

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

Phone: 07561421703
E-mail: littlevillagers.nikki@gmail.com
E-mail: committee@littlevillagers.org.uk
Website: www.littlevillagers.org.uk



Livingston Village Out of School Care Project Minutes

Date	Thursday 28 th March 2019
Time	7.00pm to 9.00pm
Location	Parents Room

1. Welcome and Apologies

Present: Jamie Gillis, Leigh Johnston, Paula Crichton,
Jennifer Healy, Lisa Christison, Elisabeth Duthie,
Tega Desi

Apologies: Graeme Bell, Nikki Thom
Steph Njeru, Marlene Boyd, Jennifer Muir

2. Minutes of Last Meeting

The Minutes from the January 2019 EAGM meeting were agreed and approved.

3. Chair Update

- a). Nicole has resigned from the club and will finish up on 17th April 2019. An advert has been placed on Indeed.com to find a replacement and interviews have been arranged before Easter holidays
- b). Charley has started, she replaces Morgan who left on 15th February 2019. She has settled in really well

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c). Community Centre Association update:

Committee meetings are held bi-monthly

Looking to replace tables and chairs in Community Room 1

Movie night in the Gym Hall for school attendees. Cost will be £3. This is to be held monthly on a Friday evening

d). West Lothian Courier, are launching a Young Person of the Year award, looking for nominations for children who attend Livingston Village school or attend clubs in the Community Centre

4. Play Coordinator Update

- a) Easter holiday club numbers better than last years, above 6 for all sessions. Closing date Friday 29th March. Resources already bought for activities
- b) Next term registration. Parent email to be drafted and sent out for August 2019 term. Only 4 x P7 children will be leaving this year.
- c) Nikki's looking to develop a 3 year Strategic Plan as part of her course. Looking for input from the Committee on ideas to develop within the club.
- d) Government Tax credit scheme, NT in process of registering the club and waiting on unique tax code to be issued.
- e) Care Commission contact will be JG and NT
- f) Discussed fee increases for the club, committee agreed the increase will be 2.65% and will be effective from August 2019
- g) Committee agreed Salary increases will be 2.65%
 - i. Monday to Thursday fees £7.00 increase to £7.20
 - ii. Friday fees £10.50 increase to £11.00
 - iii. Holiday Club half day £11.00, Full day £20.50
 - iv. Committee agreed there would be no increase to the Breakfast Club Fees

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- v. April 2019 Salary Increase by 2.65%
- vi. August 2019 Fee Increases by 2.65%
- vii. August 2019 review NT's Job title, salary and job description

5. Treasurers Update

- a) JG now handed role over to TD and JM
- b) TD to do forms for bank account and will be done next week
- c) Handover for payroll to the accountant

6. AOCB

None

7. Date of Next Meeting

The next meeting will be a Committee Meeting on Thursday 30th May 2019 at 7pm