



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

## **ALF Minutes: Monday 26<sup>th</sup> September 2022**

**Location: The Jim Walker Bathgate Partnership Centre  
Room GP 12/13.**

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

**Apologies:** Lecia N, Garrion J, Mandy P & Mandy W

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

**Minutes:** As our August meeting was cancelled, approval on minutes unnecessary.

**Meeting Calendar 2022:** Margaret informed members that it has been confirmed that ALF meetings can now be held in Jim Walker Bathgate Partnership Centre Room GP 12/13. For the coming year meetings will be bimonthly we will continue with Monday evenings 7-9pm.

Dates are as follows:

Sept 26<sup>th</sup> 2022

Nov 28<sup>th</sup> 2022

Jan 30<sup>th</sup> 2023

March 27<sup>th</sup> 2023

May 29<sup>th</sup> 2023

Aug 28<sup>th</sup> 2023

**Adult Learning Updates:** Margaret informed members that Adult Learning ran Family Learning sessions over the summer which proved really successful this year. At the moment groups are just getting back up and running we are keen to see numbers improve so it would be helpful if members remembered to talk about the benefits of attending Adult Learning with other groups, family and friends.

Anton informed the Committee that Adult Learning will be holding a Learner Journey Event on Saturday 19<sup>th</sup> November 2022 at Howden Park Centre Livingston 10.30 – 12.30 supported by funding from Book Week Scotland.

**Event Programme:**

- 10.30am Introduction to event - Welcome and Housekeeping including photo consents
- 10.45am Short background about Adult Education
- 11.00am Learning Journey 1: Mandy poems
- 11.10am Learning Journey 2: William's poems
- 11.20am Learning Journey 3
- 11.30am Learning Journey 4
- 11.40am Learning Journey 5
- 11.50am Learning Journey 6
- 12.00pm Learning 7: Gill's story
- 12.10pm Learning Journey 8
- 12.20pm Presentation event
- 12.30pm Thanks and invites for food and invite for looking at the displays

ALF volunteers willing support this event by helping attendees to sign in, directing to the event area and AOB on the day should **arrive at Howden Park Centre for 10am.**

They are also invited to participate in the event and can put forward their own learner stories if they would like to. Margaret agreed to keep ALF members updated.

**Treasurer's Report:** Charlie provided an update of latest figures following rebalancing as a result of cheque reissues/ cancelling the results are as follows:

<b>ALF funds Balance Sept 2022</b>	<b>£</b>	<b>745.47</b>
<b>Cash in hand Jan 2022</b>	<b>£</b>	<b>48.58</b>
<b>Driving Forward Balance May 2022</b>	<b>£</b>	<b>265.12</b>

- **Spending from Cash in hand** - £25.00 paid to Strathbrock Partnership Centre for ALF room let 2021 – 2022. This action was taken because cheque for this payment had not been cashed and was therefore cancelled.

**OSCR Update:** Charlie informed the committee that submission for 2021 – 2022 is currently being checked by an appropriate third party.

**Training Input:** As summer training was cancelled it was agreed that themes that were to be covered will now be included as part of our bimonthly meetings.

Nov 2022: Recap Roles & Committee Skills

Jan 2023: How to take Minutes

The order of future training sessions (H&S, Food Hygiene, Basic Accounts) to be agreed.

**AOB:** Anton informed members that an AL bid to deliver training for the team and volunteers put forward to Scottish Government and had been successful. Although plans are yet to be finalised he provided a general overview – 3 training days will be offered between September and March next year with the possibility of repeating as an online option for those that are unable to attend due to other commitments. Margaret agreed to keep ALF members updated.

**DONM:** Monday 28/11/22 Location Jim Walker Bathgate Partnership Centre Room GP 12/13, time 7 – 9pm in person and online option will be available.