

Step by Step in Moray SCIO

Minutes of Annual General Meeting

On 17th November, 2022 at Victoria House

Present:- Nancy Robson, Chair; Karen Delaney, Trustee; Carleen Broad, Trustee; Jane O'Brien, Trustee, Grant Cumming, Trustee, Alastair Maltman, Treasurer, Margaret McInnes, Hazel Shand, Ann Walker, Gareth Jenkins, Project Manager, Joanne Woods, Louise McBride, Rita Graham, Dawn Alexander, Ella Adam, Anne Hamilton, June McArthur, Fiona Cumming, Val Fowles, Rachael Armstrong, Anne Fyvie, Rhoda Murdoch, Jane Rossette, Fiona MacKay, Margaret Cameron, Hazel Dickson (Elgin High Church), Jill Murray, and Lorraine McLean.

Apologies:- Anne Attenburrow, Trustee: Marylyn Johnston, Stephanie Phillips, Julie Gray, Alison Devlin, Susan Lennartson, Linda Grant, Sheila Murray, Ruth Jeffreys, Trustee; and Janie Thomason, Trustee.

1. Welcome

Nancy Robson welcomed everyone to the meeting and thanked them for attending. She introduced the speaker, Francé Ludik B Ed M Music who is a specialist in using music to enhance learning in a holistic environment.

Francé Ludik B Ed M Music

'Using musical play as therapy to enhance holistic learning in a stimulating social environment.'

FL explained that music is an inbuilt ability like the ability to learn a language. Everyone is musical to a greater or lesser extent. The biggest contribution that music makes, unlike anything else, is that it involves your whole being. A happy person is a musical and creative person. Children don't have any inhibitions and they don't need to be encouraged to be engaged in the same way that adults need to be encouraged to be engaged. The musical experience will help the brain to make connections and the brain will grow stronger. Musical stimulation helps to stretch the brain, particularly in children aged 0 – 6 years old.

FL then demonstrated with the involvement of those at the AGM different techniques and ways in which both children and adults could be involved in music making even although they may have no formal training in an

instrument. It was an enjoyable experience and put across the importance of music as a way of helping people to develop and grow in a practical way. Nancy Robson thanked FL for her interesting and stimulating presentation.

2. Intimation of Any Other Competent Business

None

3. Minutes of the Annual General Meeting held on 11th November, 2021 (previously circulated)

The minutes were adopted.

Proposed: Carleen Broad

Seconded: Margaret Cameron

4. Chairperson's Report – Nancy Robson

Many of us regularly comment that the national and international news throughout the past year has been difficult to hear, some reports are patently true, others possibly not, overall the effect is one of wanting to switch the news off and set out in search of a lifeline

If you are in need of some optimistic reporting, I think you have come to the right place tonight. There are positive developments at SbyS that I am pleased to report on, a good news story.

This year SbyS has been able to return to 'business as usual' post-Covid, with confidence in our work and a renewed sense of purpose. Families, staff and volunteers were keen to restore face to face services and it's wonderful to see a return to normality with no loss to the charity's shared values or our ability to attract families to what SbyS has to offer. The warm welcome we give families is sincere and I think they know that.

We build strong relationships with families through non-judgemental interactions, offering a friendly environment in which we listen to parents and respond to their needs. We encourage family fun through play, arts and crafts, socialised snacks, stories and songs. We bolster the confidence of parents, helping to build the resilience necessary to deal with the challenges of family life.

These are not assumptions; we seek and welcome the feedback of parents and independent evaluators, their assessment confirms that our mission and

methods are on the right track.

But we are not complacent; SbyS is a learning organisation and we are learning new things every week. (As MM says, every day is a school day). We help our parents to learn through role modelling at services and through training in core skills such as cooking and money matters. Training and development for staff and volunteers is ongoing, including this year the Oxford Brain Story, Child Protection, Neglect, Revolution for Good briefings and Paediatric First Aid. We make the most of our learning which we share with partners locally through collaborative Fora.

The core strength of Step by Step is its people. We have many things to be thankful for at SbyS. Individually, our staff and volunteers are talented, dedicated and frankly remarkable. As a team, they are outstanding. May I wholeheartedly thank our staff PM Gareth, TL Margaret, our FWS, Tracy, Dawn and Siobhan, and new to our staff team, former volunteer Hazel, Play Leader Ann and our Administrator Vicky. Our volunteers give their time selflessly; the Celebration Tea in the summer was a fun way to thank you all and highlight the enormous contribution you make to our services.

As Chair I am blessed to have the support and guidance of my fellow Trustees who are knowledgeable, thoughtful, and wise. They hold firm to our values of respect, dignity and inclusion which we witness throughout the organisation and to our foundation of Christian love. Tonight we vote in two new Trustees, Treasurer Alastair Maltman and Dr Grant Cumming who add invaluable experience to our team. And we say goodbye to another, Carola Smith. Carola was the Presbytery Representative to our Board, and was someone with a wide knowledge of and deep interest in our work with families. Carola personally and skilfully contributed to a number of charities and organisations in Moray, including SbyS.

We are fortunate to have the full backing and confidence of our funders, constructive and creditable organisations such as the Robertson Trust, William Grant Foundation, Adam Family Foundation, National Lottery, the SG's Investing in Communities Fund, Tesco Community Fund and Moray Firth Radio Cash for Kids. We are indebted to them for giving us financial stability and therefore the opportunity to offer 13 services to families in Elgin, Forres and Lhanbryde.

I would encourage you to read the Annual Report on your chairs which contains more information about SbyS. I have dedicated the Report to

former Treasurer Martin Green. I think he would be pleased, as we all are, with our current stable financial position, growth in services and very positive outlook.

On the horizon - I am delighted to announce that we are putting together an Away Day in May for all of us at Step by Step, with a keynote speaker from Care for the Family. This will be an opportunity to learn from each other's experience of supporting families at SbyS. We will take time to reflect on what we offer, explore what we could do better and decide what we should celebrate. Hopefully we will have some fun, but we will come away with renewed confidence in our ability to do our best for the families who come into SbyS.

Today, SbyS has 139 families and 151 children on its register. And that's good news.

Treasurer's Report – Alastair Maltman

Copies of the accounts were circulated prior to the meeting to all who attended the meeting and other interested parties. The accounts were prepared by Ritsons who indicated that there are no reasons for any concerns in Step by Step in Moray's accounts. The finances are healthy. There was a small deficit of £1,119.00 but that does not give rise to any cause for concern.

There was an increase in rent which reflected the first full year in Victoria House, Elgin. AM advised that the cost of staff training had increased but commented that during the previous year, training had been curtailed by Covid. The grant from the National Lottery Fund has increased but it is restricted to staffing salaries and training.

AM explained that for the purposes of clarity cleaning in the accounts for 2022 was shown separately when it was not shown separately before.

Funding has been secured and SbyS has sufficient to continue operations until Spring 2024 (assuming no new funding). AM said that GJ, project manager, works hard to retain existing funding and to obtain new sources of funding. AM expressed his thanks to every one and every organisation who offers funding to SbyS.

5.1 Adoption of Accounts

Proposed: June McArthur

Seconded: Karen Delaney

6 Election of New Trustees

Proposed: Nancy Robson

Seconded: Jane O'Brien

6 Re-election of the Chair: Nancy Robson

Proposed: Karen Delaney

Seconded: Alastair Maltman

7. Re-election of Office Bearers

Dr. Jane Thomason as Deputy Chair;

Proposed: Margaret Cameron

Seconded: Nancy Robson

Jane O'Brien as Secretary;

Proposed: Margaret Cameron

Seconded: Nancy Robson

9. Re-election of Board Members (en bloc): Anne Attenburrow, Carleen Broad, Karen Delaney, Ruth Jeffries

Proposed: Margaret Cameron

Seconded: Nancy Robson

10. Questions on Business and AOCB

None received.

11. Close of Meeting