**West Coast OWL Nest Meeting 22/07/2021**

Attendees: Susan Pettie (Chair), Rosamonde Birch. (Secretary), Judith Bullivant (Public Liaison) & Lynne Crawford (arrived 19:30)

**Welcome/Check Ins**

Previous Actions:

* Roz – confirmation email to WCOWL members for July 3rd
* Susan – SLCVO doc to Jo-Ann
* Roz – Climate Féis. Drafting JPEGs and will bring exemplars to skills share. Using materials shared from members and Judith.
* Judith, Roz and Heather - meeting to draft funding application in readiness to meet 8 week deadline for launch event.
* Susan – Laura Turtle
* Roz – OWL Scotland bulletin draft.
* Judith – Insurance enquiries
* Roz – Policies. Checking what is uploaded on OWL website and adding Safeguarding
* Judith – Lochalsh Collaboration
* Susan – emailing parent contacts
* Judith and Roz – wider engagement and promotion

**Agenda Items for Steering Group Meeting**

**Launch Event**

Draft Overview of the Half-Day

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| --- | --- | --- | --- | --- |
| 11:00 - 12:00 | 11:00 – 12:30(30 minute activities) | 12:30 – 13:30 | 13:30 – 15:00(30 minute activities) | 14:00 – 15:00 |
| Willow Weaving | Fairy Fires | Willow Weaving | Fairy Fires | Willow Weaving |
| Fairy Houses | Fairy Houses |
|  |  |
| Workshop 2 - TBC | Games | Workshop 2 - TBC | Games | Workshop 2 -TBC |
| Un-nature Trail | Un-nature Trail |
| Other - TBC | Other - TBC |

* Updates from Judith, Roz and Heather
	+ North Highland Group – invitation for Kerry to be a workshop leader. Awaiting news.
	+ Monique confirmed – Willow Weaving (Roz needs insurance certificate)
	+ Other people approached – Matt and Bog Murtle Beatz. Both unable to join the day.
	+ Emergency Back Up – Roz has offered to run a paid workshop.
	+ Create – art based workshops?
	+ Isabel – Forest Bathing. She’s very busy.
	+ Chris Holland – based in Devon.
	+ Lucy – Permaculture Education. Borders OWL.
	+ Ludwig?
	+ Sally & Bonnie – they’ll be attending to share info about OWL, it’s resources and purpose.
* Caky Pangs – invited. Unable to join the day.
* Monique – Judith asking for her insurance details to meet OWL requirements.
* Need foldable tables – use as a hub. Bonnie and Sally hosting an OWL table. We need a base for feedback/ideas, where workshops can be signed up for and where activities can be picked up from. Check with NTS – RE tables? Tent – Tim? Gazebo – Plock and NTS?
* Social Media – Can distinguish promotional posts between Family Day focus and for practitioners to join the day with their families and learn more from leadership of OWL Scotland. Direct message to FB group pages to share about the Day, inviting practitioners and groups working in the outdoors.
* Funding and purchase proposals
	+ Judith has confirmed with Bonnie that anything on equipment list is flexible.
	+ Feather Flag? Awaiting funding information.
* Promotion (Lochalsh Newsletter)
	+ Deadline flexible. Judith drafting article. Roz shared Canva images with Judith to use. Article more of a promotional advert feature rather than article. Not all activities are confirmed yet so difficult to promote exactly what will be on offer.
	+ SLCVO – Judith getting in touch with Jo-Ann.
	+ Pay for an advert in WHFP – Press Release & Invitation to join on the day for a feature. Judith will get in touch with WHFP.
	+ Possibility to pay for promotion through Facebook?
	+ Posters – printing from home. How many? Roz draft – Digital version & hard copy on Canva – PDF using branding. Aim for Monday 26th to share across.
		- Share and request any contacts re-share. Ask members to spread the word etc.
* Forestry permission form – Roz Drafting – email around and email to Sandra by Friday 23rd July. Complete as much as possible – Public Liability can follow. Add covering email message that purchasing insurance

**Go Outside Daily Posts - draft visuals**

* Branded example shared. Everyone agreed to continue using the Canva images and branded design.
* Activities for each day will be added – Roz liaising with Judith for additional activities and gaelic translation.

**Insurance**

* Proceed with insurance purchase as shared by Judith once funding confirmed in the bank. Agreed happy with insurance quote.

**Safeguarding**

* West Coast OWL – How are we approaching our Child Protection and Safeguarding?
* Proposal – edit Forth Valley OWL Child Protection Policy. See if Lynne can edit and write up and note who we may contact locally – Safeguarding Contact/Escalation process. Roz emailing over to Lynne.
* Could ask if we run Child Protection/Safeguarding CPD in the future for outdoors educators. Paid? Unpaid? Certified? Influences how many attendees we have from our membership.
* Could we designate a child protection officer in our OWL group – Lynne?
* Follow duty of care requirements for any events / activities
* What training is already provided through the Local Authority? Is there still annual Safeguarding training from LA for people working with children and young people.
* SLCVO?

**Funding**

* Awaiting on confirmation of funding received. Heather following up.

**AOB**

**Next meetings:**

Final Launch Event Check-In (Nest Meeting): 5th August 7:00 – 7:30

Reflection on Event (Nest Meeting): 2nd September 7:00 – 8:00

Open Meeting: To follow Reflection together.

**Actions:**

* Judith finding out from Kerry about workshop for 11th
* Judith – insurance from Monique.
* Everyone - Need folding tables, ask all contacts and local groups. Possibility of accessing a few gazebos too?
* Roz – Branded materials for promotion. PDF for sharing across contacts and differentiated Social Media posting. Sharing Monday 26th to Steering group – resharing across our networks and to OWL members.
* Roz – share Canva branded materials with Judith to use for articles etc.
* Roz – drafting FLS form and sharing with Steering Group.
* Heather – checking bank account funds Friday 23rd. Then we can proceed with insurance, equipment and feather flags. Judith taking lead on purchases.
* Judith – Lochalsh Newsletter and WHFP draft promotion / articles
* Roz – proceeding with Go outside daily posts for August. Will draft the daily posts.
* Roz – catching up with Lynne about finalising Child Protection Policy for West Coast OWL and if she will be our child protection officer for WCOWL.