

Holiday Hub Steering Group

5/3/26

Attendance:

- Lynne Binnie, Head of Education
- Euan McLeod, Holiday Hub Development Officer
- Jodie Morrison, Education Support Officer
- Gary Staerck, parent
- Sinead Reynolds, parent
- Rachel Boswell, parent

Agenda Item	Notes	Actions															
February Updates	<p>Evaluations sent to parents and will be shared. Learning reviews with providers positive.</p> <p>In total 84/93 available spaces filled. Reasons for not taking spaces were shared with the group.</p> <p>Euan working with social work to seek information on families requiring emergency support earlier before term finishes.</p> <p>Process for reallocation of spaces shared again. This was co-created with parents from steering group and can be viewed within January discussion notes online.</p> <p>Reallocation process can be reviewed if steering group feels required ahead of 2026-27 provision.</p>	<p>Euan to collate February data and lessons learned info ahead of next steering group meeting.</p> <p>Re-allocations process agreed can be found using the hyperlink to Page 6 – Addendum 3 – within January Discussion Notes</p>															
April Hub Updates	<p>At payment deadline date (20/2/26)</p> <table border="1" data-bbox="491 1547 1125 1753"> <thead> <tr> <th></th> <th>Week 1</th> <th>Week 2</th> </tr> </thead> <tbody> <tr> <td>Allocated</td> <td>121</td> <td>120</td> </tr> <tr> <td>Paid/Confirmed</td> <td>55</td> <td>34</td> </tr> <tr> <td>Declined</td> <td>19</td> <td>7</td> </tr> <tr> <td>Unconfirmed/Unknown</td> <td>47</td> <td>79</td> </tr> </tbody> </table> <p>There was a very high number unconfirmed allocated spaces at the payment deadline. Gary noted that the payment deadline date in the holidays is challenging. Sinead noted that an email reminded the week before would be</p>		Week 1	Week 2	Allocated	121	120	Paid/Confirmed	55	34	Declined	19	7	Unconfirmed/Unknown	47	79	<p>Euan to amend the timeline to change payment date so that it is not in the holidays.</p> <p>Euan to implement reminder a week before the deadline.</p>
	Week 1	Week 2															
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	<p>helpful that was only in relation to this item (not other items).</p> <p>April data as of 5/3/26:</p> <table border="1"> <thead> <tr> <th></th> <th>Week 1</th> <th>Week 2</th> </tr> </thead> <tbody> <tr> <td>Allocated</td> <td>121</td> <td>120</td> </tr> <tr> <td>Paid/Confirmed</td> <td>78</td> <td>69</td> </tr> <tr> <td>Declined</td> <td>24</td> <td>23</td> </tr> <tr> <td>Unconfirmed/Unknown</td> <td>19</td> <td>31</td> </tr> </tbody> </table> <p>Efforts being made to transfer the unconfirmed to confirmed/declined so re-allocation can take place as quickly as possible.</p> <p>Woodlands School will be used as a venue for Easter but plans in place to reduce disruption of the Currie HS demolition. Work is also taking place during Easter to upgrade hair salon at Woodlands.</p> <p>Oaklands school is undergoing significant remedial works, and the Hub is transferring to Braidburn School for the rest of the academic year. Parents have been informed.</p>		Week 1	Week 2	Allocated	121	120	Paid/Confirmed	78	69	Declined	24	23	Unconfirmed/Unknown	19	31	
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PIN (Prior Information Notice)	Two new providers have shown interest. Discussions have taken place. Further updates will be provided in due course.																
Scot Gov Funding	This funding was not allocated.																
Review Steering Group Terms of Reference	To be reviewed at the next meeting.	Add to April agenda.															
ECFC committee	Paper presented to 24 March ECF committee where decisions will be made about no of weeks allocation and new criteria.																
2026-27 Provision	<p>Planning is underway for next session. Euan discussed some of the plans in place.</p> <p>Application deadline and opening applications needs to be as early as possible</p>	Add to April agenda.															

	<p>we are aiming for early May. Gary noted that the system needs to be tested before going live.</p> <p>Guidance and FAQ document will be in place when application process opens - Euan seeking feedback on this from parents.</p>	
<p>Next Meeting</p>	<p>The next steering group meeting has been rescheduled to take place on Tuesday 22 April 2026 at 10am via MS Teams. Link to join via MS Teams has been circulated via email.</p> <p>Agenda: Housekeeping Easter Holidays Update Activity Provider Update 2026-27 Provision Review of Steering Group Terms of Reference</p> <p>AOCB: February Lessons Learned report now available.</p> <p>Euan welcomes any additions/edits the group recommends to the following documents:</p> <ul style="list-style-type: none"> - 2026-27 Application Guidance Document - Application form <p>Any recommended edits can be suggested in-person during this meeting or sent to holidaysupport@edinburgh.gov.uk</p>	<p>Euan to circulate invite to next meeting</p> <p>Euan to notify group when discussion notes are added online</p>