Present Apologies

Jodi Conner Paula Crichton

Leigh Johnstone Nicola Barclay

Laura Melton Nikki Thom

Jamie Gillis Marlene Boyd

Theresa Dinnes

Graeme Bell

Elaine Daley

Elaine Mackie

**Minutes** from last meeting and EGM approved – JC to advise NT to place on website

**Manager update**: Numbers for May holiday uptake:

Thursday 4th May 2017

AM – 14

PM - 10

Monday 22nd 2017

AM – 9

PM – 8

Easter club was a success with new children from other areas joining us, hope to see them back in the summer.

NT has passed her PDA Childhood Practice interview and written report, course to start 23 Aug 17.

NT has passed her course 2 months ahead of schedule. – well done Nikki ☺

NT asked if club would fund items that are required for this course – such as books etc, everyone agreed club would fund this.

GB also recommended that travel expenses to university should be paid to NT so that she is not out of pocket – there is an HMRC payment indicator which GB/NB will go through so that payment is made in salary. JC to advise type of car NT drives

Salary review – this will take place after we see the number intake for P1 – further meeting to be had when this information is available. Agreement with all members that NT will receive a bonus on successful completion of the PDA course, amount to be decided at this meeting when P1 numbers confirmed.

Holidays – discussion was had on the feasibility of opening club on all holidays regardless of the numbers, it has been decided that this year – 2017 – that the club will stay open for all holidays – summer / sept / October holidays and intake numbers will not be taken into account.

This information will be relayed to parents on the registration e mail sent by JC in the next week.

It is the hope that parents feel more confident in the opening of the club during holidays, as it was discussed that some parents feel that they already look for alternative childcare as it is not always certain that the club will open, hence there may not be a big uptake on the clubs, therefore if parents know we are running open for 2017 no matter the numbers it would help re instate the confidence in the club. Trialling this for 2017.

Holidays due back to staff – decided that the staff can take an extra 5 shifts back in holiday or they can be paid this extra 5 shifts, a goodwill gesture from the club as girls have taken unpaid leave in the past. It was discussed that it might be good for extra days to be taken over the summer clubs if staff wished, however to be taken in agreement with NT and staffing levels.

**Treasurer/Revenues/Chair**

JC to send out registration forms in next week – only new parents who have not used this service before will be charged the £10 registration fee. Previously it is a yearly fee.

E mail communication – JC to provide club with a forms for parents, who are not currently on the mailing distribution list, to fill in if they want to be updated in club communications.

Konect – we have decided to use half page advert for Livingston area for Konect catalogue to advertise the holiday clubs that are open to all. JC /TD to organise, Andrew Dinnes has offered to design this for the club at no fee, thank you Andrew.

Discussions where had on an incentive to intice people to block book on holiday clubs – committee decided that if parents book 9 equal sessions, they will get the 10 equal session free for the summer holiday club – therefore a max of 3 free sessions per child during summer.

Uniforms – JC to ask staff if they would like uniforms – polo shirts/ hoodies / fleece with LV logo. JC to report back next meeting. It was suggested by JC as then club is easily identified who club are when doing outdoor trips. It is not a mandatory uniform, up to staff if they want to be given these items.

Summer club – there are funds available for a summer trip which can be decided with staff and children, it was suggested that we can apply to counsellors for the funding of the bus? Blair Drummond was suggested, beach – somewhere with decent toilet facilities would be preferred.

Petty Cash – funds can be drawn from credit card and used for adhoc purchases such as cold drinks in summer/Pizzas / baking as long as a receipt is kept for the purchase.

GB – advised that he has worked the pensions and will go through this with NB next month.

JG – went through invoicing with PC and all is working ok, tweeks to the existing spreadsheets used will be discussed with JG/PC with NT. Access to up to date parent e mail addresses will be provided when new registrations have been completed. Discussions on correct e mail address to use so that only one is used for queries, Treasurers to decide what works best for them.

**Date of next meeting**: Thursday 15th June 2017 at 7pm