



Springfield Out of School Care Club Annual General Meeting 22nd May 2013

Minute

Attendees

Joanna Whittington (Chair), Doug Anthoney, Paul Beaumont, Sean Pottinger, Alison Findlater, Lynda Walker, Karen Graham, Gillian Arthur, Anne Thomson, Helen Anderson (Manager), Elaine Crighton, Luisa Janetta

Apologies

Paul Hammond, Richard Jardine

1. Welcome and Apologies

2. Election of office bearers

Vice Chair: Gillian Arthur (proposed by Joanna Whittington, seconded by Doug Anthoney)

Secretary: Anne Thomson (proposed Joanna Whittington, seconded by Karen Graham)

Committee Members: Sean Pottinger, Paul Beaumont, Karen Graham (proposed by Joanna Whittington, seconded by Doug Anthoney)

Joanna Whittington will serve as Chair and Paul Hammond as Treasurer for a further 12 month term. It was agreed that under new constitutional arrangements (item 6) election of office bearers will in future take place in alternating years; Chair and Treasurer in one year, Vice Chair and Secretary in the next year.

It was agreed that the Committee will meet a minimum of five times over a 12 month period between Annual General Meetings.

3. Chair's Report

The Chair presented her report (appendix 1); this was accepted by the meeting.

4. Treasurer's Report

The Chair presented the Treasurer's report in his absence (appendix 2); this was accepted by the meeting.

5. Manager's report

The Manager presented her report (appendix 3); this was accepted by the meeting.

6. Motions

The following motions were put to vote.



1. That the Management Committee (Board) makes an application on behalf of the membership to the Office of the Scottish Charity Regulator for Springfield Out-of-School Care Club (SOOSCC) to become a Scottish Charitable Incorporated Organisation (SCIO.)
2. That criteria for membership of SOOSCC in the Club's Constitution is defined as:
 - Parents or guardians of children aged up to 14 and attending Linlithgow schools;
 - Who have signed a form registering one or more children at the club, and whose membership fee has been paid and accepted;
 - The Board has the right to terminate membership if it is deemed that serious breach of club rules has taken place including, but not limited to, non-payment of service usage fees.
3. That provision for the Club's Board is set out in the Constitution as follows:
 - Comprising a minimum of 6, and a maximum of 9 members
 - Comprising four office bearer positions; Chair, Vice Chair, Secretary and Treasurer
 - Board members elected at Annual General Meeting for a 2-year term
4. That the Board is authorized to make a one off grant award, up to £10,000 and as it deems fit, to Springfield Primary School for improvements in facilities to benefit children attending Springfield Out of School Care Club.

Before going to vote, there was discussion as to whether parents/guardians of children attending only during holiday periods, when other local out of school care clubs weren't providing a service, would be considered SOOSCC members under the constitution. It was agreed that a 'holiday membership' should be created for such instances, this to have none of the voting rights or obligations as defined in the constitution. SOOSCC membership criteria in the constitution will need to be clarified and limited to users of term-time out of school services.

Following the discussion all motions were passed unanimously.

7. AOCB

The following ideas were proposed for consideration:

- Bean bags for silent areas, subject to suitable storage being identified
- Improvements to coat and bag storage

West Lothian Councils decision to offer a free breakfast club service at 8.15am to all Springfield PS children was discussed. The view of the committee and manager was expressed such that this was not of major concern, as the breakfast club so far had not impacted on SOOSCC, the club was open earlier (and looking at an earlier 7.45am start, subject to Care Commission approval), and that it would not affect after school demand.