



Registered Charity N No: SC029502

Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 20 April 2020

Meeting held at 5.30pm using Zoom Meeting App

Item	Minute	Action
1	Present MT Allison (Chair), D Fernandez, R Warrilow, K Lane, R Melrose, J Hill, J Retson and F Reid. In attendance F Allison (Senior Tutor); and D Higgins – Durnan <i>for recording purposes</i> Apologies T Robertson	
2	Minutes of the Previous Meeting held on 9 March 2020 Members accepted the minute from the previous meeting as an accurate record of the business conducted.	
3	Matters Arising from the Minutes of the Previous Meeting held on 9 March 2020 Outstanding actions from the previous meeting were put on hold due to the Covid-19 pandemic.	
4	Senior Tutors Update	

F Allison provided members with an update of ongoing work since the cancellation of classes due to Covid-19. He advised that senior tutors had continued to deliver online slow sessions, normally held prior to classes using Zoom. F Allison reported that in terms of online GFW classes for term 4, the senior tutors had contacted tutors to confirm set-up and if they would be in a position to offer some form of teaching. He confirmed that most of the tutors were able to use online mediums to provide lessons.

Members thanked F Allison for the update and discussion followed regarding payments for lessons. Members agreed that charges for the lessons should be paid directly to tutors, up to a maximum of £5 per lesson, taking cognisance of those members who may have little or no income at present.

Members requested that senior tutors continue with arrangements for tutors delivering online lessons during GFW term 4 and details placed on the website.

**Senior
Tutors**

F Allison informed members that tutors expressed thanks to the Board for agreeing to make a payment of fees for the cancelled classes in term 3 due to Covid-19.

It was noted that the Board were in the position to make the payments to tutors after consulting with the GFW membership.

5 Finance Update

R Melrose provided members with a summary of the GFW finances confirming that due to the cancellation of classes for the remainder of term 3 and whole of term 4 there was no income. He advised that the expenses over the next few months i.e. tutors, administration costs etc. would be in the region of £8500 approximately. R Melrose reported that despite the reduction in income with the continuing expense, GFW finances were in a favourable position at present.

6 GFW Closure

- a. **Members correspondence and tutor payments – Cancelled classes**
- b. **Term 4 Closure – Website updates/continuation of classes**
- c. **AGM Arrangements**

MT Allison informed members of the steps taken following the confirmation of closure on 16 March 2020 including:

- Liaison taking place with Board members re closure arrangements
- Email sent to members (separate email sent to parents of junior members), notices posted on GFW social media channels
- Notices placed on entrance of College building and senior tutor (A Shute) attended at the GFW start times both Monday and Wednesday to inform any members who had not received the email/ social media and had arrived for class
- Email communication sent to tutors informing them of closure and encouraging them to keep in contact with their classes where possible
- Contacted Islay Inn to inform them of the cancellation of slow sessions

Members discussed arrangements for the GFW Annual General Meeting and agreed the meeting would be held online ensuring quorum. The Chair agreed to draft the annual report and share with Board members for their input prior to issuing to the GFW membership.

MTA

7 OSCR

F Reid confirmed that the OSCR return was completed and submitted using OSCRs online portal. F Reid informed members that C Uney required to be removed as a trustee for any further reporting and also highlighted to members that a process was required to avoid delays in the future.

**FR/
MTA**

8 Insurance Renewal

F Reid advised that the insurance renewal questionnaire would be completed and submitted prior to the due date.

FR

9 AOCB

R Melrose brought to members attention, the school children who opted for a free block of lessons prior to the closure as part of GFW's junior recruitment and if this should be rolled forward to the new session. Members agreed to discuss this at a future meeting when GFW physically resumes.

ALL

MT Allison informed members that she would draft a communication to members for GFWs term 4 arrangements, detailing refund options for those who had paid in advance and also the various plans for online teaching.

MTA

Members agreed that a further meeting was required in July in advance of the new session.

**MTA/
DHD**

10 Date of Next Meeting

GFW Annual General Meeting - TBC

GFW Board Meeting – Member Actions

Meeting Date: Monday 20 April 2020

Agenda Item	Action Description	Person Responsible	Update
4	Senior tutors continue with arrangements for online delivery of GFW classes where possible	Senior Tutors	
6	OSCR – remove C Uney as a trustee/prepare process for future reporting	FR/MTA	
6	Prepare GFW annual report and share with Board prior to issuing	MTA	
8	Submission of insurance renewal questionnaire	FR	29.04.20 - COMPLETED
9	Local schools junior programme – roll to next session – place on agenda first meeting of the new session (August 2020)	ALL	
9	Draft communication to members re arrangements for online tuition during term 4	MTA	22.04.20 - COMPLETED
9	Arrange further Board meeting for July 2020	MTA/DHD	
Actions Outstanding: Meeting 07 – 9 March 2020			
7.2	Arrange Board training afternoon	MTA	DELAYED – Due to Covid-19
8.1	Ayrshire Fiddle Weekend – details posted to website (25 – 27 September 2020)	DF/RA	DELAYED – Due to Covid-19
8.2	GFW Coordinator Part Time Role – members	ALL	

MTA/DHD

April 2020

GFW Board Meeting – Member Actions

	consider and provide feedback		DELAYED – Due to Covid-19
Actions Outstanding: Meeting 05 – 13 January 2020			
8.4	Potential day time classes added to agenda for August 2020 meeting	DHD	
Actions Outstanding: Meeting 03 – Monday 21 October 2019			
	PVGS – liaise with current tutors taking junior classes and arrange updates if required	FA	13.01.20 – FA contact tutors and request up to date PVG documentation prior to start of Term 3 09.03.20 – email sent to all junior tutors to confirm current PVG status, returns being collated

MTA/DHD

April 2020

GFW Board Meeting – Member Actions

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