



MEETING MINUTES – GROUP LEADER’S MEETING

MEETING INFORMATION

Objective:

Date: 12/01/2018
Time: 18:30PM Start
Called By: Christopher Holliss - GSL

Location: The Scout Hut
Meeting Type: Spring Term 2018
Note Taker: Chris Holliss
Confirmed: David Kelly

Attendees: Christopher Holliss, Claire Clegg, David Kelly, Davryn Fagan, Gillian Williams, Mark Fuller, Mark Skelton, Paul Drussel, Pawel Kukulka, Steven Davies, Ruth Hayes

Apologies: Ajanta Hilton, Anna Johns, Annelize Fagan, Grant Tomkin, Isolde Walker, Jon Stacey, Lorraine Bullock, Sally Mitchell, Victoria Sweeney

1. Welcome & Apologies

Chris welcomes, thanks and wishes everyone attending a Happy New Year.

2. Leader and Executive – Arrivals, Moving & Departures

Leader Arrivals: None

Leader Moves: Mark Fuller - Beaver leader (Thumpers to Conkers)

Leader Departures: Isolde Walker – Wolf Leader (Work pressure)

Executive Moves Ruth Hayes – Executive Member / Group Training Advisor

Posts that the group requires to fill in the coming months;

Executive posts: Fund raising

Conkers – 1 leaders, 1 Section Assistant

Birchwood – 2 leaders, 1 Section Assistant

Wolf – 2-3 leaders

Colne – 1-2 leaders

Ver – 2-3 leaders, 1 Section Assistant (to reopen)

3. Review of previous Leader & Executive minutes

The minutes from the meetings were verbally read out by the GSL and what actions have been taken.



4. Safety

Safety of ourselves and the children in our care must always be at the forefront of everything that we do. Everyone involved with the running of the group has a great attitude towards child safety, this being clearly shown to parents with the drop off policy of not leaving until another leader is present or parent helper is present.

Although the group now feels that it does have in place a robust risk & safety protocol, it doesn't feel that anyone should be complacent and that the process should always look to adapt following such recent developments of the conviction of Mr. Robert Lidnsey for child sex offences.

Up until his arrest Mr. Lidnsey was a long term member of the scout association and St Albans district scouting, holding many posts such as Nights Away advisor with his main position being a Cub/Scout leader at the 1st St Albans group on Watford Road. Many of our group's longer-term leaders would have at some point encountered Mr. Lidnsey due to his district positions or district held events, so this would have come as a great shock to all.

Everyone of the group's leadership team and executives should have received the email sent out by the district commissioner Annette Payne over the Christmas period that Chris forwarded on with regards to this matter. Wishing to support the leaders and the effect this may on them, Chris has been in contact with the scout associations safety team and was given information on how to best achieved this. Though this conversation it was confirmed that the police are totally unaware of any evidence of wrong doing by Mr. Lidnsey and his associates to any member within or around scouting. As a consequence, both the scout association and the St Albans scouting district have decided to say nothing about this horrible event. This being said, the group's policy is for complete transparency in everything that it does and although the group will not be bringing this to the fore front of its weekly notices we shall not hide if or when asked a direct question from one of our parents.

Chris would ask that you follow the guidance from the DC in her email, but if pressed please state the facts that the group was made aware over the Christmas period following the conviction of Mr. Lindsey, that leaders have had dealings with this person for permit training only and that this person did not factor in any part of our group.

The Yellow safety card is to be reissued to all the group's leaders and spares shall be kept with the leaders Cupboard. These should also be given to all parent helpers when helping out a meeting or event to read. Chris also points out that a very large copy is now on the far right notice board at the back of the hut and which that this should be pointed out to parents so that they can see our commitment to their child's safety. Section specific safety leaflets are also with the leader's cupboard and shall be given out ASAP within a programmed behavior/safety meeting.

The leaders then took part in discussing two short safety sonorous so they better understand what should and shouldn't be done.

The main points from this task was: If your gut feeling is that there is something wrong, YOU REPORT IT. You are not a detective so you do not speak to the people involved or do anything else other than report it. Follow the scout safety code on your cards and you can't go wrong.

Action –

Chris – to make sure leaders get a new yellow card and that large numbers of flyers are within the cupboard.

Leaders -to hand out the section specific safety flyers

5. Group Policies & Processes

The groups policies have been amended to suit such changes as the subs increase, leader changes and the uniform that the group requires members are to have per section.

All present at the meeting received a printed version of the updated P&P to which all new leader will receive when joining. This like all other group documents can be found on the group's website in the leader's area.

Action – Leaders are to read the document and to keep the hard copy as a reference document.



6. Training

Ruth Hayes is introduced to the leaders as the group's training advisor.

She explained that she is now signed off as the group's TA by the district and that she is very happy to arrange a meeting time that suits individual leaders, be that at the end of a section meeting or in the evening. Having been a cub leader for 2 years and now doing the TA role she can see that much of the training the scout association requires leaders to do with in 4 years is in fact the things leaders do week in week out at meetings or within your work place. It just needs leaders to spend a little time just seeing what that can have signed off to which she is also very happy to meet to talk about how you can show the training has been done. To see dates of and location of train go to:

<https://www.hertfordshirescouts.org.uk/wp-content/uploads/Training-plan-2017-to-18-v3.pdf>

Chris strongly urges all leaders to use Ruth as she knows how problematic I can be having training signed off and she will be a great help. He mentioned that due to change in training and the awarding of wood badges, it is no longer a requirement to have module 38 (nights away permit). Instead you must complete module 16 and another night away day course. Chris would dearly like to get as many of the group's present leaders holding the correct wood badge for their section by the end of the year.

Training Module dates and venues can be found at the bottom of these minutes.

Action – Leaders to take some time either with Ruth or on their own to view what training they have done and how they can show evidence to support this or what they need to do.

7. Leader activity permit training

Since the last meeting GSL meeting and we have two leaders Paul & Mark F. only needing to hold a sleepover to gain their indoor nights away permit. However there is still a shortage of camping permits and so leaders are urged to complete Module 38.

Chris is very keen to get as many leaders with a variety of activity permits throughout the group be that shooting, mountain walking and alike. The group is happy to pay either part or the full training fee subject to approval by the GSL. This training will be on the premise that once trained all sections can call upon that leader to run an event even if they leave the group for a certain agreed period of time.

4th February - Phasels 14:14-16:30

Module 16 Introduction to Residential Experiences

10th March to 11th March - Phasels (Cost £70)

Outdoor First Aid (REC2)

2-day outdoor first aid course suitable for those seeking activity permits.

This course satisfies the requirements set out for most BCU, RYA, CLA and MLTE awards for first aid provision. 16 hours of tuition and ongoing assessment. Also meets Scout Association requirements for Module 10.

28th to 29th April - Tolmers (Cost £70)

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2-day outdoor first aid course suitable for those seeking activity permits.

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9th to 10th June - Phasels (Cost £70)

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2-day outdoor first aid course suitable for those seeking activity permits.

This course satisfies the requirements set out for most BCU, RYA, CLA and MLTE awards for first aid provision. 16 hours of tuition and ongoing assessment. Also meets Scout Association requirements for Module 10.

9th to 11th March – Gillwell (Cost £90) Archery Permit Training and Assessment

This two day course provides the necessary training and assessment for candidates to achieve the archery leadership permit for re-curve bows. (This permit can only be used at scouting sites and is NOT the GB Archery course)



21st to 23rd September – Gillwell (Cost £90) Archery Permit Training and Assessment

This two day course provides the necessary training and assessment for candidates to achieve the archery leadership permit for re-curve bows. . (This permit can only be used at scouting sites and is NOT the GB Archery course)

9th to 11th March – Gillwell NSRA Air Rifle Shooting Tutor's Diploma (Cost£150)

This two day course covers the law, range requirements, personal skills, maintenance and developmental techniques for leading air rifle sessions. Participants will leave with a Youth Proficiency Scheme qualification from the National Small-bore Rifle Association.

21st – 23rd September – Gillwell Top Rope Climbing Training Permit (Articial) (Cost£80)

This course is designed to teach specific skills in leading a group in single pitch top rope climbing and managing up to two belay systems at once.

28th to 29th April - Tolmers NSRA Air Rifle Shooting Tutor's Diploma (Cost£95)

This two day course covers the law, range requirements, personal skills, maintenance and developmental techniques for leading air rifle sessions. Participants will leave with a Youth Proficiency Scheme qualification from the National Small-bore Rifle Association.

20th to 22nd April -Tolmer (Cost £250) GB Archery Permit Training and Assessment

This two day course provides the necessary training and assessment for candidates to achieve the archery leadership permit for re-curve bows.

PADDLE SPORTS SESSIONS 2018

The Paddle Sports team will be running sessions on the below dates at ESSA water activity centre. The cost per session will be £15 and sessions need to be pre-booked by emailing paddlesports.admin@hertfordshirescouts.org.uk as spaces are limited.

Proposed dates:

- 04/02/18
- 04/03/18
- 15/04/18
- 06/05/18

ESSA will also be running a Dragon Boat training course, date TBC. Spaces are limited so please contact ESSA for more details bookings@essa.org.uk.

Colin Skuse - **Paddle Sports Admin** - paddlesports.admin@hertfordshirescouts.org.uk

INTRODUCTION TO THE HILLS (ITTH) 2018

ITTH is a residential weekend for Hertfordshire Guides and Scouts, aged between 11 and 13, at The Foundry activity centre in the Peak District. Activities include walking, climbing, cycling and caving with a cost of £120, including transport. The 2018 weekend is taking place 4 – 7 May. <http://itthherts.blogspot.co.uk/>

For more information and an application form, please contact Hanna Hayward on itthherts@gmail.com. The closing date for applications is 9 February 2018 but please note that applications will be considered on a first come, first served basis. All applications will be considered but preference will be given to those who have not attended this event before.

Action – Leaders to look through the training courses and get back to the GSL for approval



8. Group Equipment

The group's executives will be looking at this year's equipment purchasing be that camping or meeting at the next meeting in the next couple of weeks.

A request from Claire for a white board has been agreed by Chris and will be put to the executive.

Other items spoke of: Projector, Air Conditioning

Action –

Chris- to put forward the equipment requests at the next executive meeting.

Leaders- to look at what they think the group's future equipment needs are and send these to the GSL.

9. Group complaint against DC & District update

Chris reports that there has been no progress in this matter and neither Chris nor the group Chair "John" have received any further correspondence from Liz Walker the County Commissioner as we had expected. Following a conversation between the group Chair and the DC Anette Payne, it was stated that there was no outstanding complaint or investigation against Chris which contradicts the documents we have. As such the group executive have decided to just wait and to keep it business as usual unless this starts to affect the group in anyway.

Action – Chris (GSL) & John (Group Chair) to try and get a reply from Liz and to see how we can move forward and put this to bed.

10. Key dates within the scouting and the group's calendar

Chris relayed all of the years scouting events that he has been able to retrieve from the various websites for all of the three section type. The group's focus for this year will be to attend St George's Day parade having missed last years due to lack of available leaders, the marshalling of both the half marathon and firework display (Chris thanks those leaders who helped last year), but the **MUST** will be the Parish Conical fete and possibly the local school summer fetes to boost membership numbers.

Scouting Event dates

Monday 8 th January – Scout shop open	All Sections
Friday 12 th to Sunday 14 th January – Gilwell Winter Camp for	Scouts
Friday 19 th January to Sunday 21 st January – County Fire & Ice	Scouts
Saturday 27 th January – District Swimming Gala Cubs &	Scouts
Sunday 25 th February – County Cooking Comp.	Scouts
Sunday 4 th March – District Cooking Comp.	Cubs
Saturday 10 th March – District Archery Comp.	Cubs
Sunday 11 th March – County Triathlon Comp.	Scouts
Saturday 17 th March – County Bush Craft Day	Cubs
Saturday 1 st April to 14 th April (2x1 week) County Initial Mountaineering course	Leaders
21 st April – Young Sailors Course Theory Day	Scouts
Sunday 22nd April District St Georges Day	All Sections
Friday 4 th to Sunday 7 th May – ITTH 2018	Scouts
5 th May – Powerboat Course 2018	Scouts
Saturday 5 th May to Monday 7 th May County Patrol Activity Weekend PAW	Scouts
Friday 18 th to Sunday 20 th May – District Cub Camp	Cubs
Sunday 20th May- St Stephen Parish Council 2018 Fete	Leaders
Saturday 26 th May to Saturday 2 nd June – Mersea Sailing Week 2018	Scouts
Sunday 10th June - St Albans Half Marathon	Leaders+
Sunday 10 th June – Beaverama – Paccar	Beaver
Sunday 10 th June – County Water Activity Day	Cubs
Saturday 16 th to 17 th June – BiTs County Beavers in Tents	Beavers
Sunday 24 th June – Armed Forces Day –Bricket Wood	All Sections
Sunday 1 st July – District Dragon Boat Comp.	Cubs



Saturday 7 th July – Beaver Funday	Beavers
Saturday 21 st to Saturday 28 th July – CTT 2018	Scouts
Saturday 28 th July to Saturday 4 th August – CTT 2018	Scouts
Saturday 4 th to Saturday 18 th August – District Expedition Lochernhead	Scouts
9 th September – Chief Scout Gold Award Celebration 2018	Scouts
Friday 28 th to Sunday 30 th September – County Born 2B Challenged	Scouts
Friday 28 th to Sunday 30 th September – Beaver, Cub & Scout Elemens Weekend	All Sections
30 th September – Beaver Paradise Park Family day 2018	Beavers
Sunday 7 th October – County Cub Cyclocross	Cubs
Sunday 11 th November – Remembrance 2018 & Battle's End Beacon Lighting	All Sections
Friday 16 th to Sunday 18 th November – County Green Beret Challenge	Scouts

Action – Sections are to let Chris know what of the above they plan to take part in as well as any extra events that they are organizing themselves.

11. OSM Workshop

There are to be changes to OSM in the coming months. One of these changes will be the transference of MyScout payment details. So when someone sets up the subs direct debit this will transfer over to the next section and there will be no need to cancel and redo another for each section.

The scout association has been in talks with OSM and it is widely believed by many that they may finally implement OSM and scarping Compass.

(David) It was asked if OSM planned to have a refund function on the pay as well as the payment as the group's present process is problematic. Chris does not believe that there is but leaders can look for this information themselves within OSM's help pages or if the item is not there to email OSM who are very helpful.

Action – Leaders to logon OSM and look and use it to better understand how it can help you.

12. Leadership & Group socials

As the Christmas social, really didn't go ahead as hoped, it was asked what would leaders would enjoy doing as a social or maybe as a team building event.

We can if wanted arrange some permit training such as raft building or a paddle sport and then have a BBQ during the afternoon?

Chris stated that white water rafting was mention some time ago but had mixed reviews, but it is hard for anyone to arrange things without the support of all the leaders be that ideas or just saying yes and no. Similar to what we have with the children in our sections.

Action –

Chris - to look at a weekend (in the warmer months) for perhaps a permit and BBQ day.

David - to doddle poll the leaders to arrange a meal in St Albans within February.

13. Any other business

Census – The group is required to enter its census information in the next couple of weeks and so requires everything in place on OSM for this to be entered correctly.

Action – Section's to make sure that all census information for each child is present. Go into OSM, then census and if someone is showing up them use the send email next to their name.

Sections must follow this up a few days later if not done.

Leader cupboard – needs to be kept clean. Equipment to be placed back in their boxes and on the shelf leaders find them. No food should be stored in there or if so in a box and not just laying around (Pasta).

Action – Section's to make sure that their shelf area is organized and that all equipment is put back.



Badges – Every section's badge box is nearly full, something that should not be the case. The group was in the same position when the scout association removed badges from the problem with resulted in the group having near £200 worth of un-useable badges as each badge is between 65-70p.

Action – Leaders/sections to plan the use of this badges either within this term or certainly the next. Beaver & Cub sections should talk to each other to see what badges they have and use them where possible.

Leaders group hoodies – Chris thought it nice if the group had its own hoodies and the executives have agreed to pay half the cost. After asking some leaders their views about certain styles, make and colour it was agreed that the make would be Canterbury, style would be over the head and the colour black as it is the group colour and the most practical with what we get up to. They will have the group logo on the front and a logo on the back in white. The cost to leaders will be £20.

Action – Leaders to email the GSL with a request for a hoddie and the size that they require.

14. Set date for summer term leaders meeting.

The question was asked what day and time suits the majority the best for future meetings
April 2018 – Venue (Hut) T.B.C.

Date	Train #	Module	Subject	Venue	Places	
January '18						
Sun	14th	M10	First Response	Hemel Hempstead	None	
Tues	16th	M11	Administration	Harpenden	12	
Thurs	18th	M12b	Programme planning	Hitchin	None	
Sat	27th		Safeguarding	Hitchin	14	
February '18						
Sat	3rd	13	M12a M12b	Phasels	17 16	
		11	M14 M15 M17		10 10 13	
		9	M19		17	
Sun	4th	14	M5 M6 M7		Phasels	17 16 16
		12	M8 M9 M16			3 3 3
		10	M11 M13 M18			23 23 21
Wed	7th	M8	Skills of Leadership	Hitchin		6
Sat	10th		Safeguarding	Potters Bar		12
Sun	11th		Safeguarding	West Herts		21
Sat	24th	M12a M12b	Delivering a quality programme Programme planning	Thorley		22 22

March '18						
Sat	3rd			Safeguarding	Ware	21
Tues	6th		M13	Growing the section	Hitchin	1
Tues	6th		M10	First Response (1st of 3 evenings)	Watford	2
Sat	10th		REC 2 Outdoor First Aid		Phasels	none
Sun	11th					
Tues	13th		M10	First Response (2nd of 3 evenings)	Watford	
Fri	16th	n/a	M38	Skills for residential experiences	Well End	27
Sat	17th	n/a	includes			
Sun	18th	n/a	M16			
Tues	20th		M10	First Response (3rd of 3 evenings)	Watford	
Sat	24th		M5	Fundamentals of Scouting	Thorley	24
			M6	Changes in Scouting		23
			M7	Scouting for all		23
Sat	24th			Safeguarding	St Albans	24
Sun	25th			Safeguarding	Royston	25