Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 05 August 2025
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present** H Merriman (Chair); K Muirhead; R Warrilow; MT Allison; K Fryer; E Malloy; N McPhee; G Connolly; R Melrose; and F Miller. **In attendance** F Allison (Senior Tutor); and D Higgins – Durnan *for recording purposes.* **Apologies** Apologies were received from K Lane. H Merriman welcomed all to the meeting and introduced new Board Members, K Fryer and F Miller.	
2	**Minutes of the Meeting held on 19 June 2025** Members approved the minutes from the meeting held on 19 June 2025.	
3	**Matters Arising from the Meeting Held on 19 June 2025** • **Thank you letter for J Retson** Members noted that the letter had been issued. • **Member Email Advance Enrolment Issue 21 July** Members noted that the email had been issued • **Members Survey Update** K Muirhead circulated survey results ahead of the meeting for members' review. Of 288 recipients, 63 responses were received (just under a quarter), with a positive bias likely due to continued engagement. K Muirhead informed members that following analysis of responses, the main reason for not returning was overwhelmingly other commitments, with additional factors including location, cost, and	

	class suitability. Free-text responses highlighted issues such as class content, wide ability ranges, and large class sizes. Term 4 sign-ups were notably affected by holidays. Feedback included appreciation for tutors and GFW, alongside suggestions for clearer guidance on class levels and tutor support. Concerns were raised about advanced classes being too fast-paced or lacking structure. Members discussed a comment referencing alcohol was likely a misunderstanding involving an energy drink; a reminder about the College's alcohol-free policy will be issued. Discussion followed covering tutor training, class level guidance, and the challenge of balancing tutor popularity with appropriate class placement. H Merriman thanked K Muirhead for the summary. Members agreed that the survey was a worthwhile exercise and should be repeated in the future.	**FA**
4	**GFW** i. **Senior Tutors Update** F Allison provided members with an update in relation to junior classes. He referred to a meeting attended by himself, R Melrose, K MacLeod and C Donoghue. At this review meeting, KMac and CD reported improvements in Term 4, particularly in engagement with parents and promotional efforts. CD has agreed to take on the role of Senior Tutor for junior classes, acting as a central contact for parents, children, and tutors. Plans include outreach in local primary schools to build continuity with GFW and a promotional video for social media. A PDF advert will be shared via parent portals, and a targeted email will be sent to former junior members. F Allison proposed a junior support team from the Board to assist with logistics and build relationships with families. KMac and CD will organise a tutor meeting to reinforce good classroom practice. He informed members that a dedicated junior web page with resources would be developed and confirmed that junior class programme would aim to offer a distinct, enjoyment-based learning experience. Discussions also covered the previous suggestion of pausing for a term to rebuild momentum; however, it was considered that with the new approach this was not believed to be necessary. N McPhee, E Malloy and MT Allison volunteered to be part of the support team. In response to a	

	question relating to PVG scheme, it was confirmed that PVG checks are not required for this role. ii. **Finance Update** R Melrose spoke to the content of the report circulated to members in advance of the meeting. He commented positively on the current finances as a result of the successful summer school classes, early enrolments and payments for term 1 and ceilidh events. iii. **Holiday Cover Required** Members noted the holiday cover required. K Muirhead agreed to Chair the September Board meeting, H Merriman agreed to cover Monday Zoom as required. Other Board members agreed to assist R Melrose on the Administration Desk as required. iv. **GKC Letting Policy and Procedure Booking Form** Members noted the above document for information. Discussion followed and members agreed that it was important that GFW members be informed of health and safety related items, such as, fire evacuation etc. at the commencement of terms. H Merriman requested the Administrator to source information from the College.	**DHD**
5	**AOCB** R Melrose highlighted the requirement for a Board member to be responsible for instrument hire with the departure of J Retson from the Board. Following discussion, K Muirhead, N McPhee, G Connolly and K Fryer agreed to assist with the issuing of instruments at the beginning of the new term, however, a named person to oversee instrument hire was not confirmed.	
6	**Date of Next Meeting** Tuesday 02 September 2025 @ 6pm	