

Little Villagers
Community Wing
Livingston Village Primary School
Kirkton North Road
Livingston Village
West Lothian, EH54 7EQ

Minutes of Committee Meeting – Tuesday 26th January 2010

Committee Members Present: Teresa Wilson, Alison Muirhead, Tracy Leighton, Helen Duffy, Drew McLellan, Jane Yates, Susan Fleming and Amanda Sowerby

Apologies : Fiona Fagan and Nikki Thom

Alison opened the meeting and thanked everyone for coming.

- Alison provided Nikki update. All well at the club. Did advise that there have been approx. 20 Enquiries regarding New in take after the summer. Parents asking when AGM will be so can apply. It was discussed at last AGM that the New Policy would be ‘When you are in, you are in’ and any New Members to go on waiting list. Teresa to refer to Minutes of this meeting to confirm. Committee discussed again the possibility of moving premises, taking on more staff and upping numbers. However, the majority feel that we should keep the Club at the school. It is something to think about and should be discussed at a later date when we know what our numbers are leading up to the AGM. Nikki has confirmed that we are due a Care Commission inspection. There were some things highlighted at our last inspection:

- Induction Packs for Staff
- Staff Contracts

Fiona was looking into this and Tracy has agreed to work along side Fiona to put this together. Possibility of Jane Purves at the Network being able to assist. To e-mail Jane for information. Amanda to work along side Tracy on this too.

Other recommendations from last inspection are:

Hand Washing for Carers at Snack time – This has been Highlighted to staff
Minutes to be made available to all Staff and Parents – Alison will post on the
Website.

Staff to be deployed effectively throughout the Group – This to be discussed at Staff
Appraisals.

- Alison provided her update. Alison has purchased another Petty Cash tin along with Petty Cash books and it has been agreed that these tins only be accessible by Nikki and Mary and kept locked at all times. It has been suggested also as we have just recently purchased a great deal of games for the wii etc that we should keep an inventory of all games etc.
- It was then discussed that we should stop accepting Cash payments at the club, so cash kept at the Club at any one time is kept to a minimum, also to save the disruption to staff now the club is busier. Teresa to put a Flyer together to go out to all parents advising we will no longer accept cash payments and advising parents of other preferred methods.
- Alison has been approached by a ‘long-term’ parent advising that their circumstances have changed and has asked if days can be dropped to reduce costs but if we could keep days available for them when things change. It was felt that this could not be done as we currently have a waiting list and would not be fair to other parents. By all means drop days but could not guarantee them back.
- Alison is still waiting to hear from Mrs Turnbull to see if they are accepting our contribution towards the Sound System for the Gym Hall. It might not be needed as they may have raised enough through fund raising at the school.
- Tracy discussed Staff Appraisals. Tracy has put something together. It has been suggested that we put together a Questionnaire for Parents and Children to get some feedback regarding the club. Tracy is arranging a monthly meeting with Nikki. To look into how the Staff are, get

some Feedback regarding the New Staff, Personal Development and to find out how the Schedule and Group Activities are going.

- Susan provided her update. The Accountant has all our Accounts and all is in order. Also, Committee discussed making some purchases. To speak to Nikki again re her 'wish list'. Possibility of renewing existing games/books etc.
- Drew is to come up with a Bad Debt Policy and put a plan in place. It has been agreed that any letters that are issued to Bad Debtors to come from the Committee and to take Nikki out of the loop. Nikki to e-mail Drew with a Spreadsheet detailing late payers and committee will issue letters etc.
- Alison to look into setting up a 'Calendar' for Nikki as a reminder of what Administrative duties required. It was felt that this would be a great help to Nikki as her workload/schedule getting bigger and bigger now we have extra staff and children.
- Jane to contact an IFA to discuss Pensions for staff.
- Next meeting TBA.

Alison closed the meeting and thanked everyone for coming.

Action Points for next meeting:

- Bad Debt Policy - Drew
- Pensions - Jane
- Sickness Policy – to be discussed
- Update from Susan re Change of Signatories on Account
- Update from Tracy re Staff meeting
- Comments from Flyer re monthly payments
- Comments from Questionnaires
- Look out previous minutes re new intake - Teresa
- Update from Jane Purves re help with Policies and Induction Pack