



## SPLASH AWAY DAY 08-01-16

In attendance: Kate Tapp (Trustee), Helen Laughton (Trustee), Zena Fisher (Committee), Abbi Sage (Parent), Cathie Wreford-Holden (Parent), Luke Abbott (Playworker), Kirstin Patterson (Committee), Vicki Mcleod (Parent), SJ Lowson (Administrator) and David Cox (Teignbridge CVS).

Paper consultation transcribe:

**Peoples Priorities for SPLASH:** Each person given a strip of stars to vote with – they could place their stars anywhere of importance to them.

Service in the Holidays	35 ★
A fit for purpose venue	13 ★ Little Ducklings is difficult for wheel chair users. DIY SOS could be a good idea...
A consistent and well trained staff team	21 ★ Could we offer work for half the holiday to some students to help retention of staff?
Other - you tell us	More parental involvement Physical outdoor activities Reasonable distance to travel One point of call staff member Not in a school setting - children need to differentiate 'Holiday'

### I can help...

- I can join the committee: Marcelle Perkes (taken from survey), Abbi Sage & Cathie Wreford-Holden.
- I can hold committee recruitment coffee mornings (with cake)!: Cathie WH
- Dave Ray, Bronte's dad is an architect who is doing a couple of jobs in Buckfast Abbey - he works for *Form Design* who have interest in social responsibility projects.
- Kay, Bronte's new escort could be a candidate for play leader – I will find her number.
- Mike Mcleod MHM Design could help with CGI images and architectural services.
- Luke can liaise with Buckfastleigh Town Council
- Cathie W. Holden knows Sam who works for ASDA who may nominate our project to become an ASDA community project.
- Could we pay people to do the job of Trustees or at least some of those jobs?

- Buckfast Monks are loaded could we work with them?
- I know one of the crew on the DIY SOS Team - Kate &
- Kirstin: Bottom line is I haven't got the energy to be a Trustee.

### **Notes from meeting:**

The meeting chose not to merge with Bidwell Brook – these are their reasons:

- Merger attractive in terms of amenities but most important for **all** parents who have feedback is provision during the holidays:
- The Hollow Lane model: High numbers of children, reduced provision in the holidays (12 days per year) therefore merger would mean a reduction in service.
- Some parents whose children attend Bidwell fed back they didn't want their child spending all of their time in school.
- Some parents whose children don't go to Bidwell are concerned they may lose provision
- Many are concerned that merger would mean the loss of SPLASH as parent led charity which has served families in Teignbridge for 21 years.

To remain independent problems need to be solved:

### **Staff retention:**

Could we operate a pay scale?

For those that stay with and build their training portfolio their wages increase.

Operate so all staff gain qualifications.

Create an availability chart of current staff team (two finish university this year and will only be working for us at Easter)

If we deliver 5 groups in 3 days per week (condense activity) we may attract more staff as they will have 5 days off per week (including weekends) during the holidays.

### **Training requirement:**

In the short term: Makaton, Behaviour and PECS

Build a cyclical training programme:

Discussion around using the same provider to reduce costs – concern voiced that a variety of trainers may be healthy for scheme but certainly building up relationship with core providers may reduce cost.

### **Finding a fit for purpose centre for SPLASH:**

We are struggling at Little Ducklings because it is not fit for purpose for all the children/young people who attend – but in so many ways it is a good resource: Its close to a park; the town and swimming pool; it has enclosed outdoor space, its near to the A38, the costs are reasonable and the owner goes out of her way to make it easy for us to use.

It was agreed at the meeting that we would explore development options more carefully and create a business plan for an all year round provision providing recreational, informal learning and training opportunities for children and young people with additional and

complex needs age 0-25 in or around Buckfastleigh (please see Splash develops a fit for purpose centre in Buckfastleigh PDF).

In the short term we will look for alternatives in and around Buckfastleigh.

Options to be explored:

The Children's Centre under the Church in Buckfastleigh: Speak with Tom the Vicar

The Catholic School (St Mary's)

South Brent Children's Centre

The Main building in Victoria Park

**Sustained holiday provision is a priority for SPLASH families:**

When looking at the Hollow Lane model (they only run for 12 days over the holidays – but they cater for a lot more children over that time): "I need ALL of the holidays - I have waited two years to be allocated 2 days a week in the holidays I don't want to give that up now - I need it to give some focus to Luke's sister – she knows this is her time. Provision in ALL of the holidays (1 to 2 days per week) is really important.

An idea from Luke: What if we run 3 days per week but instead of it being centre based we just go out on trips?

Feedback from Abbi – Emilie enjoys the centre days as well as the trip days - she likes the creative side - having a base is important.

So what if?

We run 5 days activity days for 12 SPLASH children over the course of 3 days e.g.

Day 1 (Tuesday)

Sensory Centre Day + Adventure Trip Day (24 children/young people in all, 12 in each group)

Day 2 (Wednesday)

Centre Day: With a wide variety of indoor activities catering for a wide range of interest and need. Activities may include walking to local activities that can be reached on foot e.g. helping on the community garden, swimming, shopping. (12 children/young people in one group)

Day 3 (Thursday)

Adventure Play Centre day and Sensory trip day (24 children/young people in all)

Maximum amount of play days facilitated per week would be 60

**Management:**

**We need a strong manager:** Both Cathie and Kirstin know potential candidates.

To attract a strong manager we need to develop an attractive package; increase pay and hours (provide regular hours in term time as well as in the holidays), facilitate holidays being taken in holiday times as well as term time.

The manager and coordinator/administrator need to be given the capacity (hours) to liaise more closely and together develop an efficient operational plan.

We also need to recruit two new Deputies and think about how to make it attractive to potential candidates (please see above).

SJ has confirmed she would like the manager to work more closely with her on Playscheme admin e.g. staff/child allocation, risk assessment etc.

SJ is interesting in her role building into a development/coordination role for the next phase of SPLASH's life - with regular opportunities to deputise/manage play-scheme which will aid development work.

**We need to build the committee:**

Cathie happy to hold recruitment coffee mornings

We need to reduce the amount of work the Trustees have to do

We need more parents on the committee with less responsibility

For Cathie it is best if meetings are held in the daytime.

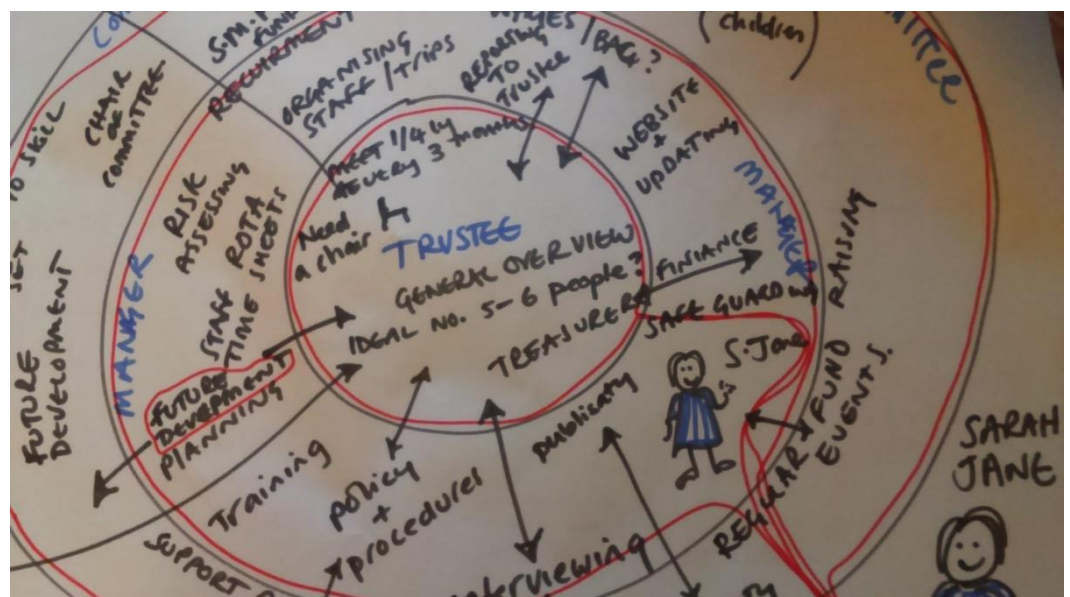
**We need to recruit more Trustees:**

Parents, People from complimentary professions: social workers, Doctors etc. People not connected with SPLASH e.g. solicitors. David Cox has got a possible new Trustee for us – he will talk to him further and invite him to our next meeting. SJ to explore whether the monks may be interested.

SJ to work with Nick K to develop a promotional leaflet for Trustees and committee members to use when in potential recruitment spaces.

In three Groups Away Day participants looked at 3 current issues and drafted plans for: The Committee, the Management and SPLASH development:

**Potential Committee Model:**





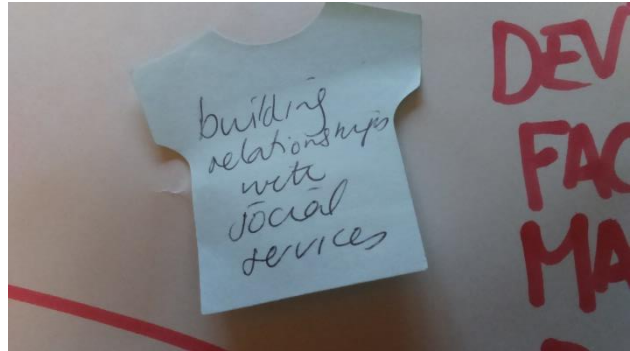
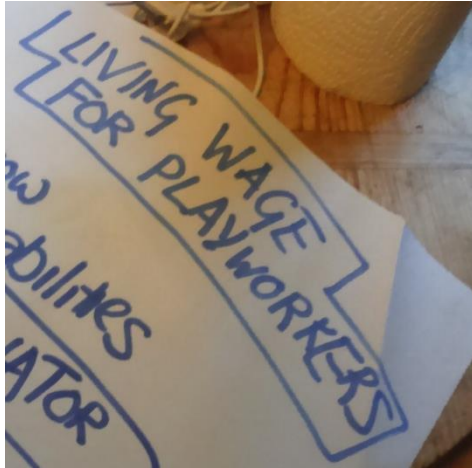


Other responsibilities to be taken on:

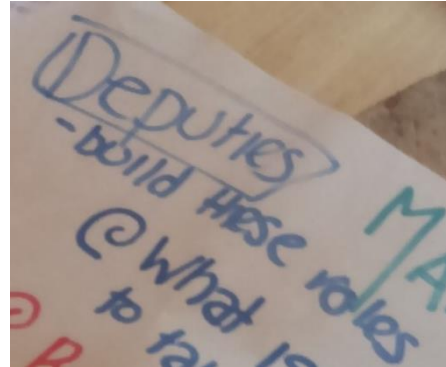


And: Supervision/Appraisal

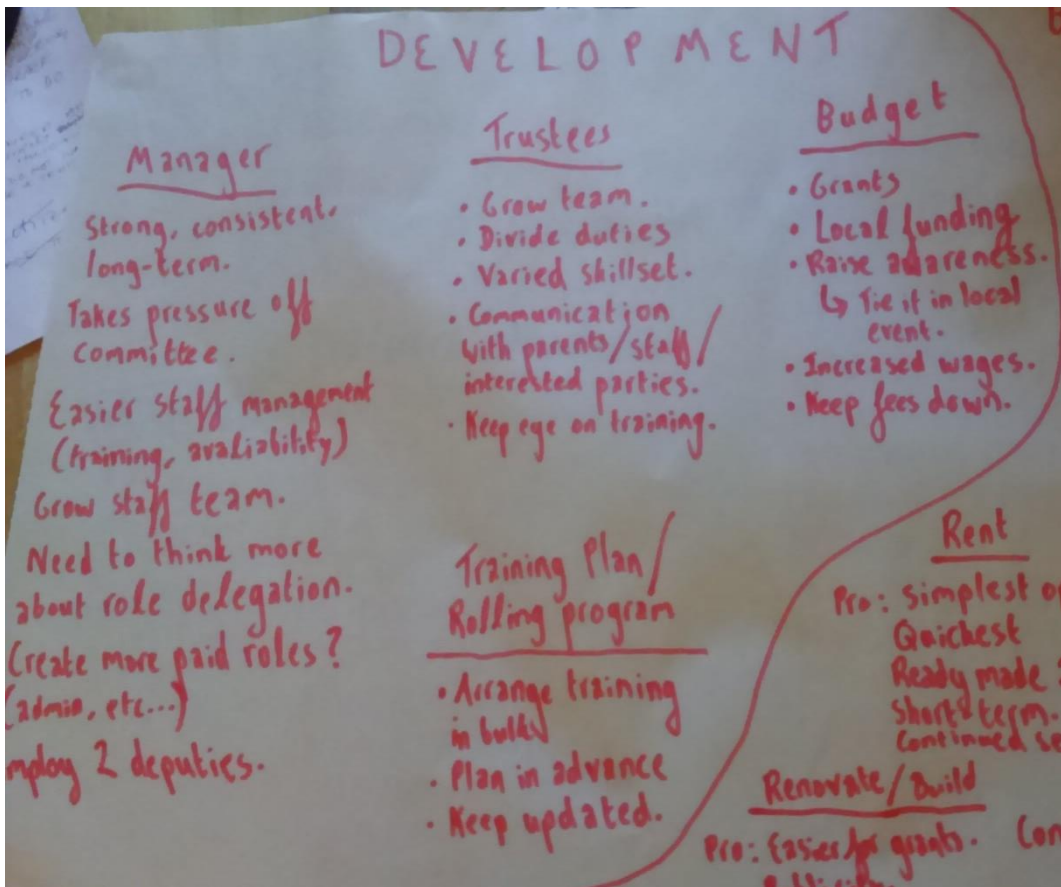
For the Playworkers:



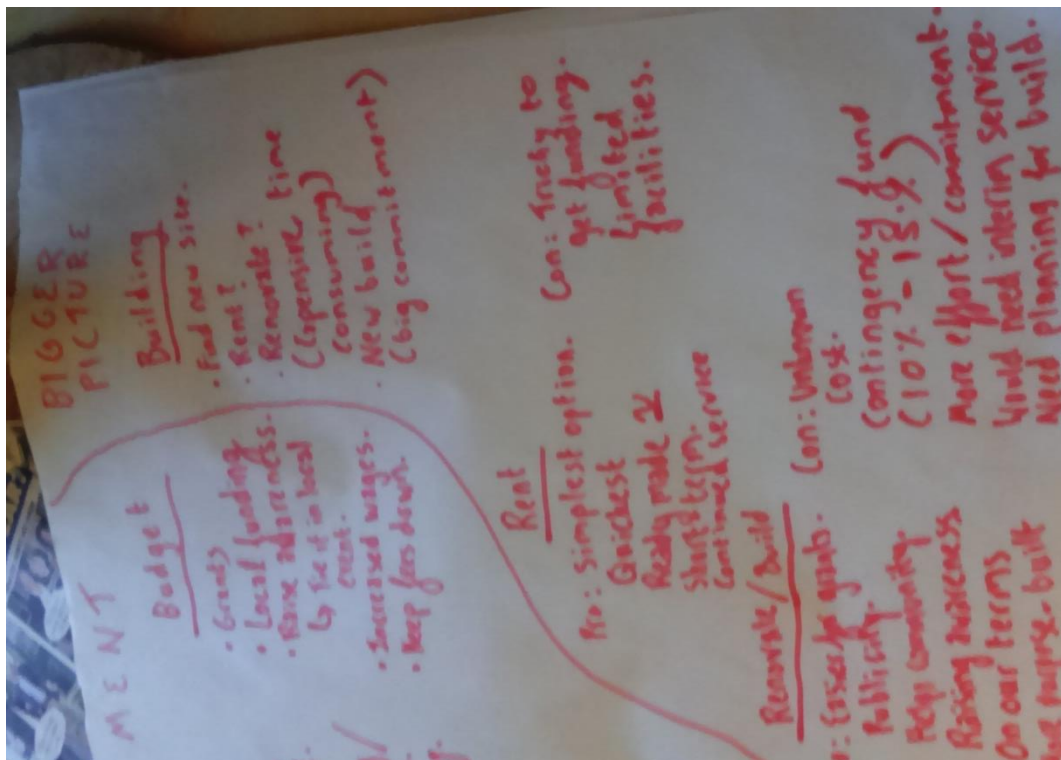
For the Deputies:



Potential Development Model (The structure):



## Potential Development Model: The Bigger Picture



### Next steps:

- SJ to draft a staff budget with a manager working 1.5 days per week term time and 3 days per week holiday time for 2016 for the Trustees to decide whether they can increase the contracted hours in the hope of attracting and retaining a strong manager.
- Kate to contact previous managers and Deputies to see whether they are interested in becoming interim manager Feb half term and Easter at higher rate of pay.
- Kate to set a date for a Trustee meeting in the next couple of weeks to review action plan.
- Kate to welcome new trustees
- David to invite potential Trustee to above meeting and keep searching...
- SJ to talk with Candy at Little Ducklings re: our plans
- The Committee to inform parents of SPLASH plans and invite them to the Annual meeting in February in the hope of attracting at least one new parent Trustee this year. This could be done in the format of a newsletter (SJ to support action).
- SJ to explore short term options for SPLASH to operate out of and continue service whilst a permanent venue is created.
- JD/Person spec for Manager, Coordinator and Deputies (subject to budget being agreed) to be drafted by SJ for Committee approval.
- Staff recruitment process to be undertaken: Manager, Deputies and Playworkers.
- Cathie to liaise with Kate re: dates for recruitment coffee mornings and circulate dates to meeting attendees (who may want to join).

- SJ to write to the Financial Director of Buckfast Abbey re: potential involvement in Mill development.
- SJ to explore potential partnerships and feasibility of site development in Buckfastleigh more thoroughly .
- SPLASH Committee to decide which long term development opportunity they wish to pursue.
- SJ to develop a Business Plan in consultation with Trustees.
- The Committee to liaise with Luke re: upcoming community events/fundraisers we could get involved this year in Buckfastleigh to promote SPLASH.
- David to work with SJ to register SPLASH for Gift Aid
- SJ to work with Nick K to develop a SPLASH leaflet and update website to support recruitment drive and development process.
- SJ to attend Teignbridge CVS workshop on CIO/CIC

With thanks to everyone who attended the SPLASH Away Day – What a lot has been achieved.

Onward...

