

Holiday Hub Steering Group

Tuesday December 2nd, 10am via TEAMS

Attendance:

Lynne Binnie, Head of Education (Inclusion)

Euan McLeod, Holiday Hub Development Officer

Toni Edwards, Emma Parker, Carolyn Sampson, Gary Staerck, Joanne Wheldon, Clare McCabe, Stephanie Spencer, Lesley Gould, Claire

Item	Notes	Actions
Housekeeping	Notification that meeting will be recorded as per Terms of Reference. Attendance is noted (above). Minute of last meeting – agreed as accurate.	
Proposed Timeline	EM presented the proposed timeline for next academic session and aspiration to bring forward opening of 2026-27 applications in a bid to tackle issues regarding information circulated via schools. Discussion took place regarding dates and request from one parent to explore possibility of increasing flexibility regarding allocation of summer spaces.	EM to review and investigate options that might increase flexibility for allocation of summer dates, to report back to next meeting.
Commissioning team update	PIN recently closed in the last week so unable to update at this meeting.	Invite Commissioning team representative to join January meeting to update group.
Actions from Education Committee – review of criteria / scoping on CEC provision	LB will be presenting a Business Bulletin update to the January ECFC. There are two main actions that need to progress as instructed by committee: 1) Review of Criteria and; 2) Scoping of CEC provision. The first action is a priority and will need to be presented to March Committee to ensure a decision is made to any new/updated criteria to allow any new criteria to be implemented May/June. The existing criteria was posted in the chat to aid discussion. A number of parents were clear that the overarching line missing from the current criteria is “Disabled children unable to access mainstream provision”.	LB and EM to seek further information on evidence regarding the needs of children and young people who cannot access the provision. Add review of criteria to January agenda LB and EM to provide starter paper on review of criteria for next meeting.

Scottish Government funding – 65K	A parent requested that this funding is used to purchase additional spaces. LB explained that this was not possible from contracted providers. The second option presented is that the funding is used to support existing providers to provide enhanced activities. Officers to investigate the viability of this suggestion.	Invite colleague from commissioning team to contribute/ discuss at January meeting.
Standing Items:		
Communication	No time to discuss.	
Action Tracker	EM presented the action tracker and described progress towards completion of each action.	Summer and October lessons learned will be shared with notes of this meeting.
AOCB	No time to take AOCB	
Next Meeting	9 th January at 10am via TEAMS Agenda; <ul style="list-style-type: none"> - Review of Criteria - Outcome of recent PIN issue - Scot Gov Funding – proposal discussion with commissioning - Standing Items: <ul style="list-style-type: none"> ○ Communication ○ Action Tracker ○ AOCB 	