

**Minutes of the West Fife OWLs Networking Event 2023**

**Date of Event: Tuesday, 7th November 2023**

**Date of Follow up Meeting: Tuesday 28th November 2023**

**Present:**

**Karen Valentine (Chair)**

**Katie-Marie Nash (Treasurer)**

**Jess Hermann (Secretary)**

**Jenny Ventham (Committee Member)**

**Zoe Mayes (Committee Member)**

**Apologies:**

**Eric Main (Co-chair)**

**Christopher Lietch (Committee Member)**

**Reflections on the Event:**

**Jenny Ventham expressed satisfaction with the event, noting a successful turnout in a short period.**

**Feedback included a suggestion for teas and coffees due to the outdoor setting and the time of year.**

**Event Evaluations:**

**Zoe Mayes shared positive feedback from attendees and proposed tweaking feedback forms for specific workshops.**

**The QR code linking to an electronic form was effective in gathering data.**

**Workshop Feedback:**

**Chris Childe suggested a preference for a woodland setting for his workshop but acknowledged the semi-urban context.**

**Event Limitations and Suggestions:**

**Limitations discussed, such as daylight constraints, led to suggestions to move future events to September.**

**Proposal to target newly qualified teachers at probationer teacher events.**

**Organizing Future Events:**

**Planning discussed, starting in May with venue and freelancer confirmation in June for an early-term event.**

**Feedback on the ambitious schedule of three workshops back-to-back.**

**Invoices and Future Reminders:**

**Freelancers submitted invoices, except for Grant from the Sanctuary Garden, to be followed up by Zoe.**

**Suggestions for email reminders a week before and phone calls three days before future events for contingency planning.**

**Venue Rotation and Engagement Evaluation:**

**Rotation of catchment areas discussed for future events, including Commercial PS, Duloch PS, Culross PS, and Bellyoeman Primary School.**

**Karen Valentine to update the OWLs website, Zoe to collate feedback forms, and Jess to check the email list for engaged schools and professionals.**

**CPD After New Year:**

**Jenny Ventham proposed CPD targeting practitioners dealing with increasing violence in schools.**

**Suggested locations and target audience discussed, with plans for a questionnaire by Jess and Zoe.**

**After Easter Workshops (Dates TBD):**

**Proposed workshops include Self-Regulation, Mental and Emotional Wellbeing, Literacy, Numeracy, Science, Outdoor Games, and Fire (tentatively scheduled for Tuesday, 19th March).**

**Food Hygiene:**

**Discussion on Food Hygiene workshops, subsidizing costs, and attendees paying a deposit.**

**Action Points:**

**Zoe to follow up with Grant for the outstanding invoice.**

**Jess and Zoe to create a questionnaire for CPD after the New Year.**

**Karen to update the OWLs website.**

**Jess to check the email list for engaged schools and professionals.**

**Further planning for the next event, including venue confirmation, to commence in May.**

**Next Meeting: Tuesday, 9th January 2024, at 8 PM via WhatsApp Call.**