



**Student Scout and Guide Organisation
Handover Meeting
Loughborough University.
14th March 2009
10.45am**

Present:

Darren Clowes	Chairperson 2007-2009
Emma Dean	Secretary 2008-2009/Chairperson 2009-2010
Matthew Lewis	Treasurer 2008-2010
Paul Thompson	Members' Officer 2008-2009
William Brown	Members' Officer 2009-2010
Heather Coupe	Publicity Officer 2008-2009
Kirstie Wright	Publicity Officer 2009-2010
Adrian Wray	The Scout Association Representative
Becky Broughall	GirlguidingUK Representative

Apologies:

Sam Robinson	Secretary 2009-2010
Adrian Wray is in attendance rather than Emma Saunders	

There was no set agenda.

Approval of Minutes: Minutes from 20th Feb 2008 were approved and signed.

Rather than giving individual reports it was suggested that for a review of the work done by the exec over the last year everyone took a look at the reports in the AGM minutes.

In addition to this Daz has made a few changes on the website, added minutes and made the VAT update in the online shop.

Issues for incoming exec:

- Hesley Wood-the box that moves from rally to rally needs to be acquired and returned. **ED to take a lead on sorting this out**
- SSAGO flags-2 flags were purchased by the 2006-2007 exec but one has never been seen. All in favour of writing this off and at present not replacing it. The exec will keep hold of the flag and will be responsible for taking to and from rallies.

- Both Leicester and Crystal Maze Rally have outstanding accounts. **ML to sort this out**
- The new exec should be aware that the Guiding Centenary launches in September this year (2009)
- Website-the club directory needs updating. As a matter of urgency all the passwords to the website need changing as someone has been making updates in November and February but none of the exec have done this. There is a big link to 2007 which needs updating to 2010. The website blurbs for the exec need updating. **DC will take responsibility for changing the exec email addresses to the new exec**
- Suggestion of looking into a virtual office that redirects mail, it is easy to change address through this which is especially important for CRB returns.
- Telephone system needs updating with the new exec numbers **ED to take responsibility for updating this.**
- Individuals and clubs who have caused problems within the past year were discussed and noted by the upcoming executive.
- There are a few clubs doing Laser Quest. Suggested that the Activity Guidelines, Behaviour and Disciplinary Procedures Policy Document could be split but the factsheets lay things out more simply and refer back to the policy docs which means the policy docs can be kept to a minimum.
- Constitution-needs rewriting following the AGM. **DC in the process of doing this**
- Once the constitution is made live the exec assistants need appointing.
- Becky let us know that she steps down in September and at present does not expect to be replaced
- International Events-As it stands any SSAGO group who is going away goes through local Scouting and tells SSAGO of the event. Jon Bell-Chair of the ACC Internationals is currently reviewing this. **AW to chase this review as he thinks it will end up moving so as all goes directly through Gilwell.**
- Roverway-A Network Event in Europe this summer, a jamboree for 16-21 year olds. If a SSAGO member is going who is a member of GirlguidingUK then they do not need the SSAGO paperwork to be completed as they will be going with the Guiding contingent. If a SSAGO member is going who is a Scout then they should go through the ACC International and not go as the Guide contingent. If in SSAGO and not a member of TSA or GirlguidingUK then The Scout Association will not offer any insurance.
- Essex Banner-a new one has been purchased and an invoice sent, ML handed cheque across to AW to pass on. SSAGO to chase for money from those involved. **KW to try and get hold of the banner when at home to see if names can be deciphered**
- Facebook group-**ED to speak to Charlie about passing this over completely. The officers in the group need changing.**
- Publicity-posters and leaflets are urgently needed. Need some things produced that is aimed specifically at new clubs. Publicity has been sorted since 2006-2007
- Two policy documents are needing to be written, one for the use of national SSAGO publicity material and one for the awarding of the cutlery cup.
- A letter is still to go to Student Unions informing them of the need for members to be CRB/DS/ANI checked. If someone fails a CRB they may be

banned from SSAGO but they may not be banned by their Students' Union. The draft letter for this needs to be approved by the HQ reps.

- CRB-there is to be a significant change in October to the CRB process-the policy document and factsheets will need rewriting following this. AW informed us that TSA are waiting for confirmation as to how this would work. At present it seems that 18 year olds with contact with children need vetting but those without the contact do not. However it is being pushed for everyone to be vetted. There will be a 5 year lead in time for this so the system would start with new members and redo older ones if necessary when it becomes possible. These will be transferable between organisations so people only need one CRB. Due to these changes it will be essential that Leeds Rally is on a closed site.
- Rally attendance-the system enforcing only those who are fully paid and CRB checked members can attend rally is working. If the site is not closed there must be consultation with site staff as to what they are prepared to do in the event of non CRB members being present.
- Laser Quest-currently we do not follow through with punishment of those who break the rules and go to laser quest. Some kind of punishment must be implemented even if it seems that a club is being picked on to make an example of them. The advertising of the event must be categorically linked to it being SSAGO to take any action.
- Upcoming events-Leeds are wishing to hold their rally at Bramhope-clarification is needed as to whether SSAGO is actually banned from this site. **ED to take a lead in investigating this.** Stu to be consulted before speaking to the campsite.
- Silly Hat Rally-keep an eye on this as it is a bunch of 'old gits' again. Make sure Paul is still 'into' SSAGO. Paul must ensure that he keeps in touch with the exec.
- Home Contact Changes-Changes are being implemented for the home contact system-we will be notified of what these are when these occur.
- Medical Forms-A health form review is needed over the next year. Are two copies needed and does the one handed in need to be in a sealed, signed envelope? Exec to look into this.
- Accidents at last rally-HQs need informing of these. **ED to chase Kev regarding getting the forms in.** SSAGO have a direct replica of the TSA forms for their records. If the injured party is definitely sure they will not claim then they need to write and sign a letter saying so but really the incident should be reported whatever and an accident form should be filled in.
- TUGS-Newcastle SSAGO want to become a club. Paul has not heard anything back from them for a while and wishes to contact the union as they have been calling themselves a Scout and Guide Club for 3 years without being members of SSAGO. **SR has contacts with the club so will try and make contact.** The club will be given 8 weeks to register and pay up or they will be closed down and local Scouting and Guiding will be informed. If there are any problems the matter should be taken to the HQ reps.
- York-this was a new club last year but all the members have disappeared and new members are attempting to start a new club. All in favour of not taking membership from them this year as they are a new/struggling club
- Coventry-these want to become a club

- How to Run a Rally-PT is still writing this. **PT to sort a draft asap to help those running rallies!**
- There are 606 members and nearly all of them have paid
- PT donated his 'SSAGO Hat' as the Members' Officers mascot
- HQ reps were informed that we were changing the way events were financed so as SSAGO nationally has more control of the finances. Clubs have a specific timeframe for accounting and after this the account is taken off them and any money they require out of it they have to apply to the SSAGO treasurer for.
- Factsheets-there are still a few to be written. **DC happy to be asked which ones are essential is exec are unsure**
- The name of CRB process in Ireland has changed from POCNI to ANI. **ED to check if the actual process of checking has changed or just the name**
- AW thanked DC for all his hard work and the guidance he has given SSAGO. Whilst there is still a way to go to get all clubs reporting accidents and following all rules and regulations, SSAGO has a much better name thanks to Daz's hard work.
- SSAGO spam emails-the HQ addresses need to be changed as there is too much spam coming through
- Acronyms-BB requested we don't use GGUK or SS, use GirlguidingUK and Senior Section.
- Each year we are supposed to have an article in Scouting and Guiding magazines, the March edition of Guiding had an article but it has been a while since we hit Scouting magazine. Be careful what goes in these, Southampton got into Scouting through their Explorer Belt but as members of SSAGO alone people can not do the Scouting Awards.
- BB to see whether we can log onto the website to see the Guiding manual as the current copy held by the exec is out of date
- Missing, scanned minutes from the past few years need to make it onto the website. **ED to take a lead in getting these uploaded.**
- Leeds Rally want to try and publicise through the local news. All present were dubious about this as being drunk is not good publicity. All activities would have to be well named and what people say and do when reporters are present will have to be watched. If it brings a bad name for Scouting and Guiding this will be picked up everywhere. If we want SSAGO promoted they should be getting reports from the units to promote the good work we do. **KW to see if HQ will come and run the media.** It should be recognised that it will not be SSAGO who is promoted or slashed but Scouting and Guiding in general. **ED to speak to Leeds tonight and send them an email detailing our concerns.**
- Nominations for Cutlery Cup were discussed. Jenni Willott from Aberystwyth was chosen as the winner. Cutlery Cup will be passed to ED tonight who will pass to BB to take to Aber when she is home at Easter!

Meeting closed: 12.15pm