committee**

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**Meeting Timeframes** Currently we are scheduled to meet every 6-8 weeks, from a financial and discussion / decision point of view. is that time frame correct? we agreed to add this as an agenda point at the next meeting, for discussion agreement the preferred option discussed was to revert to the monthly meeting.  
**The committee agreed that the current timeframes were acceptable, no change**

### **Jane Hogg**

We really need to get her a thank you gift for her contribution over the past couple of years, the proposal for sign off at the next meeting, Flowers, Chocolates and Voucher. Graeme has confirm Jane's address details.

**This was approved by the committee**

## **6. Treasurers Update**

### **a. Club attendance and banking update**

The club numbers and finances are looking good across the board

### **b. Payroll proposal**

During the process with the accountant, an option was tabled for the accountant's firm to process the monthly pay amounts for us, this will come at a little charge, however we can expect a savings in the yearly accountant's fee which is expected to match the cost, we will also save against our current payroll subscription charge. Jamie to progress with the accountants.

## **7. Policy review – New Grievance policy**

Marlene, has created a new policy for review, there are a couple of tweaks to be made before issuing to the committee for approval

## **8. GDPR update**

The free laptops from SKY on in progress and due before the next meeting, Jamie to investigate the Microsoft Charitable licenses.

All committee members will be required to use their little villagers from May, when GDPR goes live

## **9. AOCB**

The LVCECA meeting have been attend, we have paid last year's subscription as this was issued late, the next payment will be due in May.

## **10. Date of Next Meeting**

The next meeting was set for the 12th April