

Glen Urquhart Childcare Centre Board Meeting
 4th November 2015 Glen Urquhart Childcare Centre, Drumnadrochit
MINUTES OF MEETING

1	Attendee Register	
	<p>Present: Irene Henderson (IH) Katie Keating (KK) Caroline Stanton (CS) William Dick (WD) Clelland MacCallum (CM) Louise Power (LP)</p> <p>In Attendance None Apologies Julia Foss (JF)</p>	
2	Reviewed and agreed minutes of last meeting 05.10.15	
3	Reviewed and agreed Agenda Finance Briefing CS summarised the current balance in relation to the budget 2015 - 16 CS informed Trustees that she had received draft annual accounts 2014/15 and she described the main points of these, including a useful profit. CS had gone through the accounts with WD and Sheila. The accountant will be correcting some minor typos, but the final accounts will be available soon. CS handed her finance files (paper and on CD) to WD who is the new Trustee on Finance. CS informed Trustees of status for new staff pensions and that CALA may administer payments for pension provision for Centre staff. CS informed Trustees on procedures for new signatories for the bank accounts and handed out forms for disclosure for the new trustees. CS highlighted the email she had sent out regarding new computers for the Centre office. The next step is for Sheila to arrange a date when it would be convenient for someone from Inverness Computer Centre to come in and discuss the centre's office computer needs. CM and WD said they would be happy to attend this meeting if it helped.	CS
4	Managers briefing Next meeting Fundraising	
5	KK updated Trustees on fundraising possibilities for Bonfire night fundraiser on 7th Nov. Any Other Business.	
6	CM informed Trustees about possible provision for childcare due to new Primary School hours. Letter to go out to parents / carers of Primary School and Centre to gauge the interest in extra childcare due to the new school hours. Trustees discussed the staffing challenges over the next few months and the procedures that are in place. Trustees discussed internal procedures and forms that have been reviewed and updated. Trustees discussed new website and work to be completed Trustees discussed updating and extending storage within the centre Caroline Stanton and Louise Power resigned as Trustees. IH to step down by end of the year. Trustees agreed and accepted Elizabeth Hay as a new member.	
7	Any other business carried to next meeting Website update	

