

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

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E-mail: littlevillagers.nikki@gmail.com
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Livingston Village Out of School Care Project Minutes

Date	Thursday 30 th May 2019
Time	7.00pm to 9.00pm
Location	Parents Room

1. Welcome and Apologies

Present: Jamie Gillis, Leigh Johnston, Jennifer Muir
Jennifer Healy, Lisa Christison

Apologies: Nikki Thom, Paula Crichton, Steph Njeru
Elisabeth Duthie, Tega Desi

2. Minutes of Last Meeting

The Minutes from the March 2019 meeting were agreed and approved.

3. Chair Update

- a). No one from the committee attended the last LVPCCA meeting
- b). JG updated the committee on an incident involving a group member whose behaviour towards staff was unacceptable they were removed from the premises and an official complaint has been logged.
- c). Looking for metal bin replacement in the playground for the outdoor toys. LJ to look at sourcing a replacement and costs.
- d). Online form to be completed for term time bookings (Holiday Club) for the community rooms. Some dates are now not available for the club. JG to check with Maggie

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4. Play Coordinator Update

- a) Annual registration, closing date 31st May 2019. JG to send out a parent reminder for forms to be handed in.
- b) We have received 9 new registrations for next term if all existing users return, we will have a waiting list, and priority will go to children with siblings.
- c) Summer holiday club bookings closing date is 14th June 2019.
- d) New staff member, Carol is settling in well.
- e) Gillian will be off sick over the summer period.
- f) We have placed an advert for temporary summer cover, 8 x interviews are being held on Monday 3rd and Tuesday 4th June.
- g) Holli Wilson has agreed to cover some off the summer holiday club dates
- h) Summer Holiday club budget, requested £500 and £180 to cover the beach trip.
- i) LVPCCA has offered funding towards replacement equipment for the summer club, outdoor equipment sourced for £187. JG to speak to Maggie to check that the funding is available.
- j) Celine has completed her facilitating play work opportunity course, a huge well done to Celine from the Committee.
- k) Pantomime booking need to be paid in full by 3rd July 2019. Cost £945. Final headcount will be confirmed by September. NT contacting councillors to see if they will contribute again towards this activity.
- l) No further update on the new Government Tax Credit Scheme. NT to update JG on progress

5. Treasurers Update

- a) TD completed the bank account forms but it was rejected, as it didn't state users to be removed and add new users, JS and PC to sign forms for them to be removed.
- b) JM is now doing the invoices

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- c) Committee members to use the Gmail accounts when sending out communications
- d) Summer Bonus to be paid in June 2019. £500 pro rata based on length of service
- e) Additional staff member discussed
- f) Next term the club will finish at 6.00pm rather than 5.45pm
- g) New job description for Play Manager to be drafted by LJ

6. AOCB

None

7. Date of Next Meeting

The next meeting will be a Committee Meeting on Thursday 29th August 2019 at 7pm