

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

AGM – Tuesday 11th May 2010

Minutes

Committee Members Present: Teresa Wilson, Alison Muirhead, Nikki Thom, Helen Duffy, Tracy Leighton, Jane Yates, Drew McLellan, Amanda Sowerby and Fiona Fagan.

Apologies: Susan Fleming, Katie Houston, Katrina Neil, Alison Graham, Wendy Welsh, Lynne MacDonald and Teresa Lindsay

Other attendees: Suzanne Laing, Karen Falconer, Julie Spence, Rebecca Stewart, Karen Wilkinson, Audrey Wallace, Kerry Kerr, Beth Millar, Lynne Marshall, Shona Patterson, Lauren Melton, Lesley Millar, Morven Grant, Elaine Ross, Steph Cohen, Morag Dowie, Alex Prinzel, David Lockhart, Lisa Shanks, Margaret McQueen, Linsey Meechan, Theresa Dinnes, Andrew Dinnes, Tracy McGill, Rona Broom, Maria Hewett, Dianne Robertson, Anita Bainbridge and Morag Dowie.

Alison opened the meeting and thanked everyone for coming.

- Alison ran through the history of the club. Advised all that the club is very popular and running almost at full capacity. We have three new members of staff due to start with us. John, Cheryl and Karen. We had a great response from our advert to recruit new staff. Alison also advised all that the Summer Club forms are available on line as of now and we are trying to submit most information/forms on line to cut down on the amount of paper used etc. Alison also advised that we no longer accept cash payments and ran through our preferred payment methods. Alison highlighted our website and that we have now introduced 'Group Call Texting'. Alison touched on the Questionnaire that we had sent out to all members recently. We had a great response from this. Alison advised all that for the first time we have access to the School during the Christmas holidays (3/1/11 to 11/1/11). Alison also advised that we require all Holiday Club Forms handed in on time. A deadline is set as we need to ensure staffing levels are correct for the children attending the Holiday Clubs. Alison also advised that you will still be charged for Holiday Club on the days you have specified even if your child/children do not attend that day. Alison highlighted that we have great staff running the club and we want to keep them. Alison opened the floor to any questions.....
- Drew had asked that all parents ensure that the Club has all up to date contact details. Margaret McQueen had asked if a set amount could be taken each month. i.e. a standing order set up so parents know how much they are paying each month and then a separate invoice is issued for extra days used and holiday club etc. Alison advised that this is something we are looking into. Shona Patterson commented on how well the activities for the children are organised. Teresa Wilson passed on Katie Houston comments....Katie is happy to help out with fundraising and outings etc as she is fully disclosure checked. Alison also encouraged parents to contact us via e-mail with any suggestions that they think will benefit the club.
- Alison advised that the Club is looking to acquire a 'Quiet Room' for the children. Somewhere where they can do homework or organised activities etc. We are having ongoing negotiations with Mrs Turnbull regarding this and once this is confirmed we will contact the Care Commission re an inspection of the room to confirm if suitable etc. We will keep parents posted.
- Alison then moved onto places within the Club..... Tuesdays and Thursdays are full and we currently have a waiting list. We have limited spaces on a Monday, Wednesday and Friday afternoons. Morning spaces are available. However, Tuesday morning spaces are limited. Alison asked that all 'New Parents' still complete there forms. We have given a deadline of 2

Weeks from the AGM to return the forms and places will be allocated fairly. Alison did advise that there may be a possibility if us upping our numbers if we were to get access to another room within the school. The current room only allows us to have 45 children max. Obviously we cannot commit to increasing our numbers until the additional room is confirmed and Alison is hoping to hear by the 2 week deadline.

- Teresa Dinnes asked who all the current Committee Members are and what role they place. Alison introduced all the members present. Alison advised we are looking for new members as Teresa Wilson (Secretary) and Helen Duffy are stepping down at this AGM.
- Margaret McQueen commented on the use of paper/forms for communicating information to parents and asked if this can be emailed to parents as forms can go missing. Alison pointed out that we are more than happy to do this and reiterated the use of our 'Group Texting' and our Website.
- Alison pointed out that the New P1 children about to start in August still have full use of the holiday club in the Summer Holidays.
- Margaret McQueen highlighted the issues regarding on line banking payments to the club. Late payments etc. Alison advised that have had numerous issues regarding this and asked that all parents confirm any payments made via e-mail so we are aware that payments have been made. Alison highlighted that we are now being more rigid regarding payments and that payment needs to be made by the 1st of the month. We now have dedicated people monitoring payments/invoices and this should help things run more smoothly. Theresa Dinnes pointed out that the wording of the letter sent regarding late payments was very harsh. Both Drew and Alison admitted to this and advised that the letter has been changed and asked that parents be patient with us as it is a learning curve for us also. Theresa Dinnes also commented on the Retainer Fee on last months invoice. This has always been added if people had not used the holiday club. However, it was incorrectly charged this month and will be credited on next months invoice.
- Alison stressed that we are now on top of our banking and suggested that we send out a 'Group Text' reminding parents that payment required by the 1st of the month. This was welcomed by the parents. Therefore the process after Invoicing could be a Text, Letter and then 2nd Letter.
- Alison stressed that the club is parent driven and what is required of our Committee. We are always looking for new members. Alison then put to the floor for new Committee Members. Volunteers as follows:

Rona Broom (Health & Safety Role)	Proposed: Alison Muirhead Seconded: Fiona Fagan
Shona Patterson (General)	Proposed: Amanda Sowerby Seconded: Tracy Leighton
Morag Dowie (General)	Proposed: Drew McLellan Seconded: Jane Yates
Margaret McQueen (General)	Proposed: Alison Muirhead Seconded: Fiona Fagan
Lisa Shanks (General)	Proposed: Teresa Wilson Seconded: Shona Patterson
Alison Graham (Secretary)	Proposed: Jane Yates Seconded: Drew McLellan

- Alison stressed that you do not have to join the Committee to have any in put in the Club. Alison is happy to accept help/comments/suggestions from any parent.
- We have no Treasurer report as Susan not well. Alison advised all present that the Accounts are available for all parents to see. The Club is in a very healthy position. So good we are able to take on extra staff. Nikki and Jillian are to sit West Lothian Councils Driving Test which will enable them to hire the Council Mini Bus which will be a great benefit during the holidays etc.

Alison then closed the meeting and thanked all parents for coming. The Club will re-open again after the Summer Holidays on 17th August 2010.