



Board Meeting
 Wednesday 8th May 2013 – 6.30pm
 Waukrigg Mill, Duke Street, Galashiels.TD1 1QD

Present: Lesley Birney, Marjorie Robson, Jackie McPhee, Kirsty Stephen, Susan Smith

	Item	Action
1. Apologies	Dawn Armstrong, Raquel Lloyd Jones, Lynn Ramage, Leona Richardson, Seonaid Blackie, Angela Blaikie	
2. Minutes of Last meeting accuracy / matters arising	<p>Matters Arising</p> <p>Phone Contract Jackie gave update on the phone contract situation with o2. 2 letters had been received from o2 both had been forwarded on to Zoe. Marjorie contacted Zoe by phone and asked for written confirmation that the contract with o2 had been terminated. Jackie to contact o2 and inform them the Zoe is no longer working at this address and send them a contact address for Zoe. Jackie to contact Vodafone to find out why a contract had been refused with them.</p> <p>Recruitment of Volunteers/Board Members It was noted by all that there was a disappointing turn out at the AGM. Recruitment of volunteers/board members to be kept as an on-going agenda item for the time being. Lesley is going to get and complete paperwork for Volunteer Scotland.</p>	<p>JM</p> <p>JM</p> <p>LB</p>

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	<p>Policies Signed off. A list of new policies has been made that need developed.</p> <p>Health and Safety Susan is going to send Jackie contact details of the landlord. Jackie to contact landlord and inform him of the damp on wall, crack in plaster and approval to get hard wired smoke detectors and co2 detectors fitted.</p> <p>Leaflet Jackie to contact Leona to find out progress on leaflet.</p>	<p>ALL</p> <p>SS JM</p> <p>JM/Leona</p>
3.	<p>Office Bearers</p> <p>Chairperson – Lesley Birney Vice Chairperson – Kirsty Stephen Treasurer – Marjorie Robson Secretary – To be appointed (please see below) Jackie Supervisor – Kirsty Stephen</p> <p>It was agreed that Gall Robertson will submit report to OSCR and Companies House. The role of the secretary would be to ensure OSCR and Companies House has up to date information on Board Members. Susan will email Jackie a copy of director forms. Jackie will email directors form to Seonaid and Angela to complete before our next meeting.</p>	<p>SS JM/SB+AB</p>
4. Finance Report	<p>Finance Update Finance matters discussed Marjorie is going to pass over accounts for April 2012 – March 2013 to Gall Robertson in May 2013. Marjorie is going to contact Gall Robertson to find out how frequently CHA1 form needs to be done for HMRC. Jackie to send Marjorie a spread sheet with Disclosure information and organisation requesting</p>	<p>MR MR JM</p>

	<p>disclosures.</p> <p>It was agreed that organisations would be given one months' notice on payment of PVG before a reminder will get sent out.</p> <p>Marjorie is going to contact SBC requesting a copy of Play Borders Service Level Agreement.</p> <p>If board members have purchased items for Play Borders this information should be wrote on an expenses sheet with receipt attached so they can get refunded.</p>	<p>MR</p> <p>ALL</p>
5. Administrator Report	<p>In future report will get emailed to board members prior to the meeting along with the agenda.</p> <p>Jackie discussed the report.</p> <p>Handyman coming on Monday 13th May to build shelves and put up paper towel dispensers.</p> <p>Jackie to contact scrap store to see if they would like our old wooden shelves.</p> <p>Jackie to find out if we can purchase spare wheels for sit on toys.</p> <p>Future networking session</p> <p>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.</p> <p>October – Floorbooks</p> <p>Summer Holidays</p> <p>Lesley suggested Play Borders running a "Old School Games Workshop" across the Borders over the Summer Holidays. All present agreed this was a good idea.</p> <p>Potential settings that maybe interested in co-facilitating the sessions</p> <p>Peebles – First Nursery (possibly based at the Gytes)</p> <p>Duns – Allsorts</p> <p>Kelso – Castlegate</p> <p>Hawick – Fairplay</p> <p>Galashiels – Limelight</p>	<p>JM</p> <p>JM</p> <p>JM</p>

	<p>Susan is going to emails the above settings to find out interest in the workshop.</p> <p>It was agreed 30 children max. Aged – 3+ 2 members of Play Borders staff present Take toys along for younger children/children wanting to sit out of a game.</p>	SS
6. Website	<p>Ongoing</p> <p>A list has been created of things that need updated on the website. Jackie is working through the list. If Jackie has any problems with the website she is to talk to Kirsty</p>	JM
7. Promotion	<p>Promotion</p> <p>Leona working on leaflet Susan can email information that we want to distribute through the SBC system Raquel can distribute information to Childminders Susan will send out copy of PDF Toy Library Catalogue. It was discussed and highlighted the importance of Play Borders having links with organisations out with the Borders. It was agreed that it would be beneficial to have a Play Borders representative to attend Conferences where possible.</p>	<p>Leona</p> <p>SS</p>
8. PQASSO	<p>On going</p> <p>Agreed it may be beneficial if individuals worked on specific sections. – This can't get done until a skills list has been created. No date has been set for next PQASSO meeting, this will get discussed at next board meeting in June.</p>	
9. Board Members update/report on other Meetings.	<p>Training and Quality Assurance – April 2013 CEYPT attended the meeting for the first time. Training calendar coming out soon</p>	

10. AOCB	<p>Game on Scotland Margorie Hutton suggested Play Borders should apply for this funding. Potential Family Fun Day 2014. Possibly 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</p> <p>Border Art Trust Possible workshop for children – Kirsty will look into further Jackie is going to contact SBC regarding underspend for Family Fun Day 2012 to see if we could use it at summer for Games Workshop. (Possibly fund transport cost)</p> <p>The Big Clean All toys to be brought back to the Toy Library for Monday 17th June to allow Jackie and Board to clean the toys on Thursday 20th June. Toys will be ready to go back out on Monday 24th June. Jackie to email board and find out what time suits them to come and clean.</p>	All KS JM ALL JM
11. Dates of next meeting	<p>Monday 17th March– 6.30pm - Play Borders, Waukrigg Mill, Duke Street, Galashiels, TD1 1QD</p> <p>It was agreed that meetings would be held on the 16th of every month or the date closest to it.</p> <p>Future dates of meetings Tuesday 16th July Thursday 15th August</p>	
	<p>Minutes approved Signed</p> <p>Date</p>	