



Craighalbert Centre
Enabling Children to Achieve

Report from Trustees Quarterly Meeting

September 2023

Our Values



KIND



INSPIRATIONAL



CHILD-CENTERED



COLLABORATIVE



AMBITIOUS

Trustees Meeting

Thursday 7th September 2023



Public minutes of the Board of Directors meeting for the Scottish Centre for Children with Motor Impairments held at the Craighalbert Centre on Thursday 7th September 2023.

Trustees Present: Mrs Lesley Anne Vannan (LV - Chair)
Mrs Kate McMaster (KM)
Mrs Linda Gray (LG)
Mrs Mary Morgan (MM)
Mrs Mary Smith (MS)
Mr Ross Wight

Trustees Apologies: Mr Greg Callan (GC)
Mrs Helen Bauld (HB)

In attendance: Mr Bob Fraser, Chief Executive (BF)
Ms Alicia McKenzie, Business Development Officer (AM)
Ms Alison Philipps, Head of Quality, Partnerships and Innovation (AP)
Mrs Barbara-Ann Haggerty, Head of Health (BH)
Ms Christina Greig, Head of Corporate Services (CG)

Apologies from those

Invited to Attend: Mrs Jennifer Baillie, Head of Learning (JB)

1650 Chairperson's Introductory Comments

LV welcomed everyone to the meeting and extended a warm welcome to RW at his first formal board meeting.

1651 Declaration of Interests

None

1652 Minutes

The minutes of the meeting held on 8th June 2023 were approved by MM and seconded by MS.

1653 Action Log

Capital Programme

Capital works budget with breakdown of maintenance and new projects will be presented at the December 2023 Board meeting.

Friends of Craighalbert

Fundraising options to remain on action log.

Business Continuity

Full report to be shared at December 2023 Board meeting.

Staff Pension Options

CG confirmed staff who do not qualify for pension auto-enrolment have been consulted and given the option to join the current SCCMI pension scheme. Staff Pension Options to be removed from action log.

Covid Testing

Agreed and to be removed from action log.

Finance Report

Format agreed and to be removed from action log.

Bank Signatories

Action completed and to be removed from action log.

Financial Sustainability

AP advised that this has been added to the strategic plan and the plan will be shared with the Board at December 2023 Board meeting.

EIP Proposal

Agreed that this will be shared at December 2023 Board meeting.

Glossary for Strategic Plan

In progress and will be ongoing as the strategic plan develops. Report to be presented at December 2023 Board meeting and to be removed from action log.

1654 CEO & CMT Report

BF highlighted key points from the paper shared.

Covid-19 Enhanced Infection Prevention

We continue to monitor Covid infection rates and adhere to our robust infection prevention procedures. Informed by Scottish Government guidance on Covid 19 testing issued on 9th August 2023 we have now suspended routine Covid testing for staff and visitors.

We strongly encouraging all staff to keep up to date with immunisation as they are offered.

Term 4

The children finished for summer break on Tuesday 27th June, with Wednesday 28th June an in-service day for staff. Throughout the summer break a small cohort of the team were working at various times, this allowed for planning, building works and contact with parents during the break.

Staff returned on Thursday 27th July and the children on 28th July, for 2 weeks of Theraplay. The Summer Festival on 10th August closed the Theraplay and formal school teaching resumed on Monday 14th August.

Staffing/Staff Development

New Starts & Recruitment

Eilidh Stratton (1.0 FTE) joined us as an ASN Teacher on 14th August 2023, Eilidh will be working in Room 2 with our primary pupils.



We have recruited for the post as Physiotherapist (0.86 FTE), this is a 1-year full time contract to cover maternity leave. The post is due to be taken up in November 2023.

We are recruiting for an HR & OD Advisor (1.0 FTE), interviews were held on W/C 28/08/2023.

John McKellan our Out of Hours Janitor has been internally promoted to Facilities Officer (1.0 FTE), this new role will be responsible for management of housekeeping, overseeing the pool, first point of contact for out of hours calls and opening and closing of centre beyond usual core hours.



Leavers

HR Advisor (1.0 FTE), left on 1st September 2023.

Trainee Facilities Assistant (0.36 FTE), left on 26th July 223.

MM spoke of the pressures on health and social care staff over the past few years and suggested signposting staff to NHS Education for Scotland (NES) <https://www.nes.scot.nhs.uk/news/staff-wellbeing-resources/>

School Roll and Children

The school roll has increased to 18 children. 16 children are full time and 2 are part time.

One of our pupils sadly passed away in June. We held a memorial at the Centre with family members attending on 29th June. The event was supported by range of staff sharing their memories and a celebration of his life, particular thanks to Barbara-Ann who led the event and Reuben from Nordoff and Robbins who provided musical accompaniment, singing a range of songs.

Parent Council

The parent council supported our Summer Festival, providing baked goods for visitors to purchase. The Parent Council continue to meet and are working with Jen on plans for the term ahead and service improvements.

Activities

The children started the term with two weeks of therplay, which is a programme that focuses on therapy and play to promote learning and development. Activities included bowling, baking, art, science, outdoor play and trips in the local community.



The children taking part in a variety of activities during Therplay.

On the 10th August, families and friends were invited to celebrate the children's achievements at our Award Ceremony, with all children receiving awards in recognition of their work throughout the 2022/23 term.



Celebrating the children's achievements at our Award Ceremony.

This was followed by our Summer Festival with a variety of fun activities for everyone, including alpaca walking, face painting, inflatables, music in the woods, splatter art, toasting marshmallows and much more.



Family fun at the Summer Festival.



Our newly renovated rebound room being put to good use.

Despite the unseasonal weather the children have been enjoying outdoor activities including apple picking, learning how to cook safely outdoors, visits to the local duck pond and building a giant spider web.

We continue to provide a variety of experiences to the children through our external partners including music therapy and Yoga.

Hydrotherapy Theory Training

Hydrotherapy Theory Training was delivered to staff on 11th August.

Estate

We have finalised drawings for a changing places toilet and upgraded toilet facilities which have been submitted for a building warrant and we will start installation soon.

Feedback

The Team continues to receive strong informal positive feedback from parents and partners. There were no complaints or grievances received.

1655 Feedback from Parent Council

No update.

1656 Finance Report

CG presented the updated finance report. MM requested if the heading for utilities could be changed to energy, which was agreed and the format was approved.

The board are happy with the current financial position.

1657 AGM Planning

The AGM will be held in November 2023.

The AGM report will be updated to match the format of the public board minutes for consistency.

1658 School Placements

BF was delighted to advise that we have started 3 new pupils across the nursery and school, we are currently engaged in 2 tribunals, 2 advanced stage placement requests and have 3 enquiries at assessment stage. All of which is great news, however, this does put added pressure on the team and we are mindful of the need to maintain a high-quality service BF acknowledged that there is a need to grow the team at a faster pace than normal, priority is being given to this area.

1659 Business Continuity Planning

CG presented draft paper; the development of the Business Continuity plan based on the approach outlined in the paper was approved.

1647 Capital Programme

BF advised that we are currently awaiting an update from our solicitors to gain clarity on any estate restrictions.

CG informed that our Architects have submitted draft drawings for the inclusive nursery.

CG confirmed that the building works to establish a changing places toilet will begin on 09/10/2023 with handover due on 04/11/2023.

CG advised that work has started on the erection of a pergola at the front of the building, this has been funded by Friends of Craighalbert Childrens Health and will be utilised by the children for a variety of activities, along with being accessible to local care homes.

A discussion was had around RAAC. BF advised we have no reason to believe that we have RAAC and there are no indicators of this being in the building, however we have requested an assessment from our architects and are tracing the original builders for confirmation. If we are unable to obtain certainty through these sources we will instruct a surveyor, however there are long delays in booking surveyors due to the nationwide demand.

1661 Covid Testing

BF gave an update on the current Covid testing procedure at the Centre, following Scottish Government guidance, we have suspended routine Covid testing for staff and

visitors. A robust infection prevention process is still in place with hand hygiene and cleaning procedures emphasised. CLT will be monitoring adherence to our procedures to ensure a high standard is maintained.



1662 Risk Register

Risk Register shared.

1650 AOCB

MS thanked everyone involved in the recent award ceremony and summer festival, stating these were great events and wanted to give recognition for the work put into organising these events.



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