



Registered Charity N No: SC029502

Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 10 August 2020

Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	<p>Present MT Allison (Chair); R Melrose; K Lane; R Warrilow; J Hill; J Retson; J Purvis; H Merriman; and S Brady.</p> <p>In attendance D Thorpe (Senior Tutor); N Gatherer (Senior Tutor) and D Higgins – Durnan <i>for recording purposes</i>.</p> <p>Apologies T Robertson.</p>	
2	<p>Minutes of the Previous Meeting held on 6 July 2020 Members accepted the minute from the previous meeting as an accurate record of the business conducted.</p>	
3	<p>Matters Arising from the Minutes of the Previous Meeting held on 6 July 2020 There were no matters arising from the minutes of the previous meeting.</p>	
4	<p>GFW Session 2020-21 Arrangements</p> <p>i. Senior Tutor Discussion Summary (July 2020) R Melrose took members through the membership survey with regards to arrangements for session 2020-21. In addition, feedback from the Senior Tutor discussions was also shared with members.</p>	

Members considered the following points in relation to session 2020-21 arrangements:

1. a presentation on the membership survey by R Melrose;
2. feedback on the recent meeting of senior tutors with the Chair and Treasurer;
3. if and how GFW should be relaunched for the new session;
 - i. should a small number of face to face classes be offered, subject to the College health and safety arrangements;
 - ii. whether to hold a term online using Zoom;
 - iii. level of fees for the new term;
4. Zoom licences for tutors; and
5. Board Member document.

Members raised concerns with face to face classes in relation to health and safety, cleaning regime and potential liability of the GFW Board. Members agreed to that GFW would proceed with offering classes using Zoom with the online terms being advertised on the GFW website and social media channels. Members also recommended there be no change to the membership fee for session 2020-21 and the previous years membership fees of £70/£54 stay in place. Members agreed that at present, junior classes would not be offered.

In relation to additional costs that tutors may incur for purchasing/upgrading Zoom, members agreed that tutors may be reimbursed via submission of an invoice.

The Chair advised that she would draft a letter to members informing them of the Boards decision to offer online classes. As a result of the concerns raised by the Board during their discussions, the Chair also agreed to liaise further with the College Health and Safety Manager, GFW's insurance provider and the Scottish Government re GFW' status.

MTA

The Board requested senior tutors to progress with arrangements for the new session and ensure tutors in place for the confirmed term dates.

Senior Tutors

5 Board Member Duties

Members noted the content of the document for information at this time.

6 GFW Finance Update

R Melrose provided a brief overview on the Finance document shared with members prior to the Board meeting.

7 AOCB

None.

8 Date of Next Meeting

29 September 2020 at 6pm

GFW Board Meeting – Member Actions

Meeting Date: Monday 20 April 2020

Agenda Item	Action Description	Person Responsible	Update
4	Draft letter to members re online terms for session 2020-21	MTA	COMPLETE
	Arrange meeting with College Health and Safety Manager	DHD/MTA	COMPLETE
	Liaise with Insurance Provider	MTA	
	Liaise with Scottish Govt	MTA	
	Progress with online term arrangements i.e. secure tutors etc.	Seniot Tutors	COMPLETE

MTA/DHD

August 2020

GFW Board Meeting – Member Actions

MTA/DHD

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