**Moray Duke of Edinburgh’s Award Committee**

**Minutes of AGM**

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| **Date, Time and Venue:** | 18th June at 11am at Elgin Library | |
| **Chair:** | Derek Thomson | |
| **Present:** | Janis Thomson, Chris Gransden, Peter Miller, Karen Delaney, Vince Stuart, Donna Hendry and Cliff Shardlaw |  |
| **Apologies:** | Andy Greenhalgh, Colin Gow, Yvonne Iser, Fiona Herd, Iain Fairbairn, Anne-Marie Sword and Douglas Bourke |  |
| **Minutes:** | Emma Tunnard (Secretary) | |

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| **1.** | **Welcome and Apologies** |
|  | The chair welcomed everyone to the meeting and apologies were noted. |
| **2.** | **Chairperson’s Report** |
|  | Derek began by confirming this was the first in person meeting the committee had had in three years. Despite the pandemic and all its difficulties, funding was secured (Beatrice Funding) and work had continued.    Derek offered a special thanks to Karen for all her work done in previous year for the DofE Heritage Project.  The Queen’s Award was given to the committee in June, in acknowledgment of the past 32 years of service. A badge would be secured for the museum.  At committee level, there was a turnover in personnel, including the secretary and treasurer roles. Derek thanked Cliff for his help as treasurer over the years and his significant help with governance.  Derek reminded everyone that the next event would be on the 28th of June. The committee would be formally presented with the Queen’s Award during a ceremony in Fochabers, which would include the young people from the local school who have worked in the garden. This would coincide with a Royal visit. |
| **3.** | **Approval of 2021 AGM Minutes** |
|  | Janis proposed a motion to approve minutes; Vince seconded the motion and the minutes were approved. |
| **4.** | **Treasurer’s Report** |
|  | Cliff began his report by confirming that new formats had been used. The annual Report now looked different; it was a more descriptive format. It was noted that the annual report was not formally within the treasurer’s remit.  At the start of 2021, there was a total bank balance of £21,905, which was a healthy balance. This was broken down to £12,612 in unrestricted funds and £9,293 in restricted funds.  The current bank balance total was £20,917, with £12,612 in unrestricted funds and £8,305 in restricted funds. There was no income as yet, which was not unusual for this time of year.  Regarding to-spend items, Cliff confirmed that there were two requests for operational items from Chris and Andy, including for first-aid, Mountain Leader (ML) training and an ASN support worker.  £5,000 this year and £5,000 due to come next year – funds for support worker in the east district.  The auditing accountant wanted amounts in a separate, restricted fund.  It was confirmed that a support worker would be deemed operational and normally came from unrestricted funds.  Cliff asked how funds had been raised and whether half the money required could be taken from the restricted funds? Karen confirmed funds for this had been raised via car boot sales and it was general DofE fundraising; not earmarked for anything in particular. This was a way to keep income coming in during covid while funds from Moray Council were not forthcoming.  Cliff stated it would be at the discretion of the committee to spend these general funds within the scope of the charity’s objects. Any incoming funds would need to be documented, clearly marked as to what it’s been raised for going forward.  For the benefit of all members, Cliff explained that unrestricted funds could be spent on a wide scope. Restricted funds were only for Moray Badge expenditure.  Cliff proposed the motion to pay 2.5k from restricted funds. This was seconded by Donna and unanimously agreed.  Regarding handover, Douglas was due to take over on his return to the UK. Date for official handover and changes to bank account to take place would be confirmed. |
| **5.** | **Approval of Annual Accounts** |
|  | Cliff proposed the motion to approve the accounts; the motion was seconded by Donna and the accounts were unanimously approved. |
| **6.** | **Election of Officers** |
|  | Elections of the following officers took place:   * Chairperson (Derek Thomson) * Vice – Chairperson (Vince Stuart) * Secretary (Emma Tunnard) * Treasurer (Douglas Bourke) * Events’ Officer (Janis Thomson) * Publicity Officer (Janis Thomson) * Fund-raising Officer (Janis Thomson)   Donna also offered to help with fund-raising going forward.  The motion to appoint the relevant officers to their positions was proposed by Peter Miller and seconded by Donna. All officers were duly appointed. |
| **7.** | **Other Reports** |
|  | Chris Gransden talked the committee through the following written update:  **DofE Moray Licensed Organisation Report**  ***Summary***  *The future feels a little brighter following the lifting of most Covid restrictions in April. However, at present, schools are still struggling with the legacy of Covid. The most visible sign is Staff shortages, as teachers still have to self-isolate if they feel any symptoms. The need to cover for absent staff puts an increased workload on other staff. The disruption to school and exam schedules over the pasts two year has had an impact on students.*  *Nonetheless, new start numbers have stayed at the high levels of last year and despite the pressures described above, there are signs of renewed enthusiasm among staff in some schools for the benefits of outdoor education and the Duke of Edinburgh’s Award. We have five schools where teachers are sharing the coordinator role between 3 to 5 individuals, which is producing a healthy, optimistic approach to DofE.*  *Andy Greenhalgh and Chris Gransden are now well-established in their new roles as Outdoor Learning Officers. To help spread the workload, we have recruited Ivonne Iser as a part time centre support worker.*  ***Kit Store***  *The kit store at the Wards is working well. We have found some money from the Youth Team budget to purchase 4 new tents to replace some of our ageing stock, which will help us manage this season.*  ***Volunteer Training Needs***  *Four Applications for funding submitted in May. Three for First Aid Training (Peter Miller, Jackie Hay, Harry Stagg) and one for ML training (Anna Birch).*  *9 volunteers completed a DES Course in April and have been delivering expeds for their schools. Cost £135 per person, invoiced to the Council, which Fiona will be passing to the Committee. Andy has helped schools recruit 12 new teacher volunteers. At present the schools have adapted a Bronze supervision model that enables unqualified teacher volunteers to play an active role. However, there will be a future need for more DES courses.*  *Donna Hendry would like to do her moorland leader course to enable her to lead Silver expeditions (cost £310 for assessment; her previous MLS means that she does not need to do the training course). Donna has asked for a contribution to her accommodation at Glenmore (cost £135). We have a request from a volunteer with links to Explorers to do a ML course (costs similar to the moorland leader). An option could be to part fund the ML training so that the volunteer can start helping and then look at his contribution before deciding how much to contribute to his assessment.*  *We estimate that up to 10 volunteers will require First Aid training over the next 9 months.*  ***DofE and Youth Work***  *Fiona has recommended offering DofE as a route to accreditation for YP taking part in YW programmes. DofE offers a more widely recognised accreditation than, for example, a Youth Achievement Award. This would only be offered where the activities within the YW programme aligns with the aims of the DofE Sections. The expedition can then be offered as an incentive for YP to complete their sections.*  Donna confirmed she would be doing her first aid reaccreditation via another voluntary organisation. Karen proposed the motion to fund Donna’s Moorland Leader course with accommodation in full and the motion was unanimously agreed.  The committee discussed the request to fund Anna Birch’s ML course. Historically, the committee paid 50% of ML courses for teachers, as long as there was a commitment to volunteer with DofE for a minimum period of 2 years. The motion to approve the funding request was unanimously approved, with the proviso that the committee would notify Anna of other funding options for the remaining 50%.  The first aid requests would be discussed further with Chris to send details to the committee.  Cliff reminded members that the committee cannot pay for things where no receipt was produced. Either an invoice from a supplier, or a receipt from a volunteer would be required.  The committee moved on to discuss the funding request of £400 for the ASN horse-riding application. Derek stated that partial funding from the pupil’s school would be needed. Chris confirmed plans were still being made. The DofE Support Officer had been liaised with and were supportive of the pupil’s planned exped, but there was no written confirmation it would be accepted. Derek stated that an email with that confirmation would be needed. The committee agreed in principle to fund half of the amount: £200.  Vince commented that it was hard for volunteers to get back in following covid or time out. Peter suggested an evening refresher, to ask questions and have it noted what refresher courses volunteers might need or want.  Chris confirmed he would send an email to potential volunteers to see who was still interested, with a survey monkey poll, to see what days/times/locations would work best.  Janis said in previous years there were gatherings and it was invaluable for all volunteers.  Chris then talked the committee through the following written update:  ***DofE Moray Centre Information***   |  |  |  |  | | --- | --- | --- | --- | | ***DofE Centre*** | ***Contact*** | ***Participant No*** | ***Notes:*** | | *Buckie High School* | *Kerr Taylor* | *76* | *Program now up and running with 18 Gold 12 Silver and 48 Bronze recruited. Expeditions planned for June 22* | | *Drumduan Upper* | *James Hall* | *8* | *School re-establishing DofE after 3 years.* | | *Elgin Academy* | *Chris Gransden* | *55* | *New coordinator recruitment started !0 June 22. CG providing support to existing participants.*  *34 Bronze, 20 Silver, 1 Gold*  *Silver Expeds planned for June 22, Bronze Expeds planned for August 22* | | *Elgin High* | *Jackie Hay* | *24* | *DofE Team established. 11 new Bronze and 13 Silver.*  *Expeds planned for June 22* | | *Elgin High ASN* | *Ben Davenport* | *5* | *New small group with good support in school* | | *Explorer Scouts (Keith)* | *Harry Gordon* | *2* | *There are only a few Scouts that take up the Award in addition to the other Scouting awards.* | | *Explorer Scouts (Kinloss)* | *Nyree Roxborgh* | *15* | *A well established and active centre. Bronze Exped completed. Silver planned for June 22.* | | *Forres Academy* | *Mikaela Shand* | *33* | *New team in place and working well together. 33 completed Bronze exped in May 22. Next cohort recruiting in hand and will include some one alternate curriculum.* | | *Keith Grammar School* | *Graham Tyldesley* | *26* | *The school is running a full program. Bronze, Silver and Gold qualifiers planned for Jun 22* | | *Kinloss Barracks* | *Eric Baker* | *3* | *A small centre delivering a quality programme for YP from Forres/Kinloss area.* | | *Lossiemouth High School* | *Harry Stagg* | *35* | *Well established centre. Bronze exped completed June 22.*  *New cohort recruited on alternate curriculum.* | | *Milne’s High School* | *Martin Muckel* | *8* | *New Coordinator team forming now. Recruitment expected in August 22.* | | *Milne’s High School ASN* | *Susie Birchell* | *2* | *Those that wish to take part in the Award are given every opportunity and encouragement to do so.* | | *Speyside High School* | *Fiona MacPherson* | *18* | *Bronze exped completed in June 22* | | *Speyside High School ASN* | *Sean Reid* | *6* | *Sections have progressed well. Now planning an ASN exped for June 22.* | | *Moray Open Award Centre* | *Chris Gransden* | *5* | *Gold Practice exped complete. Require numbers for a qualifier.* | | ***Total*** |  | ***321*** |  |   *Part time (One day a week) DofE Support worker in place and support concentrating on developing Milnes. Support also offered to Keith and Buckie.*  *Now that expeditions are more accessible, we are returning to more traditional completion rates. Although it is expected that there will still be large numbers who do not complete because of Covid legacy issues.*  *Recruiting figures in most schools are still healthy. Numbers appear slightly reduced as they only reflect the 6 months since the last AGM in December 2021. We still have large numbers who opted to go straight to Gold in 2021 who are working towards their expeds.*  ***New Starts and Completion Statistics for 2022***   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | *Bronze* | *Silver* | *Gold* | *Totals* | | *New Starts* | *67* | *8* | *12* | *87* | | *Completions* | *23* | *2* |  |  |   *Completed Awards and Certificates of Achievement*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | *Date* | *Bronze Award* | *Silver Award* | *Gold Award* | *Bronze CoA* | *Silver CoA* | *Gold CoA* | | *1 Apr 21 – 1 Nov* | *16* | *5* | *2* | *26* | *9* | *1* | | *1 Apr 20 – 30 Mar 21* | *22* | *11* | *5* | *13* | *7* | *1* | | *1 Apr 19 – 30 Mar 20* | *75* | *28* | *11* |  |  |  |   Karen talked the committee through her written report:  *Moray DofE Stones Project:*  *2021 was a very significant year for me personally as I had to stand down from the Moray DofE Managers role in the spring due to a restructuring of the department. Despite this change I have continued as a volunteer with DofE, particularly with the Moray Badge Heritage Project and hopefully through regular support to Milne’s participants. Fiona Herd as the Youth Work Team Manager took over the responsibility for DofE and I wish her every success.*   * *As restrictions changed plaques were installed at Moray College 11 Feb 2022 unveiled by Vice Lieutenant Mrs Nancy Robson and*   *Gordonstoun School on the 10th of March 2022 unveiled by Princess Anne. As the plaque at Gordonstoun is situated in the school grounds with very limited public access another stone is being sought. I attended a meeting of Duffus Village Association who supported a request for a location in the village and the rose bed opposite the Post Office has been agreed. The wording of this plaque was submitted to the DofE Scotland office in the spring and it is now currently awaiting approval from the Palace.*  *I would like to give particular thanks to Gavin Tennant and Mrs Rebecca Russell DL for support with the stones; Mrs Jackie Andrews and Mrs Jackie Taylor for Moray College UHI liaison; Iain Hendry, Mason and James Porter Labourer with the Moray Council.*   * *The re-location of the stones from the Fochabers 2016 site was delayed through legal discussions. Conversations held with Fochabers Heritage, George McIntyre DL and some Lennox Community Council members suggested the site above the Famous Fochaberians Memorial Garden. This area was leased by Fochabers Cricket Club from the Crown Estate, via Strutt and Parker their agents through Andrew Adamson. Contact was also made with the Hayes Family who have a memorial tree to David Williams on the site. An interview was carried out with the family and published in the Fochaberian Newsletter. Negotiations started and over the year consent was given by the Cricket Club to rescind the area for the project and a 99 year lease has progressed via Moray Council and the Crown Estate. The project will cover the legal fees, and 99 year lease from Moray Council who will sign it on behalf of the Committee.* * *Contact was made with Milnes High School for involvement with pupils in the new location commencing November 2021. The four first year pupils measured the area; took brass rubbings; planted bulbs; negotiated and positioned recycled wood via the Fochabers Mens Shed; plus made and installed 5 bird boxes with Ged Connell, ranger, and did some bird-watching. Through this process they have each gained their Platinum Jubilee Moray Badge, the highest level, plus enjoyed a last day barbeque at the Pinnie. We were ably supported by Pupil Support Assistants from the ASN department led by teacher Martin Muckle. The ground was prepared and stones repositioned in the new location through Peter Wilson and the unpaid workforce. Future grass-cutting will be on their rota list as a location. A picnic bench was made and donated by the Gordon Family, Burnbank, Fochabers. A second bench has also been made by Martin Muckle highlighting the Barney Planter Trust* [*www.barneyplantertrust.org*](http://www.barneyplantertrust.org) * *Through this process the ambition of the stones project has been extended to marking up to 100 years of DofE and establishing the Moray DofE Heritage Project. Richard Murray, Speybay Haulage has supplied 5 further smaller stones. The Baxter’s Foundation gave permission to use a standing stone to highlight the area beside the Speyside Way and a plaque will be unveiled in June marking this. The area has benefitted from donated plants and weeding from the Thomson Family and Milnes High School Parents Council have covered £98 of shrubs.* * *We are indebted to Fochabers Heritage Museum for continuing to hold our DofE exhibition and supply additional lighting. It has benefited from an additional cabinet and materials from the DofE Scotland office plus donations from past volunteers e.g. the late John Smith.*      * *Next steps:*  1. *The purchase of the Duffus plaque and securing the stone* 2. *Phase 3 progressing a Heritage Lottery Bid to develop the virtual footprint connecting the Heritage Trail and Museum involving participants, volunteers and external support.*   *I would like to say a huge thank you to everyone for the contributions they have made to tell the DofE Moray story, plus their oodles of patience with me!*  The committee agreed in principle for a funding application to be made regarding the virtual project.  Vince offered to help make contacts with the heritage centre in Aberlour. |
| **8.** | **Questions and Suggestions** |
|  | Branded feathers to include the new Queen’s Award logo was discussed. Purchasing new silk would be needed. The committee unanimously agreed to fund this update.  It was noted by Cliff that the Volunteer Friendly Award and QAVS could be used on future Annual Reports.  Janis confirmed there were funding applications out for:   1. A pop-up gazebo with sides for events; and 2. Training for volunteers   Vince asked about the Moray Badge and its connection. Karen confirmed it would only be available during this Jubilee year, with ongoing discussions on how it could be offered going forward. It was noted that feedback has been overly positive from schools in Moray, especially at primary level.  Vince confirmed libraries would be willing to accept DofE volunteers throughout Moray as part of their award.  Donna raised two points:   1. Finances – some parents struggled to get kit for their children and asked how this was addressed by the committee. Karen confirmed the committee was here to remove barriers and that’s part of the fundraising remit. Funding is via referral, anonymously. Chris and Andy do work with schools to gauge who needs what kit. Boots come from Outfit Moray, as part of an agreement on sharing of kit. 2. Volunteers were being told at the last minute they were not needed for expeds and asked if this could be addressed. A practical solution Donna put forward was for volunteers to be tagged on as reserves at a school and step up if teachers couldn’t attend exped at last minute. Chris acknowledged this was not ideal and would take on board the comments and suggestions.   The constitution was last reviewed in 2018 and it was suggested that members review it over the summer, with any amendments to be discussed and approved at the next committee meeting. Emma would send out a copy of the latest constitution to members. |
| **9.** | **Date of Next Meeting** |
|  | 26/9/2022 at 7pm via Teams |