



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

ALF Minutes: Monday 30th January 2023

Location: The Jim Walker Bathgate Partnership Centre
Room GP 12/13.

Present: Charlie S, Janice F, Jenny P, Lecia N, Mandy P, Gina F & Margaret B

Apologies: Anton W & Mandy W.

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

Minutes: Minutes of November meeting approved.

Adult Learning Updates: Margaret introduced Gina to attendees who took time to explain her background and future role with the adult learning team.

Treasurer's Report: Charlie provided an update of latest figures:

ALF bank funds Balance Nov 2022		£	745.47	
Banked from (tea / coffee funds)	+	£	62.00	
ALF bank funds Balance Jan 2023		£	807.47	
Cash in hand Nov 2022		£	48.58	
Funds paid in (tea / coffee)	+	£	63.20	
Total		£	111.78	
Funds paid out for group tea coffee MB	-	£	10.00	
Banked	-	£	62.00	
New Cash in hand Jan 2023		£	39.78	
Driving Forward Balance Jan 2023		£	265.12	(no change)

OSCR Update: Charlie informed members that ALF accounts for 2021 – 2022 have now been approved by OSCR.

Recruitment: There was a discussion about how ALF could promote the committee and encourage new members. PowerPoint highlighting ALFs role and support the committee have been able to provide for students will be distributed prior to our next meeting. Members also suggested visiting groups to answer any questions students might have might be helpful.

Purchasing: There was a discussion about whether new Welcome packs should be purchased for students. It was agreed in current circumstance's this would be an appropriate use of funds. The committee agreed to allow a budget of approximately £300.00 to support this project. Resources for Welcome Packs will include wallets, pads, pens and pencils with erasers in the first instance. Other suggestions put forward rulers & highlighters, it was agreed that these additional resources would be dependent on costs for core resources. Charlie agreed to move purchasing forward, he will provide costings for approval prior to purchase. Members agreed that compiling packs could be addressed as part of an ALF meeting but if necessary an additional ALF session can be arranged.

Training Development: ALF training sessions will resume after April as part of bimonthly meetings if possible but could be included as part of our summer training plans for 2023 if this would be more valuable for members.

AOB: No additional business raised meeting closed 8.30pm.

DONM: Monday 27/03/23 Location Jim Walker Bathgate Partnership Centre Room GP 12/13, time 7 – 9pm in person and online option will be available.