**West Coast OWL Nest Meeting 07/06/2021**

Attendees: Susan Pettie (Chair), Rosamonde Birch. (Secretary), Judith Bullivant (Public Liaison) & Lynne Crawford

Apologies: Heather Beaton (Treasurer)

Skill Share Planning (Matt from A.C.E joining meeting) 19:30 – 19:45

* Roz and Matt had previously chatted over the phone about the upcoming session.
* Agreed: Sat 3rd July 1-4pm, to include:
  + Welcome and A.C.E Tour (session will be based at top of site)
  + Fire Making (fairy fires)
  + Kelly Kettle (tea/coffee)
  + Bannock tasting
  + Fire side conversation
  + Axe throwing
* Covered classroom area available on site. Midge protection to be brought by attendees.

Agenda Items for Steering Group Meeting 19:45 – 20:25

1. Outstanding Agenda Actions and Items
   1. SLCVO document – all agreed. Susan will email to Jo-Ann
   2. Kat (Learning Landscapes) – Roz has been unable to catch up but will follow up this week
   3. Climate Feis
      1. Roz has registered West Coast OWL on their participant website
      2. Roz meet with Sara and Trish (co-creators) and has the logo and confirmed at the meeting they will have a website page for the daily outdoor learning and wellbeing activities WCOWL is posting and can include these on their Instagram daily during August.
         1. Roz will create JPEGs for Facebook and Instagram
      3. Roz has received daily activities from WCOWL members and Judith has offered some of her ‘Little Book of Spells’ for the daily posts.
   4. Launch event
      1. Proposal to have it in August just before schools return for parents and teachers to be able to join in for the day. Suggested week, wk/c Monday 9th August and to host on a weekday. (schools return on Monday 17th August) Link into Climate Féis August month.
      2. Need to apply for OWL Scotland funding ASAP – 8 weeks prior to launch event for applications.
      3. Roz, Judith and Heather meeting in the next week to draft application.
   5. Laura Turtle – Susan contacting her to check on use of Balmacara woods for launch.
2. Reflections on members meeting
   * 1. Great to have everyone together online with good attendance and positive conversations about outdoor learning and peer support for practitioners.
     2. Wonderful to see that we are a group of members complementing each other with skills and support where advice is asked for.
3. Funding and Treasurer Updates – moved to next meeting
4. June 11th OWL Scotland Bulletin
   1. Roz will draft a short update from WCOWL on the skills share and Climate Féis. To be emailed and confirmed by steering group.
5. Insurance
   1. Judith will investigate the Forest School recommendations and feedback at next meeting. Group preference is to hold insurance as WCOWL and also follow OWL Scotland guidance for hiring trainers.
6. Policies
   1. Privacy Policy – Roz has uploaded this onto the OWL website system
   2. Safeguarding – Roz will check and upload onto OWL website system
   3. Child Protection Policy – TBC
7. AOB
   1. Lochalsh Collaboration
      1. Judith mentioned groups are being invited to sign up – can we do this as WCOWL? Double checking communications and all agreed happy to be a local organisation within the Lochalsh Collaboration.
   2. Thank you to Judith for taking on the role of Public Liaison
   3. WCOWL now has a spot on the steering group to fill
      1. Proposal that we informally mention at skills share to invite any new members to join steering group.
      2. Proposal to additionally promote the sixth role at the launch event.
   4. Parents engagement
      1. Susan will draft an update to her local contacts
   5. Wider Engagement
      1. Judith drafting an invitation to join and follow Facebook to schools via her headteacher contacts locally.
      2. Roz taking lead on Social Media promotion – Sharing a post across groups in Wester Ross and Skye who might want to follow the Facebook page or sign up as members.
      3. KLCT CommUnity News – Judith happy to draft an article and we will be able to include photos from July 3rd skills share.

ACTIONS:

* Roz – confirmation email to WCOWL members for July 3rd
* Susan – SLCVO doc to Jo-Ann
* Roz – Climate Féis. Drafting JPEGs and will bring exemplars to skills share. Using materials shared from members and Judith.
* Judith, Roz and Heather - meeting to draft funding application in readiness to meet 8 week deadline for launch event.
* Susan – Laura Turtle
* Roz – OWL Scotland bulletin draft.
* Judith – Insurance enquiries
* Roz – Policies. Checking what is uploaded on OWL website and adding Safeguarding
* Judith – Lochalsh Collaboration
* Susan – emailing parent contacts
* Judith and Roz – wider engagement and promotion