Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 14 April 2026
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present** H Merriman (Chair); R Melrose (Treasurer); J Glynn; K Muirhead; F Miller; and MT Allison. **In attendance** F Allison; J Smith; C Donoghue (Senior Tutors); and D Higgins – Durnan *for recording purposes.* **Apologies** Apologies were received from R Warrilow; N McPhee; and G Connolly.	
2	**Minutes of the Meeting held on 05 March 2026** Members approved the minutes from the meeting held on 05 March 2026.	
3	**Matters Arising from the Meeting Held on 05 March 2026** • **Item 04 – Update Potential Fiddle Progression 4A class and Advanced Mixed Instrument Class** Members discussed the addition of new classes with recognition of the end point in the session and the current trend of a reduction in enrolment numbers for Term 4. Senior Tutors agreed to review the class descriptors in advance of Term 1 in the new session. • **Item 04 – Explore savings account options for GFW** Due to leave, R Melrose confirmed this item had not been progressed. R Melrose agreed to feedback at a future meeting of the Board as appropriate. • **Item 04 – Update on Support for Companies House ID verification** R Melrose highlighted the due date for completion was fast approaching (June 2026) and encouraged members to complete asap. He added that should members require assistance, do not hesitate to reach out.	**SENIOR TUTORS** **RM**

	• **Item 06 – Update – Sexual Violence in the Trad Music Scene** This item was carried forward in the absence of K Fryer.	**KF**
4	**GFW** i. **Senior Tutors Update** F Allison highlighted the need to better market tutor profiles due to their status in the trad scene. R Melrose added that the website tutor profiles would benefit from a refresh and it would be an opportunity to carry out this work prior to the new session. Senior Tutors spoke of the student experience and the number of tutors not being able to commit to GFW due to touring commitments etc. Senior tutors advised that tutor contracts would be revised requiring tutors to agree to be available for at least five of the seven week terms to ensure consistency and to avoid GFW classes becoming 'stand alone' workshops. F Allison added that a tutor meeting would be scheduled at the earliest opportunity to start to convey this messaging. Members discussed the trend of enrolment numbers reducing from Term 3 to Term 4 given the very successful numbers for Term 3 this year and the impact on the number of tutors required. Members agreed that early enrolment had been encouraged i.e. via email, announcements at the break. Senior tutors agreed to remind tutors to encourage enrolment via their class whatsapp groups. C Donoghue provided members with an update on Junior classes with positive feedback. She made a request for A Sutherland (parents class) to continue working with juniors whilst demand for parents class was low. ii. **Finance Update** R Melrose circulated the Finance Report prior to the meeting. He noted that March was a costly month due to high tutor numbers following the increase in enrolment numbers. Despite a full year of increased tutor and membership rates, expenses for the year ending 31 March were £109 lower than the previous year. He noted the high spend in March was attributed to most tutors not invoicing for the two weeks in February and adding these hours to their March invoice. He confirmed this would not be seen in April. R Melrose confirmed that GFW remained on track to break even for the financial year. iii. **Health and Safety** MT Allison informed members that she had met with a representative from the Scottish Council for Voluntary Organisations for guidance on health and safety. She reported that four GFW members had volunteered to act as emergency first	

	aiders on class nights and their contact details would be added to class registers for tutors to access. For Juniors, D Madden agreed to be point of contact. As an additional measure, parents contact details will also be added to the registers. To ensure compliance with data protection, tutors should collect the register from the admin desk on arrival and ensure registers are not discarded and returned to the Admin at the break. Tutors will be encourage to add the First Aider contact details on their phones i.e. a picture.	
5	**AOCB** **<u>Canadian Band Portage Coming to Scotland - Email</u>** F Allison confirmed that he had responded to the email enquiry noting that GFW were unable to provide sponsorship due to our charitable status. **<u>Events</u>** Anti Racism Event – Saturday 18 April 2026, Springburn West End Festival Ceilidhs • Kelvingrove, 07 June 2026 from 2-4pm • The Ark, 13 Mune from 12.30-2pm **<u>Newsletter</u>** K Muirhead agreed to draft a newsletter for the start of the new term.	**KM**
	Date of Next Meeting Tuesday 12 May at 6pm	