Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 05 February 2024
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present** H Merriman (Vice Chair); S King; R Melrose (Treasurer); R Warrilow; V Dowens; J Retson; MT Allison; E Malloy; G Connolly; and N McPhee. H Merriman welcomed all to the meeting and advised that she would act as Chair in the absence of K Lane. **In Attendance** F Allison; and J Smith (Senior Tutors). **Apologies** Apologies were received from K Lane (Chair).	
2	**Minutes of the Meeting held on 09 January 2024** Members approved the minutes from the meeting held on 09 January 2024.	
3	**Matters Arising from the Meeting Held on 09 January 2024** There were no matters arising from the meeting held on 09 January 2024.	
4	**GFW** **i. Senior Tutors Report** F Allison reported that GFW had been approached by West Fest to play an open-air ceilidh on 02 June2024. He highlighted the organisers had advised of previous complaints with access to the museum. F Allison confirmed that GFW would ensure that they would not block access to the museum entrance, however, West Fest would have to coordinate members of the public. F Allison continued to report on arrangements for Term 3: • K MacLeod unavailable on Monday evenings for whistle ○ J Bauld and E Seaman brought in as dep cover for whistle and to ensure progression for learners	

between levels
    - S Markey unavailable, attempt a hybrid class of GT2/GT3
- Influx of members enrolled for absolute beginner fiddle
    - Sourced two new tutors Matt Tighe and Holli Scott
- Cover for T Strain arranged due to availability (weeks one and two)
- H Rarity (Song) made request to move to Monday and begin a GFW choir – discussions still to be held
- Currently sourcing a junior guitar tutor
- Launching slow fiddle sessions on a Saturday afternoon

J Smith informed members that he and F Allison had discussed the suitability of hybrid classes for fiddle and future viability. He opined that hybrid classes were compromising the learner experience for those in College which were the majority of members enrolled. R Melrose confirmed that there were no hybrid classes taking place in fiddle only two online classes and both were well viable in terms of enrolments.

FA

F Allison advised that he intended to poll tutors from both Monday and Wednesday to collate their views on hybrid classes.

ii. **Finance Update**

R Melrose provided members with an update in relation to GFW finance activity which included:

- Minimal financial activity in January 2024
- Purchase of instruments (whistles and accordions)
- Positive bank balance, highlighting slightly behind on previous year, however, no issues as himself and senior tutors continue to balance the tutor to member ratio
- Expect increase in the bank balance as term 3 fee payments are received

Discussion followed in relation to the purchasing of instruments and value for money. R Melrose confirmed that the aim of GFW is to encourage people to learn music/become members and the purchase of instruments meets this aim and become assets. He added that members will purchase their own instruments as they progress.

iii. Website Monthly Review **JR**

J Retson advised that the general maintenance of the website content was taking place as required. He reported that he intended to poll members to gauge feedback on the new website.

R Melrose added that I MacDonald had been adding media to the website and there was an action to compare the desktop and mobile version of the website for consistency. **RM/SK**

J Retson noted his thanks to I MacDonald for his continuing work on the website, this was echoed by F Allison. MT Allison added that the work carried out by I MacDonald tied in with the social media presence which was being managed by K Heppel.

Members noted the number of new enrolments for this term and discussion followed around the maximum number of enrolments. R Melrose estimated 400 enrolments from an organisational management perspective.

iv. **Annual Leave Cover DHD/RM**

Members noted the upcoming annual leave for the Treasurer and the Administrator.

J Retson, V Dowens and MT Allison offered to assist with front desk duties, opening classrooms etc.

H Merriman and S King offered to manage Zoom classes.

RM

R Melrose noted that he would prepare the finance report for the AGM and liaise with the Board Member who will cover in his absence when agreed.

v. Draft Child Protection Policy

MT Allison shared a presentation with members providing an overview of the work undertaken to date in relation to Protection of Vulnerable Groups Scheme (PVG).

MT Allison informed members that she had attended a training course in relation to PVGs and a draft policy document had been written based on a template provided by Disclosure Scotland and adapted to suit GFW requirements. She added that the draft was approved by Disclosure Scotland with a recommendation to include section two of the policy document; secure handling and referrals.

MT Allison stressed the importance of compliance and the legal requirements to protect children and report any concerns. She continued to speak to the presentation informing members of GFWs requirements. MT Allison advised that she would facilitate an information session for tutors allocated junior classes so they are aware of their responsibilities.

MTA

MTA/DHD

MT Allison continued to report that she would liaise with the Administrator to draft an email and a copy of the policy to raise awareness amongst parent and hold a further information session, if required.

Members discussed the policy and actions in considerable detail

ALL

and agreed the following:

- Board members review the policy document and feedback any comments to the Administrator by 09 February 2024; **MTA/DHD**
- Issue Board approved policy to parents for comment **MTA**
- Review senior tutor role/responsibilities **MTA**
- Compile a draft volunteer rota to support junior classes

vi. Central Station Feedback

vii. Fundraising – Collecting

Members discussed items 4vi and 4vii collectively.

R Warrilow provided members with positive feedback on the event held at Central Station. She informed members that a television crew appeared on the day and interviewed a GFW member who gave a fantastic review of GFW, adding that this had been published on the website.

In relation to fundraising, R Warrilow highlighted compliance issues i.e. no seals on collection buckets, charity number not on display, volunteers not wearing badges identifying them as GFW volunteers. Discussion followed and members agreed to action the above points for any future fundraising activities. **ALL**

5 AOCB

MT Allison informed members a GFW member wished to donate their prize of a free term to a junior member. MT Allison advised that consideration would be given as to implement.

MT Allison informed members that she had ordered GFW stickers, and an annual advert was placed with the Traditional Music Association.

MT Allison wished to note her thanks to K Heppel for their continued work in social media activity and to I MacDonald.

9 Date of Next Meeting

Tuesday 12 March 2024 at 6pm