



Board Meeting
Monday 17th June 2013 – 6.30pm
Waukrigg Mill, Duke Street, Galashiels.TD1 1QD

Present: Lesley Birney, Jackie McPhee, Leona Richardson, Lynn Ramage, Angela Blaikie

	Item	Action
1. Apologies	Dawn Armstrong, Raquel Lloyd Jones, Susan Smith, Marjorie Robson, Kirsty Sinclair, , Seonaid Blackie,	
2. Minutes of Last meeting accuracy / matters arising	Matters Arising Phone Contract Play Borders have received confirmation from Zoe that the o2 contract is cancelled. Marjorie is forwarding information to Jackie to allow the new phone contract to begin.	MR/JM
	Recruitment of Board Members Lesley is working on the paperwork for Volunteer Centre Borders.	LB
	Health and Safety Jackie to ask Susan for landlord contact details. Lynn is also going to check if she has the contact details of the landlord. Jackie to contact landlord and inform him of the damp on wall, crack in plaster. Jackie is going to request that the landlord installs smoke detectors and CO2	JM/SS/Lynn JM
	Leaflet Leona provided the leaflet she has amended. The leaflet was discussed and further amendments made.	Leona

Scottish Charity Number – SC027933

Waukrigg Mill, Duke Street, Galashiels, TD1 1QD
Phone – 01896757338 or 07794767272

Scottish Company Number – SC395912

info@playborders.co.uk

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Leona is going to follow through with the agreed amendments.

3. **Office Bearers**
Jackie has received Angela director forms. Still need Seonaid form. SB
Find out if Kirsty needs to notify Companies House about her change in name.
4. Finance Report **Finance Update**
Financial matters discussed
- Community Grant Scheme**
A letter requesting Play Borders to pay back the underspend has now been received from Linda Cornwall.
Lesley agreed to contact Marjorie about this.
5. Administrator Report **Report**
Administrator report was circulated via email to Board Members and discussed.
All present were encouraged by increase of use of the Toy Library.
- Handyman**
Handyman has been and built up the new shelves and put up the paper towel dispensers. Although it was recognised that the one in the disabled toilet maybe too high. May need looked at in the future.
The Scrap Store took the old wooden shelves and thanked Play Borders for them.
A spare toy wheel for one of the sit on bikes can be replaced and costs £26.39. It was discussed if we can replace wheels by self. It was agreed to look at creating a maintenance policy. All
- Future networking session**
September - It was agreed it is too late to do the "Old School Games" workshop prior to the summer holidays and may be best to wait till September.

October – Floorbooks

Summer Holidays

Lesley has booked the “Big Games Workshop” for Tuesday 2nd July – 10-2pm. To fill in the afternoon it was agreed that Jackie would make wooden spoon puppets after lunch. JM

Jackie to contact Limelight and Allsorts to see if interested in Play Borders running a “Big Games Workshop in their area. It was agreed that all would be invited to the workshops but numbers limited due to availability. JM

Lesley is going to contact Marjorie to find out progress for Peebles area. LB

It was agreed 30 children max.

Aged – 3+

Jackie and a board member will be present to facilitate sessions.

Play Borders will take some toys that can be easily transported for younger children/children wanting to sit out of a game. If a child isn’t engaging with the game it is the responsibility of the setting (not Play Borders) to supervise the child

WWE figures

Jackie to email board and find out views on whether we can have WWE figures to borrow at the Toy Library JM

Membership query

Discussed membership query. All agreed this needs discussed further at the next meeting.

On going

Jackie to email Susan/Kirsty to see if there was a reason why the members area was removed from the website. JM

Discussed use of blog/facebook. All present thought this may be a form of media to inform members of achievements and merits. – Jackie to email board the draft letter prior to it getting distributed to members. JM

Promotion

Leona amending leaflet.

6. Website

7. Promotion

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8. PQASSO On going
Agreed it may be beneficial if individuals worked on specific sections. – This can't get done until a skills list has been created.
Date for next PQASSO meeting is Monday 2nd September 2013.
9. Board Members update/report on other Meetings.
Childcare Development Sub Group – 23/5/2013 – it was highlighted that when applying for grants to give as much financial details as possible to prevent delay in grants being approved.

10. AOCB
Childcare Partnership Meeting 10/6/2013 – It was discussed the importance of the Childcare Partnership in stimulating the development of and supporting childcare across the region.

Game on Scotland

Possible funding for 2014 based in Galashiels – Netherdale with Marquees.
All to think of ideas and if we would like one large Family Fun Day or 2/3 smaller ones

Border Art Trust

Possible workshop for children – Kirsty will look into further

The Big Clean

Jackie to email board and see who is able to come to the Big Clean day on Thursday 20th June

JM

11. Dates of next meetings
Suggestion that we move next meeting to Monday 15th July– 6.30pm as several members have sent apologies for the 16th. (time to be confirmed to see if board would like it earlier)

Thursday 15th August

Minutes approved Signed

Date