Little Villagers (LVOOSCP)
Community Wing
Livingston Village Primary School
Kirkton Road North
LIVINGSTON
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E-mail: littlevillagers.nikki@gmail.com
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Website: www.littlevillagers.org.uk

Livingston Village Out of School Care Project Minutes

Date	Thursday 6th September 2018
Time	7.00pm to 9.00pm
Location	Parents Room

1. Welcome and Apologies

Present: Jamie Gillis, Paula Crichton, Jennifer Healy, Lisa Christison, Steph Njeru, Nikki Thom

Apologies: Graeme Bell, Leigh Johnston

2. Minutes of Last Meeting

The Minutes from the June meeting were agreed and approved

3. Chair Update

a). Committee Laptops, 4 off the 6 laptops are now set up and ready to be issued :

1. Chair Person – received laptop
2. Secretary – received laptop
3. Treasurer – received laptop
4. Invoices
5. 2nd Treasurer
6. HR Advisor

b). Summer club refund. Parent stated they couldn't access the club one day as there was a fault with the buzzer and no one let them in. They are asking for a refund, Committee members took a vote and all agreed that no refund to be given.

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c). LVCECA AGM meeting next week, w/c 10th September. J Gillis to attend.

d). Nicole Forrest, due to return back from maternity leave on 19th November. Celine covering maternity leave

4. Play Coordinator Update

a) 2nd Year of college for Nikki. Funding for the second year is £300/£350, forms to be signed for approval.

b) Morgan and Dawn to attend Playworker course next year through Open Learning, cost £100.

c) Dawn probation period coming to an end.

d) September holiday club has low numbers. Closing date is Friday 7th September.

e) Pantomime deadline is 7th September. Cost is £10 a ticket if you don't attend LV on a Friday. Nikki to contact Counsellor for funding for the bus.

f) Current bank account, Paula and Jamula are the only ones with access to the account.

   a. We need additional names for the account
   b. We need a new treasurer
   c. We need an HR Officer (look to contact Marlene)

g) Discussed Nikki's mobile and agreed for Jamie to look at a Sim contract

5. Treasurers Update

a) Confirmed there are 58 children registered at LV

b) Reserves are on track.

c) 1 outstanding debt being paid off monthly.

d) Acknowledged that we need a treasurer and someone to do the invoicing

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6. Policy Review

JG to send amended Grievance Policy to committee for approval.

7. GDPR Update

a) JG to review document for next meeting

8. AOCB

a) No further points noted.

9. Date of Next Meeting

The next meeting will be a Committee and AGM Meeting on Thursday 29th November 2018 at 7pm