

**Minutes of the West Fife OWLs Meeting Tuesday 13th February**

**Present:**

Karen Valentine (Chair)

Katie-Marie Nash (Treasurer)

Jess Hermann (Secretary)

Jenny Ventham (Committee Member)

Zoe Mayes (Committee Member)

**Apologies:**

Apologies: Eric Main, Katie-Marie Nash

**End of Year Admin:**

* Eilidh requested end-of-year accounts and the chair report.
* Chair's Report:
  + Discussed upcoming events including:
    - Networking Event
    - Literacy and Numeracy CPD Twilight
    - Projects at Madras College and Kelty Primary School supported by grants
    - Food Hygiene and AGM skill share at Fordell Firs

Case Studies of Madras College and Kelty Primary:

* Requested by Kate Walters:  
   Action Point: Jess and Jenny/Chris Childe to summarise.

CPD Opportunities with OWLS:

* Aline Hill reached out to OWLS to advertise CPD opportunities. It was suggested that a flyer containing all relevant information should be circulated among members.

Discounted Ticket for March Networking Weekend:

* Chris Childe raised concern about reimbursement as he had already paid the full price before the discounted ticket was offered. Karen to contact Eilidh for follow-up.

19th March Fire Training:

* Jara Webster and colleague requested to attend the CPD and join those at Pitreavie Primary School in fire training and cookery. Organisers approved their request.
* Financial Overview:
  + Total Grants Received: £4947.88
  + Expenditure: £6494.15
  + Account Balance: £4159.88
* Discussion on Spending Strategy:
  + Due to inability to acquire further funds unless current funds are spent, various suggestions were discussed.
  + Suggestions included:
    - Running subsidised Food Hygiene courses
    - Organising CPD sessions with funded kits for participants to keep
* Research on Member Preferences:
  + Agreed to conduct research on CPD and workshops preferred by our members.

Action Items:

* Jess to create a survey to gather information on member preferences for CPD and workshops.

Next Meeting:

Date: 12th March