



Registered Charity N No: SC029502

Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 3 February 2020

**Meeting held at 6.15pm, Glasgow Kelvin College, John Wheatley Building, 2 Haghill Road,
Glasgow, G31 3SR**

Item	Minute	Action
1	<p>Present</p> <p>Marie Therese Allison (Chair; Jim Purvis (Vice Chair); John Hill; John Retson; Rita Warrilow; Kim Lane; Ronnie Melrose; and Dave Fernandez.</p> <p>In attendance</p> <p>Finlay Allison (Senior Tutor); Nigel Gatherer (Senior Tutor); and Donald Higgins – Durnan <i>for recording purposes</i>.</p> <p>Apologies</p> <p>Apologies were received from: Tracy Robertson.</p>	
2	<p>Minutes of the Previous Meeting held on 13 January 2020</p> <p>R Warrilow requested the minute be amended to reflect potential health and safety issues with the use of room MF27. The amended minute was</p>	

accepted as an accurate record of the previous meeting.

3 Matters Arising from the Minutes of the Previous Meeting held on 13 January 2020

Item 6i – MT Allison informed members that two letters were drafted addressed to the PTA's of the primary schools in the catchment area, offering free lessons for terms three and four. She added that this was limited to 20 pupils on a first come first served basis.

4 Senior Tutors Update

N Gatherer advised that he would be emailing all Monday tutors with arrangements for the new term. F Allison advised that a review of Wednesday classes was being undertaken in advance of the new term.

R Melrose shared the current enrolment numbers for term 3 and advised that they were extremely positive.

5 Events Calendar

MT Allison shared Celtic Connection volunteers feedback on the location of the GFW Stand with committee members and advised that festival organisers may review for next year.

Burns Supper

MT Allison advised that the last remaining tickets for the Burns Supper would be sold at this evenings welcome/enrolment event.

**MTA /
DHD**

6 Finance Report

R Melrose shared the Finance report with committee members and advised that January was a particularly quiet period in terms of GFW finances. He advised that the accommodation invoice had also been paid.

7 Junior Project

The project was discussed during item 3.6i.

8 Correspondence

- i. **International Welcome Club – Burns Supper/Chinese New Year**
MT Allison advised that some GFW members performed at this event.

9 AOCB

MT Allison requested members to consider a potential gift for two long serving tutors and asked for comments at the next meeting.

ALL

Members discussed further merchandising including a GFW pen. R Warrilow agreed to research and provide costings to the committee at the next meeting.

RW

10 Date of Next Meeting

Monday 9 March 2020 @ 6.15pm

GFW Board Meeting – Member Actions

Meeting Date: Monday 3 February 2020

Agenda Item	Action Description	Person Responsible	Update
5.2	Sell remaining tickets for Burns Supper at Enrolment evening	MTA/DHD	03.02.20 - COMPLETE
9.1	Committee members comments – gift for two long serving tutors	ALL	
9.2	GFW Merchandise – costings for GFW pens	RW	
Actions Outstanding: Meeting 05 – 13 January 2020			
8.1	<ul style="list-style-type: none"> Explore functionality of web-based platform for enrolment etc. 	RM/DF	
8.4	<ul style="list-style-type: none"> Potential day time classes added to agenda for August 2020 meeting 	DHD	
Actions Outstanding: Meeting 03 – Monday 21 October 2019			
	<ul style="list-style-type: none"> 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

MTA/DHD

February 2020