LITTLE VILLAGERS OUT OF SCHOOL CARE PROJECT

**COMMITTEE MEETING**

**ACTION NOTE**

**Date – Thursday 28 January**

Present – Drew McLelland (Chair), Graeme Bell, Anita Bainbridge, Nikki Thom, Lynda Peel, Rona MacMillan (part), Theresa Dinnes, Elaine Daley

Apologies – Elaine Mackie, Jacquie Sutherland

| **Item** | **Title** | Decision | Action – Responsible Officer | Completion Date 2016 |
| --- | --- | --- | --- | --- |
| 1. **1.** | **Welcome & Apologies** | Apologies: As stated above. | Chair | - |
| 1. **2.** | **Minutes from Previous meeting.** | None. | N/A | - |
| 1. **3.** | **Coordinators Update** | February Holiday Club numbers discussed. Although Monday (15/02) numbers do not meet the quota for the club to open, a decision was made to open on this day.  March Holiday Club forms to be added to website. | For Info  NT | -  05/02 |
| 1. **4.** | **Chairs Update** | 1. **LVCECA** - Update provided in respect of alterations to the Community rooms. It is anticipated work will commence either during the Easter or Summer holidays. Start date to be confirmed.   Access Buzzers requirements to be checked.   1. **Administrative Duties** – GB provided a list of duties. These duties were reviewed and allocated to Committee Members.   Copy of Action Plan to be sent to AB. | DM  DM  For Info  GB | 25/03  25/03  -  05/02 |
|  | **Staffing** | 1. **Resignations/Recruitment**:  * Interview one candidate on 29/01. * Resignation process to be put in place. * Re-advertise post to engage further candidate interest. * WhiteClaw (Agency) to be contacted following interview. * Member to staff to be approached in respect of hours to cover Breakfast Club. * Investigate West Lothian College student possibilities. * Facebook page to be created and link to be added to Parent Council page.  1. **Contracts**:   New staff contract to be issued by date of next meeting. Contracts  will be valid following sign off from staff.  (c) **HR Member/Sub-Group:**  Chair to approach Committee member with HR experience to  provide guidance on HR matters. | DM/NT  All  NT  AB  AB  NT  NT/TD  GB  DM | 29/01  Discuss 25/03  30/01  02/03 Feb  02/02  February  25/03  24/03  25/03 |
| 1. **8.** | **Treasurers Update** | 1. **Costings/Fee Rise update** – GB provided an overview of the 3 pricing options. It was agreed Option 2 was the best fit following some slight price amendments. New rates to be applied from1st March 2016. Details of new rates to accompany March invoices. 2. **Online Banking** – LP agreed to be second signatory. LP to investigate banking requirements. | GB  LP | February  February |
| 1. **9.** | **AOCB** | Staff recognition award – GB to arrange. | GB | February |

**Next Meeting:**

* Date/Location: Thursday25 February 2016 – Committee Room 2