

Minutes of the Leaders/All Hands' Meeting

Held on 2 February 2016

At the 5th Dartford Scout Hall

Present:

Paul Boreham (Chair)	Tim Roscoe
Jessica Boreham	John McLoughlin
Maggie Lilleycrop	Lesley Bauckham
Wendy Hurd	Shea Gardner
Delia Davidson	Tracy Gardner
Graham Davidson	Jason O'Brien
Del Hurd	Kay O'Brien
Lynn Missions	Keith Furlong
Gary Missions	Dave Monteith
Jim Lilleycrop	Darren Watts

1 Review of actions from previous meetings

- Lynn received cross-checked Gift Aid forms from all sections except for Collins Pack.
- Delia circulated details of shooting practice.
- Jason, Shea and Tim have completed the bank mandate forms in respect of their sections (although Tim still needs to give his paperwork to Neil).
- Jason added Jessica's World Jamboree video to the 5th Dartford website.
- Jason circulated details of Bisley.
- Jason promoted the new leader training weekend to those Explorers who were helping out other sections.
- Jess Boreham emailed the Great Britain Sasakawa Foundation thanking them again for their donation and giving them the link to her video. Paul mentioned that Jess and Mia had also given a presentation to District.
- Paul to check with Karen to see whether Dartford Grammar School has any students doing their Duke of Edinburgh award who might wish to volunteer with 5th Dartford. **Action:** Paul. (Someone from Wilmington currently doing their Duke of Edinburgh award is staying on as a new leader).

- Paul Jarrett is now familiar with the process for (electronically) carrying out CRB checks. Tim offered to circulate a link to the relevant form. **Action:** Tim. Paul offered to collect some copies of the parent information forms from Scout House and leave them in the pigeon holes for future use. **Action:** Paul.
- Paul to speak to John at the Executive Committee Meeting about a budget for Medcalf Troop. **Action:** Paul.
- The Christmas meal was well attended and enjoyed by everyone.
- The hiring of 9th Dartford's hall for the birthday celebrations went ahead and the party went well.
- The Mayoral presentation on 9 September was a very nice event.
- A sympathy card was sent to Simon Bott's family (and a donation made to the British Heart Foundation).
- A sympathy card was also sent to June Parker's family (and a donation made to a Parkinson's charity).
- It was agreed that Lynn should purchase some new archery equipment (agreement will be sought at the next Executive Committee meeting. **Action:** Lynn.
- Paul mentioned that the gas cooker has yet to be refurbished.
- Paul recirculated the action list from the Centenary meeting held at his house.
- Medcalf Troop now has a bank account and cheque book but is currently self-financing. Paul will pass on the account details to John. **Action:** Paul.
- Paul, Neil and Dave still need to organise the necessary groundwork so that the climbing harness stand can be positioned at the base of the climbing wall – this is a large job and will need to form part of a future work party.

2 Census and capitation

Paul thanked everyone who got their numbers in within the required timeframe.

For the first time, the Scouts Association are billing for youth members and not adults – which worked out £10 in our favour!

The capitation bill for this year is £7,962.50 (compared to £7,972.25 last year).

The group has increased by 11 youth members and 1 adult. Total membership is 223 as of the end of January 2016.

3 Any other business

- Maggie asked that leaders put things back where they go and supervise if young members are putting things away themselves (this applies to both the games room and the kitchen).
- Dee mentioned that the pioneering course has been postponed for the time being (there is a lot work involved and needs experienced leaders - no deadline, will wait until the weather is warmer).

- Plans for the archery camp are going well - sufficient leaders (Tim, John, Pauline, Lynn, Gary, Delia and Graham) and 1-2 nights away permits. Will be offered to Scouts and Explorers only (and possibly Dylan, the one Cub who attended last year and was no trouble - Kay to ask Dylan if he would like to attend). **Action:** Kay.
- Delia has been quoted £373 for a flag for Medcalf Troop (the start up budget is only £100). **Action:** Delia to raise this at the Executive Committee meeting.
- Lynn mentioned that, for data privacy purposes, completed gift aid forms should be left in the white envelope so not visible. Darren has yet to give Lynn the gift aid forms for Collins Pack. **Action:** Darren.
- Gary mentioned that Jim and Del have approved a design for fold-up pellet catchers which, cost permitting, the group could have custom-made. Gary is awaiting the quote.
- Family Camp - 16 families so far interested, information sent out to them including adult information form. Tim was unsure whether the leaders' distribution list was correct (and, therefore, whether all sections had been kept updated).
- Paul mentioned he checks the leaders' distribution list every month or two. Paul said he would circulate this list (everyone present gave Paul permission to share this information). **Action:** Paul. Paul will be able to advise who has recently been CRB checked.
- Compass is now back on-line but with limited functionality, e.g. will only hold adult records for the foreseeable future.
- 19 March target shooting competition - date to be changed.
- All archery permits have either been renewed or are in the process of being renewed.
- Tracy mentioned that another leader is needed for Edwards.

4 Section reports

All section leaders were asked to submit section reports in advance of the meeting. These are attached at Appendix 1.

5 Group Self Review

Paul recently attended a GSL training/information day (they are held once a year). At this year's session they went through the Scout Association group development plan - a helpful tool designed to help groups identify their strengths, weaknesses, opportunities and threats ("SWOT"), and how we rate ourselves according to Scout Association categories (it was noted the Scout Association is becoming increasingly project-based and business-looking).

Paul thought the leaders' meeting was a good opportunity to share the group development plan with section leaders.

5.1 SWOT analysis

The following strengths, weaknesses, opportunities and threats to the group were identified:

STRENGTHS	WEAKNESS
<p>(Things you are good at now, and need to be maintained and built on)</p> <p>Experienced and dedicated leads Hall Van Group games cupboard Climbing wall & Equipment Target Shooting Equipment Archery Equipment Pioneering Equipment Leaders continuing training and renewing permits</p>	<p>(Things that are not good right now, that need to be remedied, changed, or stopped altogether)</p> <p>Condition of the hall Age and repair of the van Leaders not getting any younger Parents involvement Lack of joint approach with communication with parents Strong, dedicated leadership team Too big to operate as a voluntary group District lack of support (organising events)</p>
OPPORTUNITIES	THREATS
<p>(Things that will be good for the future that need to be prioritised. They need to be identified, built on and optimised)</p> <p>Parents involvement ? Young Leaders Activities to attract additional instructors/leaders</p>	<p>(Things that are not good for the future that need to be planned for and countered)</p> <p>Peacock and Edwards Beaver Leadership Membership level Scouts not choosing to camp Work intensity/extended hours Economy and expense of activities Paper work Compus Youth section age ranges Pressure of required badge work (DofE, Platinum Award, YLS, School work, etc)</p>

5.2 RAG review of development areas

The red, amber and green (RAG) review is a set of criteria against which Scout groups can check how they are performing – the intention is that Scout groups can identify what areas of support are required (if any).

Please see Appendix 2 for the complete set of questions, together with the answers agreed as a group at the meeting.

Set out below is the RAG summary – it was noted that the governance of the group was very strong and that most of the ‘reds’ related to areas currently outside our control (i.e. support from District and condition of the hall).

DEVELOPMENT AREA	RED	AMBER	GREEN	OUR RESULT
GROWTH & RETENTION	0	1	2	Amber
LEADERSHIP & MANAGEMENT	2	2	5	Amber
MEMBERSHIP	2	3	0	Amber
PARENTAL ENGAGEMENT	6	3	4	Red
SAFETY	1	5	9	Amber
TRAINING	1	5	9	Amber
TRUSTEE	1	0	10	Green
TOTAL	13	19	39	Amber

5.3 Planning matrix and action plan

Set out below are the actions agreed at the meeting and their relative importance.

		PLAN TO DO		DO NOW	
		New Hall Fund - Continue activities Parent Rosta Flexible Roles Vacancy Board New Parents Helper Pack		Beaver Leadership Management	
IMPORTANCE	HIGH				
	LOW			Leader Role review - on request, otherwise continue	
		IN THE BIN		JUSTIFY	
		LOW		HIGH	
		URGENCY			

Appendix 1 - Section Reports

Section	Response received from	Number of members, as well as joiners and leavers	Main badges/ programme highlights	Leadership status	Help needed
Philpott Beavers	Wendy	For the first time in years I do not have a full colony. I currently have 18 Beavers, having had 8 move up to Collins Pack just before Christmas and the next names on my register of interest are not 6 years old until February.	We had 10 Beavers achieve their Bronze Award, the last under the old badge system in November. Currently working on Air Activities Stage One.	Still all my fairly regular band of helpers i.e. Julie, Del, Oliver, Ashley, Lily & Molly, so still okay at the moment. They all did a magnificent job of keeping the colony going for me throughout November and December whilst I was laid up with a slipped disc. The only event we had to cancel was the Carol Singing at Crayford Sainsbury's due to lack of Leaders.	-
Peacock Beavers	Maggie	14 boys List of interest but none of age yet 3 linking to Cubs soon	Badge work continuing 3 Beaver Bronze Awards Attending Food with Fun (District)	3 Explorers, 1 Scout helping	-
Edwards Beavers	Shea	We currently have 13 Beavers invested and 1 girl to be invested within the next couple of weeks.	We have completed the Safety Badge and almost completed the Creative Badge in conjunction with the Teamwork Badge.	-	-

Section	Response received from	Number of members, as well as joiners and leavers	Main badges/ programme highlights	Leadership status	Help needed
Phillips Cubs	Tracy	Phillips Pack has 13 invested Cubs with 4 linking Beavers and one girl new to Scouting to be invested.	We have visited Pets at Home, working towards the Animal Carer Badge, completed the Science Badge and are currently working towards the International Badge that James O'Brien is taking charge of. We have a Bluewater quiz coming up in the near future along with a proposed visit to Gravesend Police Station (awaiting confirmation) and a visit from Tesco Farm to Fork.	-	-
Collins Cubs					

Section	Response received from	Number of members, as well as joiners and leavers	Main badges/ programme highlights	Leadership status	Help needed
Leigh Cubs	John	We have 22 Cubs and 2 are linking	<p><i>2015:</i> puppet making and putting on a show, outdoor cooking, firework party, roller disco, birthday parade and party, panto at the Miskin Theatre.</p> <p><i>2016:</i> Fitness Challenge/healthy eating, Morse Code (run by young leaders), pancake making and designing individual tee shirts.</p> <p>5 boys for Silver Award in March.</p> <p>We have a very nice group of boys, with more coming through from Beavers, and have had a very successful year.</p>	<p>3 adult leaders</p> <p>3 young leaders and helper for refreshments</p>	<p>We no longer need help as all's well and we have excellent helpers</p>

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Medcalf Scouts	Delia	We currently have 13 invested Scouts, 3 of whom are new to Scouting; two came via the website, and one is a friend of James (this enabled James to earn his 'Scout Mate' Badge). We also have 1 young man who is on week one of his taster sessions; he too has come along on a recommendation after moving to the area. There are two girls in our Troop.	<p>The majority of Medcalf Troop are working on the new badge system, and have earned one of their Challenge badges, and have started several others. The only exceptions have been Samuel and James.</p> <p>Samuel has completed all the Challenge badges on the old system, and is set to receive his Gold award on 4 June. Wayne is due to present him with his badge shortly.</p> <p>This achievement has motivated the Troop as they have seen what can be achieved with hard work and effort. James only needs to earn his Outdoor Plus on the old system and, he too, will gain this Gold Award.</p>	Medcalf's leadership team consists of Delia, Chris as Assistant Scout Leader and Graham is coming down each week to assist. Sophie is also coming down each week to collect subs.	At the present time, they do not have any Explorer assistance.

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Medcalf Scouts (cond.)			<p>In addition to working on our Challenge badges, we are also working towards gaining the Camper Badge, and look to take the Scouts on a night away during the warmer months.</p> <p>Sadly, one of the Scouts has been quite disruptive since he joined last year, and I have had to speak with his father because his actions have caused other Scouts to miss out on being signed off on certain tasks.</p> <p>Over the next few months, I am looking to do archery, shooting and climbing with Medcalf Troop.</p>		
Burne Scouts	Tim	18 Scouts including 4 linking Cubs 2 off to Explorers	Christmas Trees Shortbread Camp Fire 2 Gold Awards	Sean and Clive not available in first 3 weeks of February. Del helping.	Any DofE

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Earley Scouts	Paul	26 members 5 new Cubs 2 investitures from direct recruitment	Winter programme running One parent complaint concerning no Scouts during Winter Camp.	Dave as assistant leader, regularly assisted by Gary Tuffee, occasional requests Kevin Wells to help and it is good when Jack/Tom can attend. Kerry collecting subs at the beginning of the month.	-
Johnston Explorers	Jason	20 currently invested young members. 4 left, 2 for scholastic reasons, 1 decided it wasn't for him and one on health grounds. 8 new (not yet invested): 2 Burne, 1 Earley, 1 guiding and 4 from Sutton-at-Hone.	1 completed Young Leader belt, which will be presented by District once she's an adult. 1 completed Chief Scout Platinum award, awaiting response from District as to when they will award. 6/7 members actively working on the YL programme including placements and completing training. A couple have completed DofE Bronze – eventually... we have two members that have done the Silver at school Several members expected to complete Platinum award and YL this year.	Whilst Matt was enthusiastic about staying with the unit as an adult leader, his shift times have not permitted this to come to fruition and thus Matt has confirmed he will be unable assist.	We could certainly use extra support to help keep some of the more energetic members focussed, once a month or rotated would be fine. Jim continues to support the unit with the subs. Sean is bringing good ideas. Sean is on a course until 19 February, so any help welcome.

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Johnston Explorers (cond.)			<p>Formed a programme planning team of 7 YLs, who met with Sean and I for Chinese last Wednesday, which was both enjoyable and productive.</p> <p>Forward programme will include the YLs running a night each themed on elements from the Explorer IEV list.</p> <p>Upcoming items include District Monopoly run, paintball day, climbing, Edinburgh Chase, Emergency Aid and target competition. We've written to Cambria for sailing morning, but no reply yet.</p>		

Fundraising (report from Lyn)

Sport for All - application submitted, should hear April time.

Kent Community Fund – application submitted requesting funding for new tentage.

Bernard Sunley – application ready to send (this was held back from last year as we were unable to provide plans etc.)

Weston Garfield - re-applied now we have plans.

Lottery - grant application started, paperwork gathered.

Dartford Council – grant submitted, waiting for confirmation.

(Lyn is also progressing with the **Centenary dance**, drafting letter/flyer and pulling together possible list of invitees)

Appendix 2 - RAG Review

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LEADERSHIP AND MANAGEMENT					
KEY	RED	AMBER	GREEN	OUR RESULTS	COMMENTS
6. Leaders Meetings - Attendance	Not all sections represented at leaders meetings	Attended by section leaders only	Attended by all adults and young leaders	Green	
7. Moving On 'Overview'	No planned 'moving on' between sections	Some planned 'moving on' between sections	All members move into the next section when both section leaders agree	Green	
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9. Group Scout Leader	No GSL in post	GSL in post, possibly in need of management 'refresher'	Effective GSL in post who has a good relationship with leaders	Green	
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7. Moving On 'Overview'	No planned 'moving on' between sections	Some planned 'moving on' between sections	All members move into the next section when both section leaders agree	Green	
8. Waiting & Joining List 'Overview'	No management of the waiting and joining list across the group	Sections leaders manage the waiting and joining list	GSL is aware of and/or manages the waiting and joining list across the group	Amber	with three beavers and cubs, no waiting list exists. Register of interest yes.
9. Group Scout Leader	No GSL in post	GSL in post, possibly in need of management 'refresher'	Effective GSL in post who has a good relationship with leaders	Green	
10. Leaders Meeting - Frequency	No leaders meeting planned	Meetings happen less than once per school term (3 months)	Meetings diarised at least once per school term (3 months)	Green	

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LEADERSHIP AND MANAGEMENT					
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