



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

ALF Minutes: Monday 4th July 2022

**Location confirmed Jim Walker Partnership Centre
(Formally know as Bathgate Partnership Centre) Room 3**

Present: Charlie S, Janice F, Jenny P, Mandy P & Margaret B

Apologies: Lecia N, Anton W, Garrion J & Mandy W

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

Minutes: Minutes of May meeting 2022 approved by Mandy P, seconded by Janice F.

Adult Learning Updates: Margaret informed attendees that Tea and Table courses would be running over the summer if anyone wanted the timetable is on West Lothian Council Adult Learning web page under Digital Skills. She also informed the committee that in light of funding restraints the Council are conducting a 'Have Your Say' survey and have asked AL to ensure that students / stakeholders have an opportunity to take part. Those attending were happy to do so and completing individual surveys during the course of the meeting.

Treasurer's Report: He then provided an update of latest figures which were as follows:

ALF funds Balance Jan 2022	£	720.47
Cash in hand Jan 2022	£	73.58
Driving Forward Balance May 2022	£	265.04

- Following deductions for 2 x Driving Theory Tests. Charlie informed members that there were still two uncashed cheques to be followed up on by Anton update to be provided as appropriate.

OSCR Update: Charlie informed the committee that submission for 2021 – 2022 is currently being worked on, progress updates will be forthcoming.

AOB: ALF mailing list: Margaret informed attendees that Liz Brown a member of the committee for some time had been in touch to let us know that due to health reasons she will no longer be able to commit time to ALF. Discussion about if / when listed names should be removed from mailing list took place. It was suggested that if there is no contact from an ALF member i.e. attendance at a meeting in person or online or without receipt of apologies prior 3 meetings which would equate to an Adult Learning Term, that member should be removed from ALF mailing list. This suggestion was approved by all.

Training Plan 2022: The committee then spent time confirming training plans for summer 2022 outcome as follows:

04/07/2022 Committee Skills: Exploring the purpose, function and responsibilities of a small committee.

18/07/2022 Committee and Meeting Skills, Intro Food Hygiene

01/08/2022 Health and Safety

15/08/2022 Minutes and Finance

All meetings held at 7:00pm in Bathgate Partnership Centre

Future sessions may include First Aid and Presentation Skills as part of regular ALF meeting dates.

It was agreed that session outcomes would be recorded and filed as an end of year report to support OSCR evidence.

DONM: Monday 18/07/22 Bathgate Partnership Centre 7 – 9pm

Training Session: Committee and Meeting Skills, Intro Food Hygiene.