Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 12 March 2024
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present** H Merriman (Vice Chair); S King; R Melrose (Treasurer); MT Allison; and J Retson. H Merriman acted as Chair in the absence of K Lane. The meeting commenced at 6.15pm with H Merriman welcoming all to the meeting. **In Attendance** F Allison (Senior Tutor); and D Higgins – Durnan (Administrator). **Apologies** Apologies were received from K Lane (Chair); and R Warrilow.	
2	**Minutes of the Meeting held on 05 February 2024** Members approved the minutes from the meeting held on 05 February 2024.	
3	**Matters Arising from the Meeting Held on 05 February 2024** • Item 04i - *F Allison advised that he intended to poll tutors from both Monday and Wednesday to collate their views on hybrid classes.* Members noted this action was outstanding and carried forward to the next meeting. • Item 04iii - *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.* Members noted this action was outstanding and carried forward to the next meeting. • Item 04iii - *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.* Members noted this action was outstanding and carried forward to the next meeting. • Item 04iv - *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.* Members noted it was yet to be agreed who	**FA** **JR** **RM/SK**

would speak to the Finance Report at the AGM and carried forward this item to the next meeting. **KL/RM**

- Item 4v - *MT Allison advised that she would facilitate an information session for tutors allocated junior classes, so they are aware of their responsibilities.*
- Item 4v - *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.* MT Allison confirmed that these sessions would take place upon completion of the PVG process for all tutors delivering junior classes.
- Item 4v – *Members discussed the policy and actions in considerable detail and agreed the following:*
    - *Board members review the policy document and feedback any comments to the Administrator by 09 February 2024;*
    - *Issue Board approved policy to parents for comment*
    - *Review senior tutor role/responsibilities*
    - *Compile a draft volunteer rota to support junior classes*

  Members noted that no further feedback on the policy document was received. MT Allison agreed to take forward the remaining actions and feedback as appropriate. **MTA**

4 GFW

i. Senior Tutors Report

F Allison reported that GFW had received an invitation from Partick Thistle Football Club to participate in a community music event for young people. He informed members that he had advised them of our low junior enrolment numbers and the skill level not yet being at performing stage. Discussion followed and it was suggested that a joint venture could be explored with a music school in the area facilitated by GFW tutor E Tomlinson. **FA**

F Allison continued to report on developments at a recent senior tutors meeting. Discussion followed amongst members and agreed a recruitment exercise was required in relation to senior tutor duties for Monday evenings, Mandolin intermediate and junior classes. Members agreed that this should be taken forward before the end of this session. **ALL June 2024**

F Allison highlighted issues with tutor availability and arranging deps and discussion followed on who was responsible for this. R Melrose provided clarification that tutors are contracted to arrange a deputy, however, in the event they are unable, the responsibility returns to the senior tutor to ensure classes run.

F Allison concluded his update advising members that he had introduced a welcome letter for dep tutors on a Wednesday evening, so they were aware of responsibilities when covering. Members agreed that the same should be implemented for Monday evenings. **FA**

R Melrose highlighted an issue with access to printing. D Higgins - Durnan agreed to liaise with the College ICT Team to put a solution in place. **DHD**

ii. Finance Update

R Melrose reported that February was a positive month for finances with approx. £19k income. He informed members that finances continued to follow a similar trend to previous years, however, noted a small difference as more members pay by PayPal upon completion of the electronic enrolment form on the website. He reported recent spend around £6k on instruments and College rental.

R Melrose informed members that the annual accounts had been completed and submitted to Companies House and OSCR within the submission deadlines.

R Melrose continued to report that he was progressing with outstanding HMRC claims. He confirmed that payment had been received for year 2019/20 in November 2023; 2020/21 received in March 2024 and years 2021/22 and 2022/23 to be claimed in April and May 2024 respectively. **RM**

Members discussed the increased enrolment numbers for the current term and acknowledged the operational challenges. Members discussed the option of closing enrolment after three weeks of a term if considered appropriate.

Further discussion took place in relation to briefing the College on developments within GFW since moving to Springburn alongside inviting an MSP to attend GFW (previous visit took place pre-covid). Members also discussed advertising within local publications, however, noted that membership numbers were healthy so may not be required.

iii. Website Monthly Review

J Retson advised there were no issues to report in relation to the website. He advised that he would progress with a member survey prior to the end of session. **JR**

Members noted the improved functionality of the new website and agreed that the website review group meet prior to the end of session to determine any upgrade/maintenance works required over the summer period. **JR**

5 AOCB

Instruments

J Retson advised members of the requirement to complete an instrument

inventory/label upon return of instruments currently on loan and assistance would be required to do this over the summer period. **JR**

F Allison highlighted potential issues with members returning instruments on the last night and the tight turnaround for exiting Springburn Campus. Members discussed returns being registered prior to alleviate any administration burden on the last night of term.

Instrument Donations

R Melrose recommended a letter of thanks be issued on behalf of GFW to those who donate instruments. Members responded positively to this suggestion and agreed this should be actioned going forward. Members added that thanks could also be included in the GFW Newsletter issued by the Chair. **JR/KL**

6 Date of Next Meeting

Tuesday 23 April 2024 at 6pm