



Adult Learning Friends
C/o Adult Learning Team
Education Services
West Lothian Council
Inveralmond Community High School
Willowbank
Ladywell
Livingston
EH54 6HW

ALF Meeting

Minutes: Monday 29th Jan 2024

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

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

Apologies: Mandy P & Lecia Clark

Welcome: As Jenny was late linking in online, Margaret welcomed everyone to the meeting and passed on apologies.

Minutes: Minutes of Oct 23 meeting approved, proposed by Charlie seconded by Lynn.

Adult Learning Updates:

At our previous meeting, at Carlie's request, Margaret had planned to discuss the option of having her name including as an additional signatory for ALF money transactions with Laura W and Anton W during January planning week. Unfortunately, due to personal issues Laura has been unavailable to action this matter forward. With this in mind, Margaret will try and move this forward and feedback at our next meeting. Margaret also highlighted that she planned to discuss future options for the ALF committee over the coming year.

Adult Learning held a Learner Journey Event on Saturday 18th November 2023 at Howden Park Centre Livingston. The event which was a 'Murder Mystery Who Done It' was very successful. Adult Learning would like to thank all those involved particularly Janice & Mandy from ALF who were on hand to support registrations and ensure people were shown where to go etc.

Anton provided an overview and outline of HMIE visit which, informal feedback from various groups involved was very positive. At the moment Adult Learning are awaiting formal feedback.

Address Change: Adult Learning has now relocated to Inveralmond Community High School. Charlie has informed Bank of Scotland and OSCR of our new address in order to ensure any correspondence is directed to the correct location. Paperwork has now been received from the bank to be finalised. Janice was available to complete this paperwork 29/01/24. Charlie will forward the required paperwork to BoS.

At the request of group tutors it was agreed at our last meeting that Charlie would investigate costs for additional Welcome Pack resources. He informed members that overall costs have increased by 5 – 8%. It was agreed that as prices were likely to increase further if global events are taken into consideration. With this in mind it was agreed to go ahead and purchase additional resources now. Charlie will move this forward. It was also agreed that given the limited space in Bathgate, and to support accessibility, resources for Welcome Packs will be stored at ICBS.

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

ALF bank funds Balance Jan 2024	£	1157.98 unchanged
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Cash in hand Jan 2024	£	35.58 unchanged
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Driving Forward Balance Jan 2024	£	219.12 unchanged
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OSCR Updates: Since our last meeting our Annual Report had been returned from independent examiner, no issues raised. Charlie had forwarded to OSCR who have approved the report which can be viewed on their Web pages.

AOB: With no additional updates to report, formal business closed. Members attending in person spent the additional meeting time replenishing Welcome Packs making them available for learners as the new term gets underway.

DONM: Monday 25th March 2024, 7 – 9pm Jim Walker Bathgate Partnership Centre Room GP 12/13.