



Craighalbert Centre
Enabling Children to Achieve

Report from Trustees Quarterly Meeting

June 2023

Our Values



KIND



INSPIRATIONAL



CHILD-CENTERED



COLLABORATIVE



AMBITIOUS

Trustees Meeting

Thursday 8th June 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 8th June 2023.

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

Trustees Apologies: Mrs Kate McMaster (KM)
Mrs Linda Gray (LG)

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)
Ms Christina Greig, Head of Corporate Services (CG)
Mrs Helen Bauld (HB), Guest
Mr Robert McGowan (RM), Guest
Mr Ross Wight (RW), Guest

Apologies from those

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

1637 Chairman's Introductory Comments

LV welcomed everyone to the meeting. LV advised that interviews had been held with potential new trustees and we were delighted to invite them to today's meeting as guests, providing an opportunity to learn more about the Centre, meet the board and get a better understanding of the trustee role. HB, RM and RW were welcomed to the meeting and everyone introduced themselves. LV advised that the guests have an opportunity at the end of the meeting to give feedback and reflections of the meeting.

1638 Declaration of Interests

None

1639 Minutes

The minutes of the meeting held on 16th March 2023 were approved by MM and seconded by LV.

1640 Action Log

Dates of upcoming activities to be sent to Board, this action is in practice and will be removed from the action log.

Trustee recruitment to be removed from action log.

CG stated there are currently 6 staff members who do not currently qualify for pension auto-enrolment, they will be given the option to join the current SCCMI pension scheme. CG will arrange an information session with relevant staff, however it was noted that no financial advice can be given. CG will update the Board at September meeting.

AP advised that the Parent guidance booklets will be part of a larger website content review, with information being available for parents to download from the website. This item to be removed from action log but added to the strategic plan.

1641 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. On 16th May 2023 the COVID-19 guidance requiring the use of facemasks in health and social care settings was withdrawn, we have been generally following guidance in relation health and social care settings hence from 16th March 2023 our requirement for staff “in particular circumstances” and all visitors to wear facemasks to protect against COVID-19 was suspended.

Team members continue to self-lateral flow test twice a week. All visitors are required to test on the day of attending the Centre either before attending or on arrival.

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

MM enquired about the rational for continued testing and reminded that hand hygiene and other infection prevention measures were just as important. BF explained the vulnerabilities of the children we support and that enhanced infection prevention measures go beyond testing with hand hygiene and cleaning part of daily practice and

emphasised to staff on a regular basis. MM was happy with the infection prevention measures in place. It was agreed that the enhanced infection prevention measures currently in place would continue.

Term 4

The Centre re-opened on Monday 17th April after the Spring Break; with the children returning on Tuesday 18th April.

Staffing/Staff Development

New Starts & Recruitment

Danny Spiers (0.36 FTE) joined us as Trainee Facilities Assistant on 30th March on a temporary contract until 30th September 2023.



We are recruiting for a Facilities Manager (1.0 FTE), applications for this post close on 18th May, with interviews on 26th May.

We are currently recruiting for an ASN Teacher (1.0 FTE), applications for this post closes on 5th June, with interviews on 21st June.

Leavers

Chef (0.73 FTE), left on 24th March.

One Administrator (1.0 FTE), left on 28th March.

School Roll and Children

The school roll is 16 children. 15 children full time and 1 part time.

BF advised that we have 1 full time and 1 part time placement confirmed for the new term. This will bring growth within the Centre, and a risk management workforce plan is currently being prepared to accommodate current and potential future growth.

MM enquired about staff capacity for preparation and attendance at tribunals and the impact on families. BF advised that we have been developing staff skills in tribunals, with the employment of therapy leads, external guidance and support and establishment of templates to reduce the workload where possible. Parents have been invited to information sessions and are signposted to Govan Law for guidance and support and with permission from families who have previously been through tribunal, we connect families who can offer support and signposting.

Early Intervention Programme

Our Early Intervention Programme is currently engaging with 34 families split into 2 cohorts and will run from now until the end of the academic year.



Early Intervention Programme sessions.

Partnerships

Inclusive Nursery - Indigo Childcare Group & Scottish Government

On Wednesday 29th March, we launched our report 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. The report 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).



“The provision in Scotland of Early Learning and Childcare for Children with Profound and Multiple Disabilities with Life Limiting or Life-Threatening Conditions” report launch.

A round table discussion, hosted by Natalie Don, Children and Young People’s Minister, is scheduled for 14th June 2023 at the Scottish Parliament, the discussion will focus on the recommendations in the report. We are working with Holyrood PR to generate media and political interest in the report and to promote the Centre to a wider audience.

Parent Council

The parent council organised a daffodil tea with games, songs, competitions and a visit from some friendly rabbits.



Daffodil tea activities

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

Activities

This term the children are exploring the theme the natural world around us, linking with our participation in the National Learning About Forests (LEAF) initiative and we have been reaccredited as an Eco School and took delivery of our new Eco School Green Flag.



Pupils and staff celebrating the arrival of our new Eco Schools Green Flag

With the better weather the children have been enjoying lots more outdoor activities including herb and flower potting, exploring the local woods and community park, litter picking, bug watching, exercising and play.

To mark the coronation of King Charles III the children participated in a variety of coronation themed activities including baking coronation cakes, buying and making decorations and enjoying a royal lunch.



Coronation celebrations

Pupils have been working hard towards their Rockhopper swimming certificates and were presented their certificates at an awards ceremony.



Rockhopper swimming award presentations

Pupils continue to enjoy regular trips including a visit to Klondyke Garden Centre to select items for the new herb garden and lunch, interactive art sessions at Splatter Art Studio in Glasgow, a shopping trip to St Enoch Centre and some lunch in the food court as well as regular trips to our local supermarket to buy various items for class activities.

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

Literacy Training

Eight members of our team attended a five-day literacy intensive course in West Sussex, hosted by Jane Farrall and Helen Tainsh. The focus of the course was on literacy teaching for both emergent and conventional readers and writers and assessment tools for a range of literacy learners. The course had a particular emphasis on making literacy learning accessible for students with complex communication needs and a range of other abilities and disabilities. Attending the course has provided us with a toolkit of strategies, activities and ideas to improve literacy outcomes for ALL students.



Craighalbert Centre staff attending 5-day Literacy Intensive Course in West Sussex, hosted by Jane Farrall and Helen Tainsh.

BF spoke of the development of expertise in literacy and communication for children with complex needs and how this is being developed as a whole centre approach.

LV enquired how this is achieved outside of school, BF advised that we host parent sessions, to develop skills and inspire families, these sessions are not limited to parents with invites extended to all who are part of the child's life including siblings, personal assistants and grandparents. Parents are invited to observe their child putting communication and literacy into practice along with other skills they have developed, to inspire ways of achieving these at home.



Parents visiting to see their young person put their skills into practice.

Tracey Campbell Act

Tracey Campbell is an Augmentative and Alternative Communication Consultant, teacher of literacy and a mother with lived experience. Tracey is currently delivering in-person and online sessions for parents, looking at communication, person-centred

planning and rights & essential information. The final session will be delivered on 14th June.

Pool Evacuation Training

Pool Evacuation training was delivered to staff on 31st March and 17th April.

Finance

Capital Expenditure

We continue to invest in the estate and specialist equipment, during the reported year we invested in high-cost equipment upgrade and redecoration.

Funding

We have been awarded a continuation of £28,350 per year from The Children, Young People, Families and Early Intervention Fund & Adult Learning and Empowering Communities Fund towards our Early Intervention Programme from 1st April 2023 to 31st March 2025.

The MOD Police charity fund have generously donated 2 new Bugzi's with assessment kit, grab bar, portable switch and cushions.

23 walkers participated in the Glasgow Kiltwalk on Sunday 30th April raising a total of £5,437.11



Our wonderful Kiltwalkers, participating in the Glasgow Kiltwalk.

Estate

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

Feedback

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

1642 Feedback from Parent Council

No update.

1643 Finance Report

CG presented report and asked for feedback or additional information that the Board would require.

GC suggested that some minor amendments would be beneficial to highlight exceptions and show trends and capital expenditure should be tied to income to support planning.

MM enquired if there were rises in costs out with salaries and energy, CG stated that costs were rising across the board. MM spoke of the benefits of seeking extended warranties for new equipment to limit future financial impact.

1644 Trustee Recruitment

LV stated that interviews for new trustees has been completed and that applicants would be contacted after today's meeting to inform them if their application has been successful. LV noted that the recruitment process is a more robust process, than historical process, which is good.

1645 Business Continuity Planning

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

GC requested financial risk is added to the risk assessment list.

1646 Bank Account Signatories

Bank signatories approved.

1647 Risk Register

BF highlighted the following areas as priorities; development of business continuity plan, financial planning and estates review.

We recently had a fire inspection audit, with some investment required to meet the recommendations, overall we received positive feedback.

1648 Strategic Planning

AP presented strategic planning paper, highlighting current priorities. The board agreed the priorities.

AP gave a brief overview of the Neonate project and advised this is currently being reviewed and will only proceed if there is evidence of need, full funding is sourced and a rational agreed.

AP gave an update on the Early Intervention Programme (EIP) and advised that the relaunch pilot has concluded. We are currently evaluating the project, developing a sustainable model and workforce plan. It is evident that EIP should be delivered on Saturdays to meet the needs of the whole family, support participation from families living further afield and to overcome barriers to access.

It was agreed that direct links to the maturity matrix would be included in the strategic plan and an overview of all projects would be included with a detailed review of one or two projects presented at each board meeting.

1649 Board / AGM dates for 2023/24

Dates approved.

1650 AOCB

LV thanked guests for attending the meeting and they were invited to give feedback. HB stated that there was healthy discussion which was good and that she was very interested in the neonate project. RM thanked for the opportunity to attend and found the meeting very interesting. RW found the meeting insightful into the innerworkings of the Centre.



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