

<p style="text-align: center;">Holiday Hub Parent Steering Group Meeting Tuesday 5th August 10am held online via Microsoft Teams.</p>	
Attendees / Agenda Items	Notes and Actions
<p>Welcome & Introductions. Euan McLeod, Holiday Hub Development Officer. Lynne Binnie, CEC Head of Education (Inclusion). Lauren Todd, CEC Contracts Officer. Attending Guests: Representative(s) from REPAIR. Additional Parental representation.</p>	
Summer 2025 Recap	
<p>Positive feedback highlighted by attendees regarding delivery at St Crispins and Prospect Bank, but serious concerns raised over safety & safeguarding of delivery at Rowanfield. Concerns also raised that same activity provider delivering Rowanfield provision hopes to re-start delivery at Braidburn too.</p>	<ul style="list-style-type: none"> • EM + LB to liaise with Commissioning colleagues to investigate if any breach of contractual safety obligations/responsibilities have occurred. • LB+EM to investigate where Steering Group representation can be included within HH contractual reviews, particularly related to safety + safeguarding. • EM to draft questionnaire to canvass participation feedback from registered families, to be co-designed with Steering Group and used as part of wider review of activity provider performance against contractual KPIs.
<p>HDO should act as conduit to improve communication with HH activity providers and steering group.</p>	
<p>Branch Out Together additional contracted work: Due to limited timeframe, extra spaces were offered by BoT only to participants already enrolled who they felt would be most interested/best suited to the activity in question. Attendees voiced anger and frustration at both the allocation decision-making and communications around this, and general agreement exists that Steering Group needs to</p>	<ul style="list-style-type: none"> • EM to work with Steering Group to refine clear, fair & transparent allocations method.

<p>refine clear, fair and transparent allocations method for allocation of spaces, and any additional spaces.</p> <p>The additional contracted provision has concluded and is not being recommissioned.</p>	
<p>Transport: CEC officers reaffirmed that transport is unfortunately no longer available as part of Holiday Hub provision, and that anybody with transport arrangements in place must have organised them independently, possibly via social work or other support provider.</p>	<ul style="list-style-type: none"> • EM/LB to facilitate access to information re: accessing transport support via Social Work.
<p>Holiday Hubs Comms: Issues highlighted with communications reaching ASN children attending mainstream termtime provision(s).</p>	<ul style="list-style-type: none"> • ECF Committee report (June) states that a communication strategy will be developed to ensure application dates are known well in advance. Tackling this issue of circulation/communicating HH information via schools should be included within this process.
New Criteria	Actions
<p>432 applications have been received for 2025-26 at time of meeting. Registrations close 10/08/2025. Mixed views highlighted regarding effectiveness of new criteria, and allocation of extra spaces by BOT in summer provision have added to existing anger and frustration. It is noted that new criteria will be used for 2025-26 and cannot change unless agreed by committee. The necessity of a secondary criteria was identified by Amanda Hatton, and the contents of the secondary criteria was agreed by the steering group.</p> <p>Steering Group must continue to design/refine fair criteria, moderation and allocations model and recommended improvements from this group will be put to committee for discussion/agreement ahead of implementation. The group must be mindful that any subsequent change(s) made to criteria could incur unintended consequences and these should be considered in advance of any recommendation.</p>	<ul style="list-style-type: none"> • EM to work with Steering Group to continue to refine criteria.
<p>At July Steering Group meeting Amanda Hatton agreed a meeting should be held to hear concerns from families attending term-time special provision(s)</p>	<ul style="list-style-type: none"> • LB /EM to arrange meeting with families attending CEC Special Provision(s)/ESPs – Aug 19, 12:30-1:30pm.

Scottish Government Additional Grant Funding	Actions
<p>Additional funding – approx. £60-65k - is available via Scottish Government. At time of writing appears to be one-off funding and must be spent by March 2026.</p> <p>Initial ideas suggested focused on deployment of freelancers to complement existing delivery, however, contracted providers are responsible for designing/delivering activities.</p> <p>Attendees offered to canvass relevant groups for ideas.</p>	<p>To be repeat agenda item & revisited at next meeting.</p> <ul style="list-style-type: none"> • EM/LB to investigate and feedback specific grant amount, terms and conditions. <p>*Subsequent update to include in circulation – this additional funding is intended to bolster “wrap-around” provision*</p>
Steering Group Terms of Reference	Actions
<p>Steering Group should design/refine clear, fair & transparent models for criteria, assessment and moderations, and allocations within the provision.</p> <p>Steering Group should contribute towards evaluation of activity providers’ performance of delivery against contractual KPIs.</p> <p>Steering Group should contribute towards and make recommendations towards the securing of venues for the provision.</p>	<ul style="list-style-type: none"> • EM to draft and circulate ToR for co-design with Steering Group. • Invite representation from Estates team to next/upcoming Steering Group meeting