



# Report from Trustees Quarterly Meeting

December 2023

## Our Values



KIND



INSPIRATIONAL



CHILD-CENTERED



COLLABORATIVE



AMBITIOUS

# Trustees Meeting

Thursday 7<sup>th</sup> December 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 7<sup>th</sup> December 2023.

**Trustees Present:** Mrs Lesley Anne Vannan (LV - Chair)  
Mrs Helen Bauld (HB)  
Mrs Kate McMaster (KM)  
Mrs Mary Morgan (MM)  
Mrs Mary Smith (MS)  
Mr Ross Wight

**Trustees Apologies:** Mr Greg Callan (GC)  
Mrs Linda Gray (LG)

**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)

## 1664 Chairperson's Introductory Comments

LV welcomed everyone to the meeting and enquired if everyone was ok to stay for an extended meeting until 3.30pm. All attendees confirmed this was ok.

## 1665 Declaration of Interests

None

## 1666 Minutes

The minutes of the meeting held on 7<sup>th</sup> September 2023 were approved by MM and seconded by MS.

## 1667 Action Log

### Capital Programme

This is an Agenda item and will be discussed later.

### Friends of Craighalbert

Fundraising options to remain on Action Log.

### Business Continuity

This is an Agenda item and will be discussed later.

### EIP Proposal

Update to Board in March 2024. Item to remain on Action Log.

### Strategic Plan

This is an Agenda item and will be discussed later.

### Staff Training in reporting concerns

Staff training is booked for January 2024. Item to remain on Action Log.

### Support staff and parents to raise concerns

Parent Council to have four themed meetings per year with the first meeting including information on how to raise concerns. Staff forum to be established and include information on how to raise concerns, meetings commencing February 2024. Item to remain on Action Log.

### Whistle blowing policy

Policy to be reviewed and remain on Action Log.

### NES Resource

Information shared with all staff along with additional resources, no feedback has been received from staff. Item to be removed from Action Log.

### AGM Date

The 2023 AGM has taken place and item to be removed from Action Log.

### Architects Drawings for Inclusive Nursery

Drawings are expected soon and these will be shared with the Board once received. Item to remain on Action Log.

### RAAC Update

A recent survey has shown that there is no presence of RAAC in the building. Item to be removed from action log.

## 1668 Re-appointment of Board Members

LV re-appointed as Trustee for a further 3-year period – expiry December 2026

MM re-appointed as Trustee for a further 3-year period – expiry December 2026

MS re-appointed as Trustee for a further 3-year period – expiry December 2026

### **1669 Business Continuity Planning**

CG presented draft Business Continuity & Recovery Plan and explained that the document was redacted due to confidentiality. This is a comprehensive strategy outlining procedures and resources to ensure the Centre can continue essential operations during and after unexpected disruptions or disasters. KM asked if enough people had access to the plan, CG stated that the numbers are limited due to confidential information contained within the document. LV stated that the plan should be widely available and proposed that appendices are utilised to allow for wider sharing of the plan without breaching confidentiality.

The Board approved the format of the Business Continuity & Recovery Plan with suggestions to test some scenarios.

### **1670 Capital Programme**

CG presented Strategic Asset Management Strategy – discussion paper, explaining that this paper shows the Centre’s current resources and a range of options for potential utilisation and/ or development of resources. CG highlighted that there is a need for additional investment in the current resources as the building is 30 years old.

CG advised that there have been 2 major development projects undertaken this year which include the re-modelling of classroom 3 into a therapy room and nursery space and the addition of a Changing Places toilet, accessible toilet and staff toilet in the Ester Cotton building. Future developments under current active consideration include the development of an eco-classroom and accommodation to support an inclusive nursery.

CG highlighted that the farmhouse requires investment to bring it up to standards and is currently utilised as storage space.

We are still awaiting confirmation from our lawyers on any restrictions to the utilisation or sale of property or land, we will require this information to fully understand any restrictions or future assurances required on future use.

LV highlighted the need to link the property plan to our strategic plan to ensure best use of assets.

### **1671 Strategic Planning Update**

AP presented strategic planning paper and highlighted that the findings from research shows how we and others identify ourselves.



AP proposed that we focus on developing our brand with clear articulation of who we are and what we do, with an initial internal focus, this would involve working with branding experts.

MM highlighted previous work that had been done on re-branding and enquired about the outputs that this project will deliver and the return on investment along with ongoing and future investments.

LV noted that there is a need for a communication strategy to ensure the correct message is being shared with stakeholders and messages are tailored for different stakeholders.

BF noted that the communication strategy should link to the strategic plan.

### **1672 Finance Report**

CG presented the finance report noting that income profiling from Scottish Government and Local Authorities means that the cash flow fluctuates.

GC had requested additions to the finance report. CG will meet with GC to include additions in future reports.

BF advised that Scotland Excel Fee review is due by the end of the year and CG & BF are currently working on this, with plans to have this submitted by 22/12/2023.

### **1673 Feedback from Parent Council**

KM advised that the Parent Council have set up a new Facebook group, which is used to share key dates of events and parents are encouraged to share feedback.

BF & KM agreed that they would set up a calendar of meetings with the parent council with agreed themes and actions, this will offer more structured support to the parent council.

KM stated that new parents will be encouraged to engage with parent council.

### **1674 Risk Register**

BF spoke on this subject and highlighted, that following recent attendance at a seminar on the new school inspection framework, there is a need to review our documentation to ensure that it reflects the high quality of practice that we deliver in the format reviewed on inspection.

LV requested that this is added to our risk register.

## 1675 CEO CLT Report for Board

CEO & CLT report shared, there were no comments or concerns raised.

### Enhanced Infection Prevention

We continue our robust infection prevention procedures established during the Covid Pandemic.

We strongly encouraging all staff to keep up to date with immunisation as they are offered, specifically this term – Flu and Covid Vaccine as all staff are eligible for both vaccines.

### Term 2

The children finished for October break on Friday 13<sup>th</sup> October. A small cohort of the team were working at various times during the break, to allow for planning and building works.

Staff returned on Monday 23<sup>rd</sup> October and the children on Tuesday 24<sup>th</sup> October.

### Staffing/Staff Development

#### New Starts & Recruitment

Caroline Glen (0.6 FTE) joined us as HR & OD Officer on 9<sup>th</sup> October 2023, Caroline has many years HR experience, having formerly working with North Lanarkshire Council and the NHS.



Jason McComisky (0.72 FTE) joined us as Dietary Cook on 30<sup>th</sup> October 2023. Jason's skills will allow for further development of our menu.

Donna Sheppard (1.0 FTE) joined us as an Administrator on 7<sup>th</sup> November 2023. Donna has extensive experience working within the admin team in a local health centre.



Kim Cruickshank (0.86 FTE) joined us as a Physiotherapist on 8<sup>th</sup> November 2023, this is a 1-year maternity cover post.

Amy McKinnon (1.0 FTE) has accepted the post as Learning Care and Therapy Practitioner, Amy is due to take up the post in December 2023.

Natalie Coulter (1.0 FTE) has been internally promoted from Lunchtime Support Assistant to Learning, Care and Therapy Practitioner. Natalie will take up her new post on 4<sup>th</sup> December 2023.



We are recruiting for Learning, Care and Therapy Practitioners, Interviews are due December 2023.

We are recruiting for Lunchtime Support Assistants (0.3 FTE), Interviews are due January 2024.

#### Leavers

LCTP (1.0 FTE), left on 31<sup>st</sup> August 2023.

Administrator (1.0 FTE) left on 6<sup>th</sup> October 2023.

#### Forrest and Outdoor Learning Awards

2 Learning Care and Therapy Practitioners are currently undertaking their SCQF Level 8: Leader award. This award will enable them to independently lead a Forest School, or other Forest and Outdoor learning.

#### **School Roll and Children**

The school roll remains at 18 children. 16 children are full time and 2 are part time.

The roll will soon increase to 19 children with addition of a child whose parents were successful in their placement appeal to the additional Support Needs Tribunal.

#### **Parent Council**

The parent council supported our Halloween party, providing a selection of baked goods and are involved in planning for our Christmas activities.

The Parent Council continue to meet and are working with Jen on plans for the term ahead and service improvements.

## Activities

The Children took part in a Marathon of Movement, where they aimed to collectively, walk, swim, cycle and bounce the distance of a marathon (26.2 miles). The children more than tripled their target distance achieving an amazing 79.35 miles. To celebrate we had an award ceremony with all the children receiving a medal and certificate of achievement.



**The children receiving their medal and certificate of achievement.**

Our secondary pupils continue working towards a variety of SQA Awards which include Communication, Creative Arts, Health and Wellbeing, Independent Living Skills, Information and Communication Technology, Science in the Environment and photography.

Thanks to a donation from HSBC and fundraising, we were able to purchase an Innowalk Pro large and small - a motorised dynamic standing aid that allows children with motor impairments to be supported safely in a sitting or standing position, while experiencing movement of their arms and legs. The Innowalk Pro's have been integrated into everyday class activities.



Sense Scotland provided a block of out-of-school sessions for our nursery and lower primary children and their brothers / sisters. Sense Scotland art, music and sensory story specialists. Some of the sessions have been messy! Feedback from the families who participated has been very positive!



### **Sense Scotland Out of School sessions**

To celebrate Guy Fawkes Day the children participated in a lot of activities relating to fireworks, this included them exploring the sights, sounds and smells associated with fireworks, producing their own firework theme artwork and reading firework related books, with room on the broom being a favourite. To finish off the celebrations we had our own mini fireworks display and fire pit.



### **Enjoying our fireworks display.**



On 31<sup>st</sup> October we had our Halloween Party, that was attended by children, families, staff and friends. The party was filled with fun activities including party games, and an adventure trip round the spooktacular garden trail, followed by prizes for best costume and pumpkin designs. Winners of staff best costume were joint 1<sup>st</sup> and 2<sup>nd</sup> place to Mario and Luigi and 3<sup>rd</sup> place going to Barbie.



Halloween celebrations



Haver Quartet visited the Centre on 6<sup>th</sup> November, treating the children and staff to incredible, multi-sensory sessions. They used the power of music to bring Graham Baker-Smith's book, Rhythm of the Rain to life through music. Haver Quartet will take their learning of interacting with the children to compose new music and they hope to be back in the spring to share the composure with the children.



**Haver Quartet multi-sensory sessions.**

Communication and Literacy continues to be part of everyday learning for the children. This includes the use of Eyegaze, PODD and switches to communicate with others and we have seen continued development in literacy skills.



**Communication and literacy in action.**

The children have been learning about Diwali, the Hindu festival of light, with opportunities to learn about traditions of the celebration. The children designed their own Rangoli art, using powder paint and lotus flowers and baked traditional treats.



### **Learning about Diwali.**

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

#### Epilepsy Training

Two-day Epilepsy Awareness & Administration of Midazolam Training was delivered to staff on 27<sup>th</sup> October and 3<sup>rd</sup> November.

#### CP Scotland Conference

We exhibited at the CP Scotland annual conference on 3<sup>rd</sup> October 2023, this annual event is a great opportunity to engage with families and other organisations to raise our profile.

#### SCVO Conference

The Scottish Council for Voluntary Organisations (SCVO) had their annual Conference at the Edinburgh International Conference Centre on 7<sup>th</sup> & 8<sup>th</sup> November, we were exhibiting at the conference, with lots of interest from other organisations and new contacts made.



## RETT UK Annual Conference

Our Therapeutic Innovation Project Coordinator, Kath Brimlow, was a speaker at the RETT UK Conference, delivering a presentation on the findings of our trial on the use of Innowalks in a school setting for children with RETT or RETT related conditions. There was lots of interest and positive feedback on the presentation.

## **Funding**

We have received a £500 unrestricted grant from The James Inglis Testamentary Trust.

Our Marathon of Movement Fundraiser raised £2,588. This funding will be put towards the purchase of a race runner and pacer to offer even more choice and opportunity for the children to participate in physical activities.

## **Estate**

The installation of changing places toilet and upgraded toilet facilities are now complete.

Thanks to a donation from the Campsie Fund, originally funded to Cumbernauld Care Home and transferred to the Centre we have completed ground works and installed a pergola in the gardens, this area will be used by the children and local residents from Carrickstone Care Home, offering opportunities to enjoy and benefit from nature and participate in joint intergenerational activities.



**Newly installed pergola, ready for planting and flowers.**

## **Partnerships**

### PACE

Three members of our therapy team visited the PACE Centre in Aylesbury, with a focus on how they deliver occupational therapy. This visit was a great opportunity to share best practice and promote service improvement.

### Inclusive Nursery

Architectural Design Scotland have funded, external consultants, Fraser Livingstone to assist in the planning and delivery of a project to develop concept drawings and estimated costs for the inclusive nursery and adjacent outdoor areas. Plans are progressing well, and we are due to have concept drawings and estimated costs early next year.

### **Feedback**

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

### **1676 AOCB**

MS apologised that she will no longer be able to attend the Christmas Light Switch On event on Friday and sent her best wishes.

LV Thanked everyone for attending the longer than usual meeting and wished everyone a happy and healthy Christmas and looks forward to seeing everyone in the New Year.



# Craighalbert Centre

Enabling Children to Achieve

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