



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

ALF Meeting

Minutes: Monday 28th August 2023

Location: The Jim Walker Bathgate Partnership Centre
7- 9pm Room GP 12/13 or Room 3 (Drum).

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

Apologies: Mandy P, Mandy W

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

Minutes: Minutes of May 23 meeting approved, proposed by Margaret B seconded by Janice F.

Adult Learning Updates:

Volunteer Training: Will be going ahead this year but unlike previous training, delivery will consist of 2hr slots throughout. As a result, funding for lunch is not required. However, there may be some expenses required for resources / refreshments therefore, it would be helpful to have access to a small budget approximately £20.00. If this could be agreed monies would be requested from Petty Cash. The committee approved this request.

Members were informed of activities planned for Maths Week Scotland which runs 25 September - 1 October 2023. Adult Learning will be holding an event at The Centre Livingston on Wed 27th September 10am – 4pm, everyone is welcome to go along and take part in the fun. It was also highlighted that there will be an event coming up in November to celebrate Book Week Scotland. Like last year ALF members will be asked to support acting as stewards welcoming guests, escorting them to seating areas etc. More information on this will be provided at our next meeting.

Members were made aware that Adult Learning work base is moving to Inveralmond Community High School on October 6th 2023. However, it was clarified that this will not impact on ALF meetings which will continue to be held in Bathgate through 2023 – 24. Anton provided more detail on the

move and also informed the committee of HMle inspection which will take place at some point Sept – March 2023/24.

Margaret informed attendees that Welcome Packs were still being requested and asked whether it would be helpful to continue supplying these over the next year. Members felt that this would be appropriate in the current circumstances, Charlie will research prices and update at the next meeting. In the meantime, it was agreed that following formal business additional packs would be made up. Margaret said she would inform the Adult Learning Team that they were available.

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

ALF bank funds Balance Aug 2023	£	1157.98 unchanged
Cash in hand May 2023	£	41.08
Spending June 2023 (student travel expenses for attending volunteer recruitment event)	- £	5.50
Cash in hand Aug 2023	£	35.58
Driving Forward Balance May 2023	£	242.12 unchanged

Charlie informed members that this figure included one cheque that has yet to be cashed. Anton will follow up on this as he is aware of the student who received the payment.

OSCR Updates: No updates to report.

AOB: With no additional updates to report, formal business closed, members then made up Welcome Packs as agreed.

DONM: Monday 30th Oct 2023, 7 – 9pm Jim Walker Bathgate Partnership Centre *Room GP 12/13 or Room 3 (Drum)*.