



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 27th May 2024

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

Present: Charlie S, Jenny P, Lynn W, Mandy P & Margaret B

Apologies: Janice F, Lecia N & Anton W

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

Minutes: Minutes of March 24 meeting approved, proposed by Mandy seconded by Jenny.

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. Margaret also highlighted that there may be barriers to her inclusion as signatory as she does not have the photo ID required by Bank of Scotland (BoS). Mandy P informed members that she does have the required paperwork and would be happy to have her name included as an additional signatory for ALF. This proposal was approved by the committee and Charlie agreed to request the required application paperwork. There was some discussion about how Admin resources would be managed should Charlie need to take time out from ALF and it was agreed that cheque book etc. would be held in a secure cupboard at ICHS.

Mandy Praised a question about supporting publicity events as she had attended a Job Fair event where Adult Learning staff were promoting the service. Margaret said she would pass on this note of interest to AL team and provide feedback at our next meeting.

Margaret informed members that Adult Learning News Letter was now accessible on AL webpage. Charlie accessed this remotely and we spent time exploring the various articles included which members found really

informative. However, whilst it was felt that highlighting group delivery times and locations on the website was a really good idea it was also suggested that recording groups as **full** might well put people off placement request or partner referral. Margaret agreed to pass on feedback regarding information included about group capacity to the Adult Learning Team.

Address Change: There was discussion about whether ALF statements are being received at ICHS given only one has been forwarded to date. Margaret followed up on this query with AL admin and at this point no other communications from BoS have been received. Charlie and Margaret will monitor and if necessary get back in touch with BoS for clarification.

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

ALF bank funds Balance March 24 now	£	1010.08 unchanged
Cash in hand Jan 2024	£	35.58 unchanged
Driving Forward Balance Jan 2024	£	219.12 unchanged

Charlie highlighted that one cheque issued to Driving Forward participant is still outstanding, Margaret said she would raise the matter with Anton. Charlie informed the committee that he would be preparing accounts for audit therefore he proposed that if the cheque remained uncashed by the end of June it should be declared void. Anton would then have to request reissue if required.

Meeting Dates 2024 – 2025: Margaret informed the committee that she had accessed WLC school calendar to get an overview of possible meeting dates doing forward for the next year. It was agreed that bimonthly meetings in Bathgate should continue, meet date booking requests will be as follows:

2024 Monday Aug 26th
Monday Oct 28th
Monday Nov 25th – End of Year Get together

2025 Monday Jan 27th
Monday March 31st
Monday May 26th
Monday Aug 25th

AOB: With no additional updates to report formal business closed 8.15. Members then spent time putting together Welcome Pack to replenish stock held in BPC.

DONM: Monday 26th Aug 2024, 7 – 9pm Jim Walker Bathgate Partnership Centre Room GP 12/13.