**Little Villagers Management Committee**

**Monthly Meeting Minutes**

**29th November 2012**

Here – Morag Dowie, Shona Patterson, Jane Hogg, Aileen Connor, Drew McLellan, Nikki Thom, Graeme Spence, Elaine Mackie, Alison Hamilton, Rona Broom, George Smith

Apologies – Wendy Walsh

**Minutes from last month**

Previous minutes to be loaded up to website – Action Alison

**Action Plan**

Meant to be a working document which is updated regularly. Might be a good idea to create a new action plan. Nikki has new questionnaires to be added to update it for the care commission. Maybe need a sub group to sit and look at it. Graeme and Shona to get together and do evaluation. Frame plan around kids wishes. What is our aim and how we are going to get it. It should be something the parents can go in an see at any point. It is documented evidence of what we have been doing. Care inspectorate has become more strict.

**Administration**

Alison to meet with Drew to work on invoices. All emails to be sent from invoices@littlevillagers.

Parental consent form to be uploaded onto website – Action Alison

Distribution list to be checked to see if it’s up to date – Action Alison and Nikki

Debtors letters to be eventually handed over to Alison

January holiday club – email to be sent out to see if there is a need for it this year.

Website to be updated with new committee members – Action Alison

**Chair Update**

None

**Treasurer Update**

Debts being handled

**HR Sub Group**

Don’t’ have one as such any more. Not much need for it at the moment

**Finance Sub Group**

Nikki is looking to use a card to buy shopping. Maybe need to take a card out in Nikki’s name which is linked to bank account or look into a pre-paid credit card.

**Nikki’s Update**

Kayleigh’s probation period finishes in December. Full-time contract to be arranged for Kayleigh – Action Nikki

Staff to be paid early in December and January to relieve long wait between December and January.

DONM – 31st January 2013