

Minutes from Sutherland CCFRP Meeting

Tuesday 22nd November 2005 at 2pm, Community Hall, Lairg

Present:

Val Gale (Chair), Lindsay Gunn, Rosie James, Ann Keatinge, Innis Mitchell, Catherine Sutherland
Carla Gallon (minute taker)

1) APOLOGIES FOR ABSENCE

Gwash Campbell, Bill Couston, Rita Finlayson, Dawn Grant, Georgia Haire, Irene MacKintosh, Julia Nelson, Glynne Williamson, Christine MacLean, Joyce McTaggart, Jane McKenzie, Sam Brogan, Fiona Carter, Myra Clark, Miles Greenford, Trish Greenford

2) MINUTES OF THE LAST MEETING 26th OCTOBER 2005

The minutes were approved as a true record by Ann Keatinge and seconded by Catherine Sutherland.

3) MATTERS ARISING:

Childcare and Family Resource Officer post for Sutherland - Lindsay advised that the post is going to Vacancy Monitoring before being advertised.

Farr Edge 2000Ltd grant application -

Lindsay explained that Farr Edge 2000Ltd had still not submitted a renewed grant application as yet. It was decided that she would obtain more information from Farr Edge 2000Ltd with regard to their progress in completing the application. Val wanted to ensure that their application would be received *before* the next meeting (at the end of January), so that it could be reviewed then by all group members. Other financial concerns and sustainability issues were raised by the group members regarding sustainability funding. It was also suggested that Lindsay speak with the Business Adviser working with Farr Edge 2000Ltd to discuss the concerns raised by the group, and seek feedback to present at the meeting in January. It was agreed to put sustainability of childcare providers on the agenda for the next meeting.

For action by Lindsay

Generic Training offered locally:

Advert for Northern Times:

The advert had been run for the past fortnight and only three responses had been received to date. Closing date for registering interest is Friday 25th November. Two of the three responses were from staff at Farr Edge 2000Ltd, and the other was a relief assistant at Tongue Pre-School Nursery. The group felt this was rather disappointing, and it was decided not to proceed with preparing the course at this point in time. Discussion was held on how to tackle this low level of interest, and ideas included changing the venue; possibly using Lairg instead of the West Coast, and using different methods of advertising. Ann MacKay (CVS North) could be contacted to provide details of clubs, Beavers, Youth Clubs, Out of School Clubs in the areas so that information could be sent out directly to them. The possibilities were to be reviewed by Carla, Lindsay and Val.

For action by Carla, Lindsay & Val.

Lindsay explained that the courses could be brought from North Highland College using funding from this financial year, but the course didn't necessarily have to run this year - it could be organised to take place in the middle of next year if appropriate.

Lindsay to make further enquiries with regard to the above suggestions, and look at obtaining prices from the facilitator for holding such training in Lairg.

For action by Lindsay.

Lindsay advised that for those people who had responded to the advert already; they had been offered places on the course running in Thurso, taking place in a fortnight.

Finally Catherine mentioned that a childcare facility should be provided for people who wish to attend these training days, and Direct Childcare for example could be used. All group members agreed.

As the *Behaviour Training* in Caithness was so well received, Val suggested providing this same training in Sutherland. Again, the course could be bought with funds from this financial year, and used at some time during next year. Lindsay to look at this in more depth.

For action by Lindsay.

It was noted that the *Food Hygiene* course would most likely be updated shortly, as new regulations would be coming into effect as of January 2006. Val sought clarification as to whether this type of course could also be booked in advance this financial year and used next financial year. To be made an agenda item at the next meeting, in order to obtain all members' views/responses to this request.

Agenda item for next meeting.

Keeping Children Safe Training: Val advised that the closing date had passed for registering to attend the even at the Rhiconich Hotel, on Thursday 1st December. 10 places had been booked for this course, but after discussion with the group members it was decided that this training could be made available to a much wider range of people than initially thought, and if further interest could be obtained from other agencies/people working with children (e.g. Beavers, Brownies, Youth Clubs etc, etc...) then the training could be opened up for up to approximately 20 people.

Again, Ann MacKay (CVS North) could provide details for the above suggested people. Carla to contact Ann and obtain this information, then to send out the flyer for the training to all.

For action by Carla

Car Seat Roadshow.

Lindsay had been in contact with Lisa MacKellaich regarding holding a car seat checking road show in the Sutherland Area. Currently only three road show events are organised across the Highland Area each year. Lindsay explained that although Lisa and her colleagues could give talks on car seat safety they were not qualified to carry out car seat checks; this is carried out by Halfords staff. Leaflets had been obtained from Lisa which Catherine and Rosie felt were very helpful to give out to families and Lindsay agreed to liaise with Lisa for more leaflets. The venues for the road show in 2006 have yet to be decided and the Group agreed they wished to push the case for a road show happening in Sutherland.

For action by Catherine, Rosie and Lindsay.

Val also asked about the Speech and Language Therapists that cover Sutherland. She suggested that it would be a good idea to have one of the therapists do a one hour talk to play workers, Family First, Nursery staff, childminders, Out of School Care etc, etc... in Sutherland about Speech and Language problems/difficulties/challenges. This item could also be discussed with Georgia Haire.

For Action by Rosie James

Financial sub-group member;

Val advised that she has not actioned this point yet. Lindsay noted that she would be meeting with Fiona tomorrow so she would confirm with her if she would be willing to take Jo Sinclair's place on the financial sub-group Committee. Current members – Val Gale, Dawn Gran, Lindsay Gunn, Ann Keatinge.

For action by Lindsay.

4) BUDGET REVIEW

The updated CCFRP Budget was distributed to all CCFRP Members in attendance. Val sought clarification that the Women's Aid application had been approved. Lindsay advised that it had been approved, but noted that the offer of contract had not yet been issued, due to Dawn being unavailable to work on it at the present time.

The remaining unspent balance to date is £12,343.31. The trainings that were talked about today would be funded from this year's training budget.

Continued...

The ringfenced budget for Childminders was discussed and the issue about the possibility of providing a childminder in Helmsdale was also talked about – Val wanted to speak with Fiona Carter about this as this comes under her remit.

Lindsay to relay all details to Fiona when she meets with her tomorrow, regarding the issue in Helmsdale. No decision made until further discussion with Fiona Carter takes place though.

For action by Lindsay.

Lindsay hoped the budget for the Sutherland Childcare & Family Resource Partnership should be of similar size to the budget that was allocated for this financial year.

Finally, Val sought agreement that once of the main focuses of the next meeting should be on the remaining budget and final expenditure for the Sutherland CCFRP for 2005-2006.

5) EARLY YEARS REVIEW UPDATE

It was noted that a suitable date had still to be found for the Early Year Seminar with Council Members in Sutherland. It was clear that this meeting would need to take place before Christmas, but Innis issued concern that this might not happen.

Further discussion was held on planning this meeting for Sutherland, and the scale of preparation that needs to be undertaken before the meeting takes place.

Further update would be available at the next meeting.

For agenda for next meeting.

6) MEMBERS UPDATES

Written copies of members' updates were distributed at the meeting from Irene Mackintosh, Christine MacLean, Catherine Sutherland and Jane McKenzie. All attached.

WORKING FOR FAMILIES – Ann Keatinge noted that Moira Stewart was off sick just now, and that Ann Crosbie was covering in her absence.

HPS – Val Gale informed all members that an additional support worker had been appointed for the Golspie Group recently.

GROOVE UPDATE – Christine Mclean had submitted a written update, and Lindsay explained to the Group the registration fees which had been introduced for all GROOVE clubs apart from Golspie as the Club was fully funded in the first year.

7) AOCB & DONM

- Carla to calendar all meetings for 2006 and submit at the next meeting. Details attached.
- Contact list distributed to all members in attendance. Details attached.
- It was decided to send minutes of the CCFRP Meetings to individual Sutherland Councillors, once they had been approved by Val and Dawn.

Next meeting: Friday 27th January 2006 at 10:30am in Brora

Subsequent meeting: Friday 10th March 2006 at 10:30am in Brora