



Board Meeting  
 Monday 18<sup>th</sup> February 2013 – 6.30pm  
 Waukrigg Mill, Duke Street, Galashiels.TD1 1QD

Present: Lesley Birney (Vice Chair), Marjorie Robson (Treasurer), Jackie McPhee, Kirsty Stephen, Leona Richardson

	Item	Action
1. Apologies	Dawn Armstrong, Raquel Lloyd Jones, Lynn Ramage, Susan Smith	
2. Minutes of Last meeting accuracy / matters arising	<p><b>Matters Arising</b></p> <p><b>Phone Contract</b>            Jackie gave update on phone contract situation. We have been quoted a reasonable priced contract with Vodafone. Jackie and Marjorie to gather documents to supply to Vodafone before the contract can begin. Marjorie has written to O<sub>2</sub> and the bank to terminate the present contract.</p> <p><b>Website</b>            Leona to forward on photo to Jackie for the website.            Jackie is to put the minutes onto the website once approved.            Jackie to put calendar online.</p> <p><b>Recruitment of Volunteers/Board Members</b>            Susan and Lesley have had a meeting and began discussing the advert. Lesley will forward the draft to Jackie to circulate to board.</p>	<p>JM/MR</p> <p>Leona/JM            JM            JM</p> <p>LB/JM</p>

Scottish Charity Number – SC027933

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

Scottish Company Number – SC395912

[info@playborders.co.uk](mailto:info@playborders.co.uk)

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	<p><b>Policies</b> Jackie and Lesley discussed the policies at the PQASSO meeting. Policies have been circulated to all board members. Policies approved and will to get signed at next PQASSO meeting.</p> <p><b>SBC Monitoring form</b> Board approved the monitoring form. Jackie to forward onto the Childcare Partnership.</p>	<p>ALL</p> <p>JM</p>
3. Finance & Grants	<p><b>Finance Update</b> Finance matters discussed Marjorie will forward Jackie Income and expenditure – Jackie to circulate to board. OSCR sent notification that our accounts can't be accepted in the current form. Marjorie is going to contact Gall Robertson/OSCR for clarification.</p> <p><b>Membership</b> Jackie provided Play Borders update (see attached)</p> <p><b>AGM</b> AGM date confirmed for Tuesday 23<sup>rd</sup> April. Guest speaker Drew McCanney</p>	<p>MR/JM MR</p>
4. Networking & open Nights	<p><b>Floorbooks</b> Jackie to contact John at the Scrap Store asap to see if he can attend the Networking Evening.</p>	<p>JM</p>
5. Promotion	<p><b>Promotion</b> Leona designing a poster. Play Borders are going to attend the SCMA Conference on Saturday 9<sup>th</sup> March. Marjorie priced pens. £150 for 250 pens. Marjorie going to order Jackie will resend flyer out for amendments. Feedback to be received by 20/2/2013. Leona going to have poster complete by 22/2/2013 Leaflet Discussion held on updating the Play Borders leaflet. Leona is going to look at updating the presentation of the leaflet. Jackie to forward the leaflet onto Leona.</p>	<p>Leona JM/LB MR JM/ALL Leona Leona/Jackie</p>

6. PQASSO	Next meeting on Monday 4 <sup>th</sup> March 2013- 6.30pm PQASSO nights will continue on the first Monday of every month, 6.30pm at the Toy Library.	ALL
7. Update of Meetings attended.	Marjorie and Lesley informed all of meetings attended. Lesley attended the Training and Quality Assurance subgroup meeting on 14/2/2013. Lesley gave update. The board were informed that CEYPT will be running a level 9 PDA. Further details to follow in due course. Marjorie attended the Childcare Partnership Meeting.	
8. Expense Sheets	Forward expenses to Marjorie or bring to next meeting.	ALL
9. A.O.C.B.	<p>Raquel gave her apologies about being unable to attend Play Borders Board Meetings. Raquel offered to send another childminder to attend meetings as an advisor. The board agreed that we would like to keep Raquel as an advisor. However, to inform her that we are going to be advertising for board members and if she is aware of anyone who would meet the criteria for a board member we would be keen to hear from them. The individual would represent themselves not SCMA.</p> <p>Jackie has annual leave that needs to be used by the end of March. The board has agreed for Jackie to be off the week commencing Monday 25<sup>th</sup> March. The board are going to cover the Toy Library that week. Kirsty will co-ordinate.</p> <p><b>Dates of future Board Meetings March-July 2013</b>  Monday 18<sup>th</sup> March  Monday 15<sup>th</sup> April  Monday 20<sup>th</sup> May  Monday 17<sup>th</sup> June  Monday 15<sup>th</sup> July</p> <p>All meetings at 6.30pm</p>	<p>KS</p> <p>ALL</p>

10. Dates of next meeting	Monday 18th March– 6.30pm - Play Borders, Waukrigg Mill, Duke Street, Galashiels, TD1 1QD	ALL
	<p><b>Minutes approved Signed</b></p> <p><b>Date</b></p>	

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