



Registered Charity No: SC029502
Company No: 343670

Minutes of GFW Board Meeting Tuesday 9th September 2014

Meeting held at 6.00 John Wheatley College East End Campus Haghill Glasgow

Present: Ken Irvine
Ronnie Melrose
Craig Macdonald (Coordinator)
Karen McGavock (Administrator)
Finlay Allison (Senior Tutor)

Mike Turner
Christine Clark
Cliff Uney (Secretary)
Fenella Rennie

Apologies: Virginia Anderson (Chair) Doreen Semple

1. Minutes of Previous meeting. – notes of the previous meeting were circulated and approved.

2. Matters arising from previous meeting:

a) Cliff again identified the need to appoint a Treasurer from within the Board. Ronnie was prepared to consider the role; however we need to set out the scope of this role as he does not have formal financial competence in this area. We need to first understand the role to be played by our accountant and Kai. Craig should email Virginia for an update from her meetings with Ann and Kai.

b) In discussion of accountancy matters, it was of great concern that we have not had any budgetary update for around 8 months. We need to urgently resolve this situation. Craig will check with Virginia.

c) It was noted that there was a balance of grant due from Creative Scotland in our last year of relationship. Virginia and Tom had been advised that this figure (perhaps £2500) would be paid. Karen had no recollection of this sum having been paid.

3. Senior Tutor Report.

Finlay covered the Senior Tutor report, welcoming Dan Thorpe, as ST to the junior section.

Tutor training was discussed and should be a priority this year. Ken would work with Finlay to progress areas for development.

Class numbers down around 20% fiddles and 40% junior, although there have been some further enrolments in the second week of term. Now that the registers are complete, Karen can get an accurate figure to compare with previous years.

Monday nights are tight on classroom numbers, and our plan to develop Tuesdays may be thwarted. Craig received an email from Virginia, just before the meeting, noting that the college may not make Tuesday available to us. Craig should check with Virginia for update. Craig will continue to liaise with ST's regarding the spread of rooms.

Leaflets need to be updated to reflect our change of Venue. Karen thought Nigel had been involved in the last design and print. Craig will contact Nigel to check, and then progress.

GFW 25 years

This is GFW'S 25th anniversary, and it was agreed we should celebrate this and prepare a press release, which could hopefully raise our profile. Jo Miller, who has been reviewing the history of GFW, has offered to help and Ken was happy to liaise with her on this. This would also give an opportunity to advertise our new location. Local press, colleges and schools should be targeted. Ken has a contact for The Herald. Christine and Fenella offered to assist.

STV Glasgow. The contact had gone cold as a result of the Commonwealth Games becoming a priority. They had been very keen, and we should contact again to try and get them to come along to Haghill. Mike offered to progress. Craig to forward email thread to Mike

GFW Website. Ronnie will make contact with Mike and Lesley to consider changes to the website.

Board Roles It was agreed that we should be trying to establish areas of responsibilities for each board member. Initial remits included, Ken - Tutor liaison and training, Christine - Publicity, Fenella - Schools contact, Ronnie - Treasurer (depending on scope), Given that Virginia has stated her intention to stand down by December 2014, there is need for a Vice Chair to be appointed. This also highlighted the need for Board members to get involved in the duties which Virginia currently carries out, to ensure an effective handover.

Date of next Meeting Tuesday 6th October at 6pm at Campus East Haghill