



Registered Charity No: SC029502

Company No: 343670

**BOARD MEETING**

**Minutes of GFW Board Meeting Monday 6 July 2020**

**Meeting held at 6pm using Zoom Meeting App**

Item	Minute	Action
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1	<b>Present</b>	
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	MT Allison, J Purvis, R Warrilow, R Melrose, T Robertson, H Merriman, J Retson, S Brady and F Reid.	
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	<b>In attendance</b>	
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	F Allison (Senior Tutor); and D Higgins – Durnan <i>for recording purposes</i>	
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	<i>The Chair welcomed all to the meeting and introduced new members H Merriman and S Brady.</i>	
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	<b>Apologies</b>	
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	Apologies were received from:	
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	K Lane	
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2	<b>Minutes of the Previous Meeting held on 20 April 2020</b>	
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	Members accepted the minute from the previous meeting as an accurate record of the business conducted.	
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3	<b>Matters Arising from the Minutes of the Previous Meeting held on 20 April 2020</b>	
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MTA/DHD

July 2020

There were no matters arising from the minutes of the previous meeting.

#### **4 Senior Tutors Update**

F Allison advised members that individual tutors continued to provide various online activities on a freelance basis. He reported that himself and N Gatherer continued to offer free GFW sessions prior to what was normal classes and this would continue over the summer period.

F Allison reported that GFW considered the option of a Junior Summer School. However, he informed members that there was little interest from the junior membership. He reported that D Thorpe had previously provided details of a free summer school. Senior tutors took the decision to share this with members via the website and the GFW facebook page. Discussion followed and it was agreed that F Allison would contact the GFW members who had noted an interest in a GFW Summer School and direct them to the alternative offering.

**FA**

#### **5 Finance Update**

R Melrose summarised the report format for new members. He reported that there was little activity in relation to GFW finances with a slight increase in funds due to an instrument sale and donation from a member.

#### **6 Junior Online Classes**

Members discussed online classes for junior members under Item 4 – Senior Tutors Report.

#### **7 GFW Provisional Arrangements 2020-21**

The Chair advised members that the College had confirmed access for the recommencement of classes in September 2020. As a result, the Chair had prepared surveys to gauge feedback from members and tutors in advance of returning.

Members discussed the surveys in considerable detail covering the following points:

- cleaning

- membership demographic and impact
- member support for online classes
- lesson format/tea breaks
- classroom capacities/class sizes capped

Members proposed changes to the survey and it was agreed that members consider any further changes and email D Higgins – Durnan prior to issuing of the survey to members. Members agreed that once the survey feedback was collated, they could then progress with the arrangements for session 2020-21.

**ALL**

## **8 AOCB**

Members discussed membership subscription payments and the requirement to minimise cash and cheque transactions. It was agreed that this would be further discussed as part of future planning.

Members acknowledged the demand for an online absolute beginners fiddle class. F Allison advised of the difficulties involved such as tuning, repairing broken strings.

## **9 Date of Next Meeting**

**TBC - August 2020**

## GFW Board Meeting – Member Actions

Meeting Date: Monday 6 July 2020

Agenda Item	Action Description	Person Responsible	Update
4	Contact junior membership re alternative free summer school	F Allison	
7	GFW Session 2020-21 Survey – members consider further changes and email D Higgins – Durnan	ALL	COMPLETED
<b>Actions Outstanding: Meeting 08 – 20 April 2020</b>			
4	Senior tutors continue with arrangements for online delivery of GFW classes where possible	Senior Tutors	COMPLETED
6	OSCR – remove C Uney as a trustee/prepare process for future reporting	FR/MTA	
6	Prepare GFW annual report and share with Board prior to issuing	MTA	COMPLETED
8	Submission of insurance renewal questionnaire	FR	29.04.20 - COMPLETED
9	Local schools junior programme – roll to next session – place on agenda first meeting of the new session (August 2020)	DHD	
9	Draft communication to members re arrangements for online tuition during term 4	MTA	22.04.20 - COMPLETED
9	Arrange further Board meeting for July 2020	MTA/DHD	COMPLETED
<b>Actions Outstanding: Meeting 07 – 9 March 2020</b>			
7.2	Arrange Board training afternoon	MTA	DELAYED – Due to Covid-19
8.2	GFW Coordinator Part Time Role – members consider and provide feedback	ALL	DELAYED – Due to Covid-19

## GFW Board Meeting – Member Actions

<b>Actions Outstanding: Meeting 05 – 13 January 2020</b>			
<b>8.4</b>	Potential day time classes added to agenda for August 2020 meeting	<b>DHD</b>	
<b>Actions Outstanding: Meeting 03 – Monday 21 October 2019</b>			
	PVGS – liaise with current tutors taking junior classes and arrange updates if required	<b>FA</b>	<b>13.01.20 – FA contact tutors and request up to date PVG documentation prior to start of Term 3</b> <b>09.03.20 – email sent to all junior tutors to confirm current PVG status, returns being collated</b>