



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 25th March 2024

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

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

Apologies: Jenny P, Lecia N & Mandy P

Welcome: In Jenny's absence Margaret welcomed everyone to the meeting and introduced Helen who was attending for the first time. Margaret also passed on apologies. It was noted that Mandy P had tried to login remotely but there were technical issues.

Minutes: Minutes of Jan 24 meeting approved, proposed by Janice seconded by Charlie.

Adult Learning Updates:

Anton and Margaret have not had an opportunity to meet with Laura Wilson to discuss having Margaret included as an additional signatory for ALF money transactions. Hopefully this can be moved forward during planning week as a matter of some urgency.

ALF CLD Support: Margaret informed members that Laura had received a request from Boghall ESOL group for support with stationery supplies i.e. pads and pens. This was a new group of learners hoping to improve their literacies skills whilst they get settled in West Lothian. Laura had asked whether this was a request ALF might be able to support. Margaret then contacted Post Holders who agreed that as we are a charitable organisation supporting those on limited budgets to improve their literacies skills within West Lothian would be an appropriate request to support as a one-off action. Therefore, eighteen Welcome Packs were donated to Boghall Drop In project. There

was some discussion about how sustainable this support would be and it was agreed that if possible such requests should be raised at a full committee meeting.

Anton Updates: Anton provided an overview of how things are settling down at Adult Learning's new location ICHS. He also provided an update on new members of the team who will hopefully come on board as a result of various funding streams i.e. Multiply Funding, Sharing Prosperity and Levelling Up. Further to this a full-time post for an IT tutor will also be going forward after Easter. Anton informed the committee of progress with the Adult Learning News Letter which will be available to view online in the near future. He also accessed Education Scotland to inform members of the feedback from HMIE CLD inspection.

Address Change: Charlie informed the committee that all paperwork required to ensure bank statements were being forwarded to our new address has been completed.

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

ALF bank funds Balance Jan 2024	£	1157.98
Funds for Welcome Packs (50)	- £	147.90
ALF bank funds Balance March 24 now	£	1010.08
Cash in hand Jan 2024	£	35.58 unchanged
Driving Forward Balance Jan 2024	£	219.12 unchanged

AOB: With no additional updates to report, Charlie accessed the Adult Learning Web page to provide members with an overview of new layout and to show them where and how they can access ALF Agenda and Minutes. Formal business closed 8.20. Members attending in person spent the additional meeting time replenishing Welcome Packs making them available for learners as the new term gets underway after Easter.

DONM: Monday 27th May 2024, 7 – 9pm Jim Walker Bathgate Partnership Centre Room GP 12/13.