

Holiday Hub Parent Steering Group – Agenda and Notes of Meeting

Meeting details: September 03, 2025, 10am – 11:30am held via Teams.

Item	Officer	Notes and agreed actions
1. Housekeeping	Lynne Binnie	<p>Lynne discussed some basic housekeeping and behaviours expected from members of the steering group. It was acknowledged that the meeting is an open meeting for any parent/carer with an interest in the Holiday Hub provision these will be documented in the Terms of Reference.</p> <p>Meetings will be held on TEAMS and recorded for purpose of accurate record keeping and allowing parents who cannot attend access discussion. Recordings will be stored until the next meeting before being deleted. Action - this agreement will be outlined in the Terms of Reference.</p> <p>Dates for meeting was discussed and there was a difference in way forward, so a vote was taken – out of 14 parents in attendance 5 voted for the same day and 2 didn't mind 7 voted to vary the day. Agreed to vary the day. Request for out of hours meeting cannot be accommodated. Action - Euan will set the dates for meeting over the remaining academic year and put the dates onto the website.</p>
2. Action Tracker Update	Euan McLeod	Euan presented the action tracker and gave an update of progress of actions. The action tracker will be a standing item on the agenda.
3. Terms of Reference	Lynne Binnie	Discussion took place regarding the terms of reference which was shared on the screen and changes made during the meeting. Lynne and Euan will ensure the language is clear, re-order some of the text and arrange for the final version to be placed on the website.

4. Assessment Process - update	Lynne Binnie	<p>Lynne confirmed 453 applications received and the team are working through verification and hope that this will be completed by 5.9.25. The group agreed that parents would welcome communication regarding their application status as soon as possible. Lynne noted that this information could be provided next week but information regarding allocations would take longer. Action – it was agreed that an initial email would be sent to parents next week outlining whether their application was successful or not and that a sentence would be added to note that further communication would be provided as soon as possible regarding the allocation of weeks. If possible a date will be provided to parents regarding when allocations to the October Holiday Hub will be communicated.</p> <p>It has not yet been determined whether secondary criteria will come into play for this year as the verification of primary criteria has not been finalised. However, to plan ahead Lynne explained that parents were asked to provide personal and sensitive information regarding evidence for secondary criteria without appropriate governance in place re. privacy notice. Lynne apologised for this and any distress caused. Action - this information will be deleted from systems and parents who provided the information informed that this information has been deleted.</p> <p>Long term the group need to consider the verification process for secondary criteria if this is needed however, short term there could be an issue regarding applications this year / for October provision. Lynne proposed two options for moving forward 1) assessment of poverty done via Free Meal Entitlement and; 2) agreement that parents have accurately presented their situation in the application process. It was agreed for this year we would progress on the basis of parental identification. Further discussion to take place regarding secondary criteria verification in due course.</p>
5. Communication	Lynne Binnie	<p>Lynne explained that the open nature of the steering group required consideration of governance arrangements and communication. With an open invite it is challenging to hold a distribution list and keep this up to date to ensure all parents have access to</p>

		<p>information at the same time. Action - Agreed to utilise website as the means of communication for all parents to access information, agenda, notes etc. whilst using existing distribution lists to alert parents of updates to the website. Agreed to review this at the next meeting.</p> <p>Website Link:</p> <p>https://www.edinburgh.gov.uk/support-pupils/additional-support-learning-1/2</p>
6. Venues for Oct Hubs	Euan McLeod	<p>Applications for school lets for October have been made and Euan following this up with Council officers to ensure applications are agreed as soon as possible. School lets are requested for each holiday period separately. Action Group are requesting Woodlands School for the October Hub (not Rowanfield).</p>
7. SG 'wrap around' funding – 60K approx.	Lynne Binnie	<p>Lynne shared grant letter from Scottish Government. Funding to be used in 25/26 financial year with the aim to help support holiday playschemes and activities provision for disabled children with the intention to be used to support with costs and enhance existing provision. Suggestions were discussed: emergency funding for families or funding to access transport – both valid although would be complex to assess and moderate. Other suggestions provided by members were – allocate to providers for staffing; allocated to provide swimming. It was also suggested the funding could be distributed between providers and used to increase available spaces, specifically to accommodate participants with the most complex/profound needs.</p> <p>Actions:</p> <p>It was agreed that Euan would seek information as to whether any of the providers can increase spaces.</p> <p>It was agreed that a question regarding challenges for families in accessing provision would be include in the evaluation and this would be shared at the next meeting.</p>

		Funding allocation to be agreed at next meeting – to be added to the agenda.
AOCB		<p>Braiburn Hub – Euan to seek an update on Action Group proposal for utilising Braiburn as a Holiday Hub. No action is currently being taken forward to seek another provider other than conversations with Action Group as to whether they have the capacity to accommodate an additional provision. Lynne confirmed that any existing provider can make a school let to Braiburn and Euan will confirm this to providers.</p> <p><i>*Clarification: activity providers can apply for School Lets in venues listed in Care Inspectorate activity registration details. Providers must register minimum of 2x venues to use for Holiday Hubs. EM to investigate any maximum number and discuss with providers.</i></p> <p>Lynne will confirm how many spaces were available at Braiburn and how many additional spaces were utilised with other providers to assess for gaps in provision.</p> <p>Action - Lynne will add this item to the next meeting agenda.</p> <p>Complaints Process – Lynne outlined the complaints process as she understands whereby parents are advised to complain directly to the provider. CEC are sighted on all complaints. This is standard practice with contracts. Parents feel complaints should be passed to CEC first and foremost.</p> <p>Action - Lynne agreed that this could benefit from further discussion and will add to next meeting agenda.</p> <p>Holiday Hub Budget Question was raised about the budgeting for the Holiday Hubs. The Holiday Hub Development Officer is now in-post. Attendees believed that 2x members of staff were budgeted to be recruited. Lynne to investigate and item to be added to agenda for next meeting.</p>
Next Meeting		<p>Date: Tuesday 7th October, 10am – 11am</p>

Wednesday 5th November, 10am – 11am
Tuesday 2nd December, 10am – 11am
Friday 9th January, 10am - 11am
Thursday 5th February, 10am – 11am
Thursday 5th March, 10am – 11am.
Tuesday 21st April 11am-12pm
Friday 22nd May, 10am – 11am
Friday 19th June 9:30am – 10:30am

Agenda:

- Housekeeping
- Action Tracker
- Communication – review of use of website
- Applications – update
- Budget – 100K allocated to staffing / use of SG funding
- Braidburn Hub – numbers/gap/update on action for children’s intention
- Complaints Process