



Craighalbert Centre
Enabling Children to Achieve

Report from Trustees Quarterly Meeting

December 2022

Our Values



KIND



INSPIRATIONAL



CHILD-CENTERED



COLLABORATIVE



AMBITIOUS

Trustees Meeting

Thursday 15th December 2022

Public minutes of the Board of Directors meeting for the Scottish Centre for Children with Motor Impairments held at the Craighalbert Centre and via Zoom conference call on Thursday 15th December 2022.

Trustees Present : Mrs Lesley Anne Vannan (LV - Chair)
Mr Greg Callan (GC)
Mrs Mary Smith (MS)

Trustees Apologies: Mrs Linda Gray (LG)
Mrs Mary Morgan (MM)

In attendance: Mr Bob Fraser, Chief Executive (BF)
Miss Alicia McKenzie, Business Development Officer (AM)
Ms Alison Philipps, Head of Quality, Partnerships and Innovation (AP)
Mrs Barbara-Ann Haggerty, Head of Health (BH)
Mrs Kate McMaster, Parent Council (KM)

Apologies from those

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

1615 Chairman's Introductory Comments

LV welcomed everyone to the meeting.

1616 Declaration of Interests

None

1617 Minutes

The minutes of the meeting held on 13th October 2022 were approved by GC and seconded by LV.

1618 Matters Arising from Minutes

Action Log

The format for logging action points was approved and the following items were discussed:

Trustees Quarterly Report

The format of the Trustees Quarterly Report was approved. This report will be made publicly available. LV enquired about the process for drafting, approval and publishing of the report; a report will be drafted after each quarterly Board meeting and will include key information from the meeting along with additional content that may be of interest to parents, partners and the public. It was agreed a draft would be sent to the Trustees no longer than 10 working days after each quarterly meeting and they will have 1 week to request amendments; the Chair or in their absence an identified Trustee will consider if it is necessary to reissue the revised draft to Trustees for further consideration, assuming that this is not necessary the Chair or identified Trustee approve the finalised report and it will be published no longer than 20 working days following the Board meeting. If the report requires further consideration by Trustees, then it should be reviewed, revised and published as soon as reasonably practicable.

Information on Events

Trustees confirmed they are receiving updates of events within Centre. GC stated that the Christmas light switch on was excellent, MS thoroughly enjoyed the night and KM stated it was an amazing night.

Core Values

Values and descriptor were approved. LV asked how the values will be used, BF spoke of the use of values in staff and organisational appraisals to ensure we are living the values. LV recommended that the values are also used to evaluate board papers. AM advised these will be further used in future marketing & branding and will be added to website along with use in recruitment packs.

Centre Core Values:



The child's will and wellbeing are at the heart of everything we do.



We are compassionate, generous and friendly.



We are not afraid to set challenging goals.



We seek to stimulate and influence others to improve outcomes for children, young people, young adults and their families.



We work together to achieve the highest possible wellbeing for all.

1619 CEO & CLT Report

BF briefed Directors on key Centre business and activities since the last meeting.

Covid-19 Enhanced Infection Prevention

We continue to monitor Covid infection rates and adhere to our robust infection prevention procedures.

Team members continue to self-lateral flow test twice a week.

We are strongly encouraging all staff to accept their flu and covid vaccination boosters.

Term 1

The Centre re-opened on Monday 24th October after the October break; with the children returning on Tuesday 25th October.

Governance

LV and BF continue to liaise with lawyers, to review our Articles of Association.

Staffing/Staff Development

New Starts & Recruitment

Lizzie Barke (1.0 FTE) joined us on 24th October as Team Lead for Physiotherapy.



Shona McMonagle (1.0 FTE) joined us on 9th November as ASN Teacher.

Scott McPhedran (1.0 FTE) and Sarah Archibald (1.0 FTE) joined us as Early Years Practitioners on 5th December.



Karen McAdam (1.0 FTE) changed role from Lunchtime Support Assistant to Early Years Practitioner and she started her new post on 5th December.

Rhona Carmichael (1.0 FTE) will join us on 6th January as Occupation Therapy Team Lead.



Christina Greig (1.0 FTE) will join us on 6th January as Head of Corporate Services.

Joanne Wandrum (0.23 FTE) will join us as Lunchtime Support Assistant on 9th January.



We are currently recruiting for an ASN Teacher, applications for this post closes on 9th December.

Leavers

One ASN Teacher (1.0 FTE) left on 5th December.

Facilities Manager (1.0 FTE) will be leaving on 31st December.

School Roll and Children

The school roll is 17 children. 15 children full time and 2 part time. BF advised that the two new placements are part-time Early Learning and Childcare placements and 1 of the placements is a partnership placement with another Early Learning Childcare provider.

Early Intervention Programme

Our Early Intervention Programme is currently engaging with 30 families split into 2 cohorts of 15 families and will run from now until the end of the calendar year. Two new cohorts will start in the new year.



EIP Sessions

On the 29th October and 12th November we hosted information days as part of the EIP sessions, with stalls from Theraplay, the Family Fund, PAMIS, Mecocco and gift ideas.

Partnerships

Inclusive Nursery - Indigo Childcare Group & Scottish Government

We have drafted a paper highlighting the challenges in supporting children with profound and multiple learning disabilities and life-limiting or life-threatening conditions in accessing their full ELC entitlement with recommendations and this has been shared with Scottish Government. The paper has support from a wide range of stakeholders including Early Years Scotland; Managed Clinical Network for Children with Exceptional Healthcare Needs; Chair of the Scottish Government Disabled Children and Young People Advisory Group; The Scottish Commission for People with Learning Disability; and PAMIS (the Scottish Charity that supports people with PMLD -, their families and practitioners).

Rett UK

We have met with Rett UK to discuss future partnership opportunities and they are keen to engage with the Centre and it is hoped that we aim to explore joint activities in the new year.

Parent Council

The Parent Council continue to meet and are working with JB on plans for Christmas celebrations.

Activities

The children engaged in a wide range of Halloween and autumn themed activities at the beginning of term.

Outdoor learning is a regular part of the children's day and we have been chosen as one of a small number of Scottish schools to participate in a LEAF (Learning about Forests) pilot. This programme is being supported by Keeping Scotland Beautiful.

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



Art sessions provided by Artlink Central

Staff are supporting children and families to engage with a wide range of Christmas activities, including the children participating in a barge cruise with Santa, provided by the Seagull Trust. Also everyone enjoyed the Christmas Extravaganza event on 2nd December with an estimated 200 people attending. Preparations are being made for our upcoming Christmas shows.



Barge cruise with Santa and our Christmas Extravaganza

We have recently purchased adaptable equipment for the kitchen to allow our pupils to develop their independence skills and these are being well utilised.



Our adaptable kitchen equipment being used.

PODD Training

Two members of our teaching team attended a two-day advanced PODD Training course in Staffordshire on 24th and 25th October.

In mid-November, five members of the team attended a five-day advanced PODD training course in Surrey, delivered by the Cerebral Palsy Education Centre in Melbourne.

Our Speech and Language therapists continue to deliver PODD fluency sessions for all staff.



Staff attending PODD fluency sessions

Tracey Campbell ACT (Achieving Communication Together)

Tracey Campbell is an Augmentative and Alternative Communication Consultant, teacher of literacy and a mother with lived experience. She started the delivery of a series of interactive sessions for parents and staff on 26th August with the final session delivered on Friday 9th December

Baby and Child First Aid Training

Baby and Child First Aid Training was delivered to staff on 4th and 11th November.

MS asked about parent's views of activities, KM stated that there had been great feedback from Christmas light switch on and general feedback was that the way the event was designed and run meant that the whole family could be involved.

Finance

2021/22 Final Year Accounts

Our final audited accounts for 2021/22 have been submitted to OSCR and are published on Companies' House web site.

Capital Expenditure

We continue to invest in the estate. BF advised that a future discussion on capital programme will be arranged.

Funding Applications

We have been awarded £77,400 from the Bank of Scotland Foundation for the refurbishment of personal care facilities.

We have been awarded £43,822 from HSBC for the purchase of a large Innowalk. BF advised that funds from additional income has been used to allow us to purchase 2 Innowalks, 1 small and 1 large to allow access to all age groups.



Innowalk Pro's being tested by our pupils

LV formally thanked the team for their work on the funding applications.

Estate

All classrooms, the parents lounge and canteen have been freshly painted as part of our refurbishment plan.



Newly painted classroom

The award from the Bank of Scotland foundation will allow us to install a “changing places toilet” and upgrade other personal care facilities. We aim to have this work completed by early 2023.

We had issues with our gas supply, leading to no heating or hot water on site for 4 days, resulting in pupils receiving remote learning and home visits. The repair is now completed and children have commenced full onsite learning.

1620 Feedback from Parent Council

KM stated there have been no concerns or issues raised by parents and the feedback from the Christmas light switch on has been wonderful.

KM has met with JB to discuss fundraising events for a potential trip to Lapland and there has been discussions around participation in the Kiltwalk for this fund.

LV asked if ‘Friends of Craighalbert’ is still active as it may be worth exploring the option of a formal fundraising arm. BF advised this was currently inactive, however the concept could be examined.. KM and JB to explore options of formal fundraising arm of organisation.

1621 Review of Articles of Association

BF tabled a short paper on updating Articles of Association.

BF stated that one of the main fundamental changes will be the inclusion of support for young adults, this would allow for future transition services such as college placements. KM spoke of the gap in services for young adults.

BF spoke of the advantages of amendments in allowing the Centre to expand into areas including offering short breaks and support to families such as siblings. MS stated that addition of short breaks was positive and ambitious.

The following points were agreed:

- The Board support the change of Charity purposes to be recorded on OSCR as set out below: *“The purposes of the charity are for the public benefit through: the advancement of education; the promotion of equality; and the advancement of health and the relief of those in need by the provision of services that assist children, young people and young adults affected by neurological disorders and related conditions.”*

- The Board support this as the “purposes of the Charity” to be set out in the revised Articles of Association.

BF advised that the Board approved changes to the Articles of Association will be put to members for approval at the AGM.

1622 Trustee Audit

AM thanked all trustees for completing the Trustee Audit forms and presented the findings.

The audits show that there are skills gaps in the following areas: Lived experience; neuro-developmental specialism; legal; HR; marketing; digital; and capital development. LV noted that social care was also missing.

1623 Trustee Recruitment Update

AM presented proposed website and ads for Trustee recruitment and these were approved.

BF spoke of plans to support and offer alternative application processes for those with lived experience if required.

Website and recruiting soon ads will be launched before Christmas break and recruiting adverts will start in January 2023. Successful applicants will be formally voted onto the Board at the AGM.

1624 Risk Register

Risk register shared. MM submitted comments prior to the meeting and raised concerns around financial stability given the fiscal environment extending significant pressures on central and local resources and enquired if anything can be done to mitigate these. LV also highlighted the cost-of-living crisis and the concerns around this. BF stated that a concerning cost increase for the Centre is our electricity which due to a very good, fixed rate deal ending will mean that the new deal will be over 5 times the rate of the previous one. Energy saving initiatives will help reduce the effect of this however they cannot bring this down to a manageable cost without additional action. It is hoped that Government rebates may mitigate the impact of some of this however in the longer-term increased funding will be required. We already run an annual cost containment/reduction programme and we will investigate if this can deliver additional savings however it is likely that there will be a necessary increase in fees.

Business planning and financial planning will be added to the agenda for the next board meeting.

An updated Business Continuity Plan will be produced for a wide range of eventualities and presented to the Board.

KM has made contact with all parents to gather feedback on how they would like to be informed of business continuity issues and their preferred timescales i.e. daily updates or weekly. KM will share feedback once received.

1625 AOCB

BF advised that Scotland is at the start of a spike in flu cases, he proposed as a protection and prevention measure, that staff who have not had their flu and covid booster vaccines are required to wear a face mask when moving around the Centre, working with the children and when not socially distanced from colleagues. This will be reviewed when flu levels reduce. This proposal was supported and approved by the board.

LV thanked everyone for the amazing work over the past year, wishing all a merry Christmas and a happy new year.