

Sutherland CCFRP Meeting Minutes

Friday 27th January 2006, Committee Room, Brora at 10:30am

PRESENT:

Ann Keatinge – Voluntary Groups East Sutherland
Dawn Grant – Area Children's Services Manager
Lindsay Gunn – Childcare & Family Resource Officer
Jacquie Hutchinson – Senior Family Liaison Officer

Christine MacLean – Groove Gaarfields Day Care Centre
Fiona Carter – SCMA Development Officer
Val Gale – Highland Pre-School Services
Carla Gallon (minute taker) – Administrative Assistant

1) APOLOGIES FOR ABSENCE

Bill Couston – Education, Culture & Sport Manager
Catherine Sutherland – Family First Co-ordinator
Gwash Campbell – Community Education Officer
Irene MacKintosh – Forward with Families
Julia Nelson – Health Development Officer
Myra Clark – The Young Karers East Sutherland
Rosie James – Health Visitor

Campbell Stewart – JobCentre Plus
Glynnie Williamson – Early Years Development Officer
Innis Mitchell – Integration Manager
Joyce McTaggart – Out of School Care Federation
Miles Greenford – Public Health Practitioner
Cllr Rita Finlayson – Children's Champion

2) MINUTES OF THE LAST MEETING 22nd NOVEMBER 2005

The minutes were approved as a true record by Lindsay Gunn and seconded by Ann Keatinge.

Queries were raised regarding the accuracy of the remaining budget figure detailed in the last minutes, but it was noted that this issue would be clarified at today's meeting.

3) MATTERS ARISING:

Childcare and Family Resource Officer post for Sutherland

Dawn Grant advised that the post has been frozen for the interim period. It would not be filled within this financial year, and it would unlikely be filled before the end of 2006.

Farr Edge 2000Ltd

Val Gale gave background information regarding the initial application that Farr Edge 2000Ltd submitted for £19K at the beginning of this financial year. Lindsay Gunn then advised all members that a business adviser from CASE had worked in collaboration with the company to try to compile a more detailed grant funding application for submission to the CCFRP. It was noted that Farr Edge had not re-submitted such an application. The business adviser from CASE and Lindsay had both been in contact with the directors of Farr Edge 2000Ltd but had not received any feedback from them as yet.

Ann Keatinge suggested that as she is in contact with Gillian Unger (one of the directors of Farr Edge 2000Ltd) on a regular basis, she could discuss this application with her informally. Lindsay to send Ann details of the grant application and background information so that she can review it before contacting Gillian.

For action by Lindsay Gunn and Ann Keatinge

Generic Training – Childlife 1st Training

Val reminded people about the advert that was submitted in the Northern Times in November 2005 for Childlife 1st Training. Due to the lack of interest from people, it was decided not to progress with this training for the moment.

Food Hygiene Training

Val also mentioned the Food Hygiene Training that was discussed at the last meeting. It was agreed that Lindsay would contact North Highland College regarding an update of potential changes to the current Food Hygiene requirements and therefore any subsequent training requirements arising from this.

Keeping Children Safe Training – feedback on event held in December

Val informed members that six people, from Scourie, Kinlochbervie and Durness attended this training. She noted that there was a high demand for this training now in Scourie, and she sought agreement from the members that funding could be provided from the CCFRP budget to host this training once again. All members agreed.

Val to contact Claire Collins to enquire about the possibility of running this training again.

For action by Val Gale

Child Protection – Recognition and Response Training

It was noted that this two day training is a good follow up to Voluntary Sector Staff who have already attended the Keeping Children Safe Child Protection Awareness training. Dawn Grant agreed to check that the April two day Recognition and Response training would be going ahead and find out where it will be held in Caithness. This training has places for voluntary and public sector staff.

For action by Dawn Grant

Car Seat Roadshow

Lindsay informed all members that she had been in contact with Lisa MacKellaich; the venues for this year's car seat checking days have yet to be set she agreed to consider Golspie as a possible venue to host this roadshow in 2006.

Positive Behaviour Management Training in Sutherland

Val advised that Audrey Tomlinson would be agreeable to hosting two ½ day training sessions in Sutherland; one on the West Coast (most likely Scourie) and one on the East Coast in Lairg, with a provisional date of the 16th March for Lairg. She sought clarification from all members that they would be agreeable to funding this training as well. All members agreed.

For action by Lindsay Gunn

Speech and Language Therapists

Rosie James was not in attendance at the meeting to comment and progress with this item.

To be brought forward to the next meeting

Minutes to be circulated to councillors

It was agreed to submit the minutes from the CCFRP meetings to the Children's Champion, Rita Finlayson and Liam O'Neill, for inclusion at Sutherland County Committee Meetings. The minutes will only be submitted once they have been approved by all CCFRP members. Therefore they will be submitted to the County Committee meetings in arrears.

4) SUSTAINABILITY OF CHILDCARE PROVIDERS

Discussion took place regarding the Scottish Childminding Association's pan highland bid within the working families monies, this bid allows for one childminder within the W4F Sutherland catchment area to receive sustainability monies, it was also noted that perhaps the Sutherland childcare and family resource partnership could look at piloting a second childminder possibly in West Sutherland to receive sustainability monies. This was agreed in principle by the committee and Val to seek costs on this from SCMA for our next meeting

For action by Val Gale

5) SCHEME OF EXCELLENCE – INPUT FROM FIONA CARTER

Fiona Carter distributed information regarding the Scheme of Excellence. For further handout information please contact Fiona directly.

She talked in detail to the group about the Scheme, and what it consisted of.

She also gave information regarding the number of current active Childminders in Sutherland (SCMA registered members only) – details as follows:

5 in Golspie, 1 in Helmsdale, 4 in Brora, 2 in Dornoch, 3 in Kinlochbervie, 1 in Lochinver, 2 in Lairg and 6 in Bonar Bridge.

6) BUDGET REVIEW 2005 – 2006

Val clarified to all members that the Financial Sub Group of the Childcare Partnership consisted of herself, Lindsay Gunn, Dawn Grant (budget holder), Fiona Carter and Ann Keatinge.

A full discussion took place regarding the budget. It was clarified, however, that although funding had not yet been allocated, a large proportion of funding would be spent before the end of the financial year. Details as follows:

- The Women's Aid grant application for £7,264.00 had been approved but Caithness and Sutherland's Women's Aid were unhappy with the grant conditions in the letter of offer. The Group discussed their concerns but agreed to stand by the grant conditions in the letter of offer.
- Groove Golspie would be allocated £5,000.00 for this financial year, as per their initial grant application.
- Allsorts After School Club has advised that they will require £500.00 for March of this year as their NOF funding will be exhausted by then. They will also require approximately £14,000.00 for sustainability in the financial year 06-07. Lindsay suggested that she could contact Allsorts and ask that they submit their requests as soon as possible so that the money can be given from this financial year's budget. All members agreed

For action by Lindsay Gunn

- Various training (as detailed within this minute and from the previous minute) due to be held over the next year, will be funded from the 05-06 budget. The total cost for this was estimated at between £500.00 and £700.00.
- Dawn advised that she had met with Sylvia Mackay from the North West Sutherland Care Alliance, and Sylvia had indicated a severe need for Autism Awareness Training. Dawn sought agreement from all members that this could be funded from the CCFRP budget, and that training could be looked at to cover the whole of Sutherland, because of the number of autistic children in the area.
All members agreed. Dawn had contacted the training provider to enquire about this but has not yet had response. Dawn to report back to the group budget meeting on Wednesday, 1st March with further details once she has them.

For action by Dawn Grant

- Jacquie also spoke about Webster Stratten Training and the possibility of holding training in Sutherland. Could money be available to help fund this? It was agreed by members that Parenting Training monies had already been granted on a previous application.
- The grant application that was submitted and approved for Miles Greenford for Parenting Training was discussed. Concern was raised with regard to whether this funding had been used for training as yet.
It was suggested that Miles should be asked to provide a detailed report for the Childcare Partnership members for the next meeting, giving details as to how much of the grant funding had been spent to date and exactly what it had been spent on.
All members agreed. Lindsay to contact Miles to arrange this.

For action by Lindsay Gunn

- Discussion was also held with regard to the childminders that were undertaking pre-registration training at the moment and whether they would be eligible to apply for grant funding from the CCFRP before the end of this financial year. Fiona agreed to look into this further.

For action by Fiona Carter

- Finally, it was suggested that the information leaflet from the Sutherland CCFRP should be published professionally. Carla to obtain costings for this.

For action by Carla Gallon

7) EARLY YEARS REVIEW UPDATE

Val informed all members that because things were still at the mapping stage, not enough information was available at the moment to give an update on this item. It was agreed to update this item when further information becomes available.

To be brought forward to a future meeting.

8) MEMBERS UPDATES

Updates were made available at the meeting (and are attached with the minutes now), from Family First, Sure Start, and Groove Gaarfields/Groove Golspie.

Direct Childcare: Recent recruitment led to three staffbank members being offered places on the staffbank. There is still a problem with non-divers in Sutherland which limits availability - however we are looking into Transport2work. Weekly crèches are still being run in Golspie and Dornoch for Family First, and in Brora for Forward with Families.

9) AOCB & DONM

It was agreed that the Finance Sub Group would meet in advance of the next scheduled meeting, to finalise budget matters for the financial year 05-06. Meeting set for Wednesday 1st March at 11am in Golspie. Ann Keatinge to arrange the venue.

This has been confirmed and the meeting will be held in VGES office, Golspie.

An updated CCFRP member's contact list is now attached with the minutes.

A calendar proposing date of future meetings of the CCFRP until the end of 2006 was distributed at the meeting.

Could ALL CCFRP members please advise Carla whether these dates are suitable to them or not, as soon as possible.

The next meeting will be rescheduled as Friday the 10th is not suitable for some members.

Please could you all let Carla know if you are available on the following dates?

w/b Mon 13th - Fri 17th March (except Wednesday 15th)

w/b Mon 20th - Fri 24th March