



C/o Adult Learning
St David's House
20 South Bridge Street
Bathgate
West Lothian EH48 1TJ

ALF Minutes: Monday 30th May 2022

Strathbrock Partnership Centre 7 – 9pm room GP1.

Present: Charlie S, Janice F, Jenny P, Mandy P, Anton W, Garrion J, Alicia R & Margaret B

Apologies: Mandy W & Lecia N.

Welcome: Jenny welcomed everyone to the meeting and passed on apologies.

Minutes: Minutes of April meeting 2022 approved, seconded by Jenny P.

Adult Learning Updates: Margaret informed attendees that Adult Learning had held a Numeracy Event Wed 18th May to coincide with National Numeracy Week which proved very successful. She thanked Mandy P for her offer of help which actually raised an issue that should be clarified for all members of ALF. That is, members should be aware that whilst they are more than welcome to give one another lifts to meetings or event as friends or group/ committee colleagues. Unfortunately, employees of the Adult Learning team are prohibited from giving or accepting lifts from students or volunteers. Margaret provided the rationale for this and explained that this was not a new policy it was a historical part of H & S protocol for the service.

Margaret also informed the committee that now that groups were back up and running tea breaks were once again an option for meeting / groups. It has been suggested that in order to keep costs down perhaps ALF could purchase goods required i.e. tea, coffee, sugar, milk. At this stage as far as she is aware Margaret believed that this was just a suggestion that was put forward at a team meeting and would need further discussion. However, she

had informed AL manager that she would raise the matter just to see what the committee felt about the suggestion. Following some discussion about the arrangements that were in place at the moment, it seems the majority of mainstream groups are negotiating their own arrangements for teas/ coffees. Going forward, in terms of the responsibility and logistics of purchasing refreshments for AL students it was felt that this was a matter for Adult Learning Team.

Additional updates / suggestions: Publicity for ALF was highlighted to try and further raise awareness of the Student Committee. It was agreed that it would be helpful to revisit sending out a short PowerPoint once or twice a year to remind tutors and students of ALF and the opportunities that are available for supporting events, training etc.

Anton informed members that there are a couple of events planned for the new term i.e. Maths Week Scotland / Book Week both have bids attached and as a result, funds for travel expenses might be an option not only for Volunteers but also to support students' attendance at these events. Margaret reminded Volunteers that should they wish to apply for expense they may be required to provide bank details depending on how / who would be making the payment.

Treasurer's Report: He then provided an update of latest figures which were as follows:

ALF funds Balance Jan 2022	£	720.47
Cash in hand Jan 2022	£	73.58
Driving Forward Balance May 2022	£	311.04

- Following deductions for Theory Tests and book reimbursements.
- Charlie asked Anton if he could follow up on two uncashed cheques from previous DT course delivery. Charlie will pass Anton the required information to move this action forward.

AOB: Summer training options were discussed, members agreed that whilst they would prefer face to face delivery, blended options should also be available if possible.

What: As there are a few new members now attending meetings it was noted that they would like general Committee Skills offered in particular taking Minutes.

When: Monday evenings possibly every 2 weeks over the summer i.e. 3 or 4 sessions.

Where: Margaret said she would ask Laura Wilson if BPC Monday evening AL slot could be used to deliver ALF training over the summer. She will request dates from, Monday 4th July, the first session will be part ALF meeting as our usual date (last Monday in June) will have to be cancelled. Following committee business summer training options will be finalised at this meeting.

Anton also stated that there may be an opportunity for ALF members to attend any training sessions that are appropriate to them from STEM bids.

Alicia suggested that perhaps we could see what was available from wider Voluntary Sector in West Lothian. Margaret is going to look into options.

Forward Planning: Margaret suggested it might be helpful to consider purchasing additional Welcome Packs for the new term. There was a lot of discussion about whether these could be more personalised for student's with particular needs i.e. purchasing coloured pads. However, it was agreed that in most circumstance group tutors are best placed to assess needs and can photocopy lined paper for students they work with and that Welcome Packs need to be generic to at least try and meet the needs of the majority.

Agenda July 2022: As noted June meeting has to be cancelled. Monday 4th July, meeting will cover general ALF business and firm up summer plans.

**DONM: Monday 04/07/2022, 7 -9pm, Location confirmed Jim
Walker Partnership Centre (Formally know as Bathgate Partnership Centre)
Room 3.**