

Little Villagers (LVOOSCP)
Community Wing
Livingston Village Primary School
Kirkton Road North
LIVINGSTON
EH54 7EQ

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Livingston Village Out of School Care Project Minutes

Date	Thursday 24th January 2019
Time	7.00pm to 9.00pm
Location	Parents Room

1. Welcome and Apologies

Present: Jamie Gillis, Leigh Johnston, Paula Crichton,
Jennifer Healy, Steph Njeru, Marlene Boyd
Elisabeth Duthie, Jennifer Muir, Tega Desi

Apologies: Graeme Bell, Nikki Thom, Lisa Christison

2. Minutes of Last Meeting

The Minutes from the September meeting were agreed and approved.

There were no Minutes available from the AGM in November 2018 due to non attendance.

3. Chair Update

- a). Jamula has stepped down as treasurer and will no longer be doing the banking with immediate effect

Paula Crichton has stepped down as treasurer but will continue until banking access is handed over to someone else. baby katy
- b). Morgan will be leaving the club on 15th February 2019, she has been offered another role.

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4. Play Coordinator Update

- a) Job advert has been placed on Indeed website to find a replacement for Morgan
- b) Club will be using Agency workers on Tuesdays, Wednesdays and Friday due to the number of children
- c) Number of children attending the breakfast club is now into double numbers
- d) Panto for 2019 has now been booked to see Goldilocks. Money needs to be paid by July 2019. Agreed the club would apply same rules as last year, if child has a space in the club on a Friday session, the panto ticket is paid for by the club.
- e) Text to go out to Parents about February holiday club on 18th and 19th February 2019.
- f) Children have created a wish list for goods for the club
- g) Celine and Nicole accepted on the Playworker course, cost will be £103 each
- h) Storage outside in the playground, metal bins to be replaced.

5. Treasurers Update

- a) £40,000 in the account
- b) Agreed reserve should be £42,000 to cover any potential redundancy costs and equivalent of 3 months' salary, in the event that child place numbers drop.
- c) Regulation 2004, elections take place at AGM committee and members are in place for 2 years
- d) AGM is once per year, Committee Meetings are Bi-monthly and voting can be done via email if deemed important
- e) Care Inspectorate Report completed in April 2018. The club was rated "5"
- f) Treasurer Report has been signed off and approved

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6. Election of New Committee Members

Chairperson Jamie Gillies was re elected

Secretary, Jennifer Healy was re elected

Treasurer(1) Jennifer Muir was elected

Treasurer (2) Tega Desi was elected

HR Advisor Marlene Boyd will support when required

New Committee members were elected Marlene Boyd and Elisabeth Duthie

The new treasurers are to complete a mandate update form to add the members as required by the committee. Anyone that does not have a current account with the Royal Bank of Scotland is to fill out a secondary form.

These forms were issued to the relevant committee members to be completed and handed into the club at their earliest opportunity.

The following people have agreed to be on the account and this was accepted by the committee:

1. Tega Desi
2. Jennifer Muir

7. AOCB

- a) JG confirmed attendance at LVPCCA
- b) MB looking for volunteers to support with the Livingston Village Gala day
- c) JG asked for feedback on having different club demonstrations at the holiday club i.e. roller blading, jiu jitsu, this was welcomed by the committee members.
- d) Staff pay rises to be looked into.
- e) Tega asked if the club does anything for fundraising and what activities are done during the holiday club,

8. Date of Next Meeting

The next meeting will be a Committee Meeting on Thursday 28th March 2019 at 7pm