



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

ALF Minutes: Monday 27th March 2023

Location: The Jim Walker Bathgate Partnership Centre
7- 9pm Room GP 12/13.

Present: Charlie S, Janice F, Jenny P, Anton W & Margaret B

Apologies: Lecia N, Mandy P & Mandy W.

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

Minutes: Minutes of January 23 meeting approved.

Adult Learning Updates: Margaret began by reminding members of an informal point raised previously regarding the possibility of funds being donated to ALF as a result of moneys gifted to Adult Learning by former Volunteer Tutor Mr McLauchlan. This suggestion has now been approved by the Adult Learning Team and a sum of £500.00 is to be donate. Funds will be transferred in due course once all administration to facilitate the transfer is approved and completed. Members asked for thanks to be passed on to the appropriate parties and agreed that the funds will be used support learners attending Adult Learning groups.

Margaret also highlighted that there had been an enquiry from an AL group re the possibility of Welcome Packs being made available for current learners who may be struggling to replenish pads and pens in the current cost of living crisis. Members discussed this matter and whilst they agreed that supplying all learners with packs was not an affordable option for ALF, in principal, if a group tutor is aware of personal circumstances of an individual and believes that purchasing resources would be a barrier to learner engagement they could request a Welcome Pack on their behalf. It was also suggested that under these circumstances if a small donation could be made to ALF it would be appreciated but this is not a necessity.

Treasurer's Report: Charlie provided an update of latest figures: As agreed at our last meeting funds had been released to purchase a new batch of Welcome Packs to be made available after the Easter break.

Charlie informed members that he had moved this forward spending £149.49 to complete 50 packs, therefore funds are now as follows:

ALF bank funds Balance Jan 2023	£	807.47	
Expenditure	- £	149.49	
ALF bank funds Balance March 2023	£	657.98	
Cash in hand Jan 2023	£	39.78	
Returned by MB from T/C costs	+ £	1.30	
Cash in hand Mach 2023	£	40.08	
Driving Forward Balance Jan 2023	£	265.12	(no change)

OSCR Update: ALF returns report 2022 Approved.

Margaret reminded members that our next meeting in May will be our AGM so they will have a full breakdown of spending delivered then. She suggested that it would also be helpful to show the committee how audit returns are displayed on the OSCR web page and have a graphic on Minutes for public to see on ALF web page. She also highlighted that Adult Learning services may be relocating and the likelihood of having space for hard copies of the reports etc. will be limited therefore, it was suggested that Charlie forward all accounts evidence to be stored on WLC Objectives system. Charlie and other members agree that this would be appropriate.

Recruitment: Members were informed that the PowerPoint has been distributed to Adult learning groups to raise awareness of the committee. Margaret asked whether people thought having this on our web page would be helpful. Members felt that at the moment it would be better to keep this inhouse as it only provided updates that would be relevant to current learners. Anton suggested information about ALF including raising awareness materials could be uploaded to Adult Learning Virtual Platform when this goes live, all agreed that this was a more appropriate option.

Training Development: Calendar will be drawn up for summer training at our next meeting. It was also agreed that we should plan ALF meeting dates for Sep 23 – Aug 24 at this meeting.

AOB: On conclusion of formal committee business, as agreed at last meeting members put together Welcome Packs, Margaret said she would inform the team that these were now available.

DONM: Monday 29/05/23 Location Jim Walker Bathgate Partnership Centre
Room GP 3 (informal arrangement to support ESOL delivery) 12/13 if required.
Time 7 – 9pm in person and online option will be available.