

Little Villagers (LVOOSCP)
Community Wing
Livingston Village Primary School
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Livingston Village Out of School Care Project Minutes

Date	9 th November 2017
Time	7.00pm
Location	Community Room 2

Welcome and Apologies

Present: Jamie Gillis, Jennifer Healy, Leigh Johnstone, Paula Crichton, Jamuna Sutharshan, Marlene Boyd, Elaine Mackie, Nikki Thom

Apologies: Graeme Bell, Lisa Christison, Laura Melton,

1. Chairperson welcome & update

The Chairperson (Jamie Gillis) welcomed everyone to the AGM – there were no new parent's present at the meeting.

JG informed the committee that Elaine Daley and Theresa Dinnes had both decided to resign as committee members. The committee would like to thank them both for their contribution over the last few years.

JG shared the Care Commission Complaints Process with the committee and any amendments or changes to be made and updated.

2. Treasurers Report & Presentation of Accounts

There was no update as GB was not present at the meeting.

JG provided an update on the new bank accounts. PC and JS both need to return to the bank to sign the forms, the bank had requested evidence that PC was a treasurer as her name and position was not noted on the previous committee meeting notes. JG has now updated this.

JG confirmed that the Treasurer handover from GB to PC and JS will take place once the new bank accounts have been set up, the bank accounts should take 1-2 weeks.

JG noted that the reserve bank account should have a reserve in place for the equivalent of 3 months salaries.

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JG confirmed that he was able to secure six laptops free of charge from Sky, to be used for committee business. Committee will need to pay for licences and office packages.

Website domain has now been fixed.

Little Villagers Email accounts have been created and all Committee Members have been sent an email with link to enable them to active the account.

Policy Review, MB agreed to review and update existing policy and procedures and staff handbook

3. New Committee Members – none

4. Questions from the Floor – none

5. AOCB – none

Chairperson thanked everyone for attending and called the meeting to a close