

Holiday Hub Steering Group

5/3/26

Attendance:

- Lynne Binnie, Head of Education
- Euan McLeod, Holiday Hub Development Officer
- Diane Aitken, Business Support Senior Administrator
- Parents in attendance: Gary Staerck, Sinead Reynolds, Gaynor Boe, Rachel Boswell, Andrea Robinson, Toni Edwards, Stephanie Spencer, Joanne Wheldon, Jane Donoghue, Hazel Wilkinson, Emma Parker,

Agenda Item	Notes			Actions
Easter Holiday Update	At payment deadline date (20/2/26)			
		Week 1	Week 2	
	Allocated	121	120	
	Paid/Confirmed	55	34	
	Declined	19	7	
	Unconfirmed/Unknown	47	79	
	Declined spaces were not re-allocated at one hub, which ran at reduced capacity during Easter, due to concerns of the activity provider regarding staffing and safety.			
	Officers attempted to re-allocate as many declined spaces as possible. 1x person did not attend their allocated week due to medical reasons.			
	At delivery:			
		Week 1	Week 2	
Allocated	112	114		
Paid/Confirmed	96	100		
Declined	14	10		
Unconfirmed/Unknown	2	4		
Officers and members of the Education Support Officer Team visited Easter holiday hubs.				
Comms sent out notifying families of rescheduling Easter Week 1 hubs due to a clash with Easter Monday Bank Holiday was successful.				

	Demolition work scheduled to take place beside Woodlands did not go ahead, no impact on delivery of hub hosted there.	
Activity Provider Update	Two new providers responded with interest to our PIN (Prior Information Notice) issue, conducted to scope the market. Discussions have taken place with both providers and Officers are waiting for an update from a provider that demonstrates anticipated timescales regarding registration of venues with the care inspectorate.	EM continue to progress and update the group in due course.
2026-27 Provision	<p>Feedback was given by the group regarding 26-27 application materials including formatting of the application form, timelines, and payments.</p> <p>Group was updated that Officers aim to open 26-27 holiday hub applications on <u>06 May</u> closing on <u>03 June</u> (<i>applications since opened on 07 May</i>)</p> <p>Euan asked the group about their perspective around refunds – majority would not expect any refund for places not taken.</p>	<p>EM/DA to incorporate feedback into 26-27 materials.</p> <p>EM to notify steering group when applications go live</p> <p>EM work to eventually link refunds to successful re-allocation of spaces.</p>
Review of Steering Group Terms of Reference	Will need to be updated ahead of 2026-27 provision.	EM to circulate to the group.
AOCB:	<p>Scottish Government funding discussed in previous meetings was not drawn down so went unclaimed. Officers investigated all suggestions contributed by steering group, but none fitted the funding eligibility in a structure where this work is contracted out to activity providers.</p> <p>2026-27 steering group meetings to be scheduled and circulated.</p>	EM/DA to schedule and circulate 26-27 steering group meeting dates.
Next Meeting	<p>The next steering group meeting will take place on Friday 19 June 9.30am to 10.30am</p> <p>Agenda:</p>	EM to circulate invite to next meeting

	Housekeeping Summer Payment Deadline Update 2026-27 Provision – Application Update	EM to notify group when discussion notes are added online
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