

## RSCDS Aberdeen - Action Plan

### Theme I - Outreach and recruitment

**Objective - to increase the profile of RSCDS Aberdeen and the recruitment of new and returner dancers by all appropriate measures.**

Aim	Action	Responsible person	Timescale	Monitoring
1.1. To redesign the Branch website so that it : <ul style="list-style-type: none"> <li>• is attractive, contemporary and intuitive</li> <li>• is capable of supporting photos and videos</li> <li>• includes Committee minutes, Branch policies and procedures, etc.</li> <li>• includes links with other local/national groups</li> <li>• includes a members area with a "forum"</li> <li>• is regularly maintained (as is the case now)</li> </ul>	1. Establish a small working group, which may consult other individuals, including members with specific expertise, and create a new website by the time of the next Branch AGM.	Working group to be appointed	June 2012	Monitor the activity of the old and new websites. Survey the membership by email pre/post redesign.
1.2. To maximise press coverage and publicity in cost-effective ways, making best use of the existing RSCDS "Dance Scottish" brand and, when appropriate, highlighting that people may come along on their own or with friends/partners.	1. Branch Press Officer (PO) to take every opportunity to issue timely, well written, press releases. 2. Committee to agree distribution lists for posters/fiers advertising classes, with details of deadlines, mailing room contacts etc. 3. Branch Committee to consider a schedule of advertising, in selected publications, at times suitable for our recruitment cycle, with a standard advertisement design (Dance Scottish Brand) agreed by Committee.	FM  LW  FM/Branch Committee	1. Ongoing  2. June 2012  3. June 2012	New members/enquirers will be asked how they heard about the Branch/classes. Information to inform future decisions about advertising.
1.3. To harness the opportunities presented by social networking sites such as Facebook, particularly to encourage lively discussion, sharing of photographs and communicating with members, as well as becoming a valuable source of publicity.	1. Publicise the recently created RSCDS Aberdeen Facebook page in forthcoming newsletters/emails, and encourage people to join in the discussions, share photographs and vidoes, and post news and events of interest to fellow dancers.	FM/LW	Ongoing	PO to report monthly on activity and "likes" of Facebook page.
1.4. To ensure that the Branch has supplies of publicity material, e.g.fliers, business cards, to provide Branch information and contact details easily and quickly, to interested people.	1. Branch Committee to have publicity materials, using the Dance Scottish brand, available to down-load from the website. Supplies to be available at all public and Branch events.	FS	February 2012	

<p>1.5. To hold a Dance Scottish event/programme each September, possibly including class enrolment, during the weekend prior to the start of classes, which may vary in nature depending on the focus for that year, but will generally have an outreach element.</p>	<p>1. Branch Committee to consider outline proposal and start the planning process by at least November each preceding year.</p>	<p>IM</p>	<p>Planning to start by November 11</p>	<p>Evaluate attendance and feedback at the event. Record new members due to event.</p>
<p>1.6. To explore opportunities for community involvement and aim to increase, year on year, the number and variety of occasions when we are able to participate, e.g.</p> <ul style="list-style-type: none"> <li>• Tartan Day/St.Andrew's Day</li> <li>• entertaining at Day Centres, lunch clubs, functions</li> <li>• establish links with other cultural/heritage groups e.g. NTS, Burns' Society, Scat, Wallace 700, Abereen and NE Festival.</li> </ul>	<p>1. Branch Committee to consider re-instating Demonstration Class to enable preparation of a team for formal occasions such as Corporate events/Festival appearances (see Adult Class theme).</p> <p>2. Committee to debate the criteria to be applied to public displays, considering the minimum standards and preparation required and availability of teacher(s) to lead.</p> <p>3. Be in a position to capitalise on any opportunities to reach the public with attractive displays, participation.</p> <p>4. Recognise and publicise the demonstrations by young people from City Moves/Craigiebuckler.</p>	<p>Branch Committee</p> <p>Branch Committee</p> <p>IM</p> <p>Branch Committee.</p>	<p>1. Jan 2012</p> <p>2. January 2012</p> <p>3. March 2012</p> <p>4. Ongoing</p>	<p>Review the opportunities which have been taken up to showcase dancing each year, along with any which were offered but declined.</p>
<p>1.7. Image issues-</p> <p>1. To encourage a tolerant and inclusive attitude within RSCDS Aberdeen, which recognises that members have differing aptitudes, fitness and priorities, with room for people to enjoy Scottish country dancing in their own way within its classes and events. (See Benefits of Membership Theme)</p> <p>2. Create a more professional corporate image</p>	<p>1. Ensure that there is a range of classes to appeal to all members, whatever their age, stage or ability.</p> <p>2. Increase the number and range of events run by the Branch, with a deliberate variation in degree of formality, to address the preferences and abilities of dancers within the membership.</p> <p>3. Regularly highlight that Scottish country dancing can be enjoyed at all levels of attainment, and that while RSCDS Aberdeen aims to enable all dancers to dance to the best of their ability, the Branch must meet the needs of all members. (Newsletter article in December 2011)</p> <p>4. Consistent "branding" of quality publicity materials.</p>	<p>1. FS/Branch Committee</p> <p>2. (see Benefits of Membership theme)</p> <p>3. FS</p> <p>4. LW/FS</p>	<p>1. March annually</p> <p>2. Oct 2011</p> <p>3. Ongoing/ Article in newsletter December 2011</p> <p>4. Feb 2012</p>	<p>Members of the Committee to form an opinion of progress in addressing this view of RSCDS Aberdeen and feedback to the Committee annually.</p>
<p>1.8. To build up a bank of good, contemporary photographs which reflect the enjoyment of dancing within the Branch, and are suitable for use in the newsletter, publicity material, Facebook page or press releases.</p>	<p>1. Ensure that the Branch comply with any legal or best practice guidelines regarding the taking and publishing of photographs, especially of children, but also for adults.</p> <p>2. Arrange for selected members to "cover" various key events in the dancing calendar and ensure that people are at least given the opportunity to opt out.</p>	<p>1. FS</p> <p>2. Branch Committee</p>	<p>1. Jan 2012</p> <p>2. Ongoing</p>	<p>Branch Committee to review selected photographs each April.</p>

## RSCDS Aberdeen - Action Plan

### Theme II - The Beginners' Experience

**Objective - To encourage people new to SCD and the Branch to continue learning, attending classes and social events and maintaining their RSCDS membership**

Aim	Action	Responsible person	Timescale	Monitoring
2.1. To ensure all people attending our Introductory and Improvers' Classes feel welcome, involved and encouraged to enjoy and appreciate SCD.	1.Enable the Class Secretary have a key role in this. 2.Provide a Welcome Pack for all new members to include a letter of welcome, the most recent newsletter and a leaflet about RSCDS HQ, 3. Have one of the Dance Scottish "banners" at these classes. 4.Branch Chairman to attend these classes at least once each per term.	FS LW/FS  FS  FS	Sept 2011  Ongoing  Ongoing	Class feedback forms to include section on this issue.
2.2. To encourage a high standard of dancing amongst inexperienced dancers while also building confidence and promoting the enjoyment and appreciation of dancing, so that they are in a position to participate in social dancing at a early stage.	1. Class teachers to consider whether every 5 <sup>th</sup> class might focus on reviewing dances already taught rather than teaching technique. 2. Teachers of Introductory/Improvers' classes to consider inviting selected good dancers to class on occasion.	JS/IM	1.Ongoing  2. Ongoing	Teacher /class member feedback over the next three years beginning with 2011-12
2.3. To encourage inexperienced dancers to feel able to attend our social events within their first year of dancing, supporting them so that they increase their confidence and enjoy the experience .	1.Branch Committee to re-consider including Christmas/Spring Dance tickets in the term fee for Introductory class members next year. 2.Teachers of these classes to positively encourage attendance at our social events. 3. Run a Beginners' party for the Introductory/Improvers' classes around March each year. (See benefits of Membership theme) 4.Ensure Summer Socials are managed in such a way as to facilitate the integration of inexperienced dancers. 5.Ensure the Spring Dance programme in particular is structured with the needs of the inexperienced dancer in mind.	1. Branch Committee  2. JS/IM  3.JS/ IM  4. Branch Committee  5. Programme Committee	1. May 2012  2. Dec 2011  3. Mar 2012  4. May 2012  5. Mar 2011	Monitor numbers of members from these classes who buy tickets/attend the Dances and come regularly to Summer Socials over the next three years.

<p>2.4. To recognise the importance of making and enjoying new relationships and a sense of belonging, and the potential impact that could have on the decision to continue attending the next term/year.</p>	<p>Branch Committee to explore ways of increasing the opportunities for socialising during classes and outwith class.</p>	<p>FS</p>	<p>Introduce during Session 2011-12</p>	<p>Include section on the social aspect of the class in the feedback form.</p>
<p>2.5. To become more aware of the extent of, and reasons for, people leaving our classes and organisation within the first two years of joining</p>	<p>1.Class members will be encouraged to complete feedback forms at the end of each session, issued the week before the last class of term and returned on the last week, collected in a class envelope by Class Secretary for forwarding to the Branch Secretary . 2.People who do not return for the next term or year will be sent a questionnaire, again to be returned to the Secretary.</p>	<p>FS/LW</p>	<p>Introduce during Session 2011-12</p>	<p>Feedback information and drop-out rates to be reported to the teacher and Committee each term.</p>
<p>2.6. To explore the potential for RSCDS Aberdeen to link in with the City Council Adult Learning programme for Introductory classes,, which would significantly reduce overheads, while harnessing existing publicity/enrolment systems.</p>	<p>Branch Committee to explore and consider pros/cons if this option is feasible.</p>	<p>FS</p>	<p>March 2012</p>	<p>Any decision to be enacted by 2012-2013 session.</p>
<p>2.7. To consider, as an alternative to the above, whether rotating our Introductory Class around various neighbourhoods in the City would be helpful/feasible.</p>	<p>Strategic Planning sub-committee to consider and report to Branch Committee.</p>	<p>FS</p>	<p>March 2012</p>	<p>Any decision to be enacted by 2012-2013 session</p>

## RSCDS Aberdeen - Action Plan

### Theme III - Our Activities for Children

**Objective - to ensure that our children's classes are taught to a high standard as appropriate to their age and stage, with the emphasis on enjoying dancing, and to encourage children and young people in our organisation to participate in social events and, in due course, become involved in the adult activities of RSCDS Aberdeen.**

Aim	Action	Responsible person	Timescale	Monitoring
3.1. To ensure a high standard of teaching in our classes.	1. Maintain twice yearly meetings (Sept and April), to which any teachers of SCD to children in and around Aberdeen may be invited, to exchange ideas, best practice and information. 2. Youth Coordinator to be responsible for distributing information between meetings, including HQ E&T developments, or relevant meetings/workshops, TAS activities. 3. Teachers to inform the Youth Coordinator of any identified training needs.	JS	Ongoing	Feedback from meetings etc. on how they can best be supported in their role.
3.2. To review the current arrangement of classes and consider if there may be a better way of delivering graded SCD classes to children and young people in Aberdeen.	1. Youth Committee to discuss this issue and make any recommendations to the Branch Committee for consideration. 2. Development of further RSCDS classes is dependent on available teachers, but will continue to be discussed to allow any opportunities which present to be taken up. 3. To explore opportunities to link up with ACC staff CPD etc.	JS/Branch Committee	May 2012	To be on the agenda of the May 2012 Branch Committee meeting.
3.3. To support teachers with materials, CDs and advice as required.	1. Children's teachers to agree a minimum set of materials etc. required for running a Children's class. 2. RSCDS Aberdeen to ensure these resources are available for their teachers, e.g. new books and CDs as they are published. 3. New materials to be brought to the attention of the Youth Coordinator and assessed at a children's teachers' meeting.	1. JS  2. Branch Committee  3. JS	May 2012	To be on the agenda of the May 2012 Branch Committee meeting.
3.4. To review arrangements for medal testing in Aberdeen to ensure the efficient use of resources.	Youth Committee to consider the local situation and, if any change is considered appropriate, to make recommendations to the Branch Committee. Teachers to be encouraged to coordinate arrangements, especially if small numbers involved.	JS	March 2012	To be on the May 2012 agenda for the Branch Committee

3.5. To consider the priorities for our children's classes, e.g. the advantages/disadvantages of working towards Festival performances and medal tests, and the need to ensure time in class is set aside for social dancing.	Youth sub-committee to continue to discuss this issue and make appropriate recommendations to RSCDS Aberdeen children's teachers.	JS	May 2012	Youth Committee to report conclusions to Branch Committee in May 2012
3.6.To support appropriate social and workshop events for primary and secondary school dancers.  To continue to hold a Youth Workshop and Christmas Dance, and explore innovative ways of engaging children and young people in Scottish country dancing.	1. Branch Committee to consider whether the Branch Young People's Fund might assist with running costs of events for this group of dancers, and any development/outreach work which is proposed in the future. 2. Youth Committee to be invited to submit ideas to the Branch Committee for consideration, e.g. taking part in school functions, providing entertainment at events, Comic Relief, Children in Need, more social events.	Branch Committee  JS	By December 2011  May 2012	1. Branch Committee to make a decision in December 2011. 2. Report to Committee in May 2012
3.7.Governance issues (see Governance Theme) 1. Branch Child Protection Policy to be reviewed annually and compliance audited. 2. All personnel (teachers/helpers) to be CRBS checked. 3.Branch risk management procedures to be applied to all children's classes	see Governance Action plan	1. JS  2. LW  3. JS	Ongoing	1. Audit compliance with our Child Protection Policy every year. 2. Continuous monitoring. 3. Annual check
3.8. To encourage young adult dancers to make the transition to adult membership and participation in classes and social events, e.g. encouragement to attend Spring Fling or do Dancing Proficiency Award.	To be considered by Youth and Branch Committees.	JS	Ma y 2012	Youth Committee to report to Branch Committee by May 2012
3.9. To capitalise on new initiatives such as Facebook and the Youth E-zine, and consider the feasibility of a local Branch magazine for children.	1. To distribute the Youth E-zine to class members and encourage submission of articles to this publication and the Scottish Country Dancer magazine. 2. To publicise the Branch Facebook page and place information relevant to young people on this resource, e.g. Youth Workshop	JS	Ongoing	Update to Committee at May 2012 meeting

## RSCDS Aberdeen - Action Plan

### Theme IV - Our Classes for Adults

**Objective - to deliver a high standard of teaching in graded classes, with live music whenever possible, and an emphasis on becoming a "good dancer to dance with".**

Aim	Action	Responsible person	Timescale	Monitoring
4.1. To ensure a high standard of teaching in our classes, and facilitate a culture of continuous professional development amongst our teachers.	1. Continue to employ RSCDS qualified teachers, and to train new teachers when opportunities arise. 2. Support and mentor local Unit 5 candidates as much as possible. 3. Encourage teachers to self-evaluate and to invite external evaluation if they would find this helpful. 4. Ask all class attendees to complete feedback forms at the end of each year, to be returned via the Branch Secretary. 5. Encourage teachers to become members of TAS and increase awareness of opportunities for development of best practice using email updates or mailings to teachers with information. 6. Branch Committee/teachers to consider the feasibility of holding a Masterclass for teachers and other interested parties in Aberdeen within the next two years.	Branch Committee    FS BA JS	1. Ongoing. 2. Ongoing. 3. Ongoing. 4. Mar 2012. 5. Mar 2012. 6. Mar 2012.	Information from class feedback forms to be provided to the teacher and Branch Committee each year.
4.2. To encourage an understanding of the importance of good technique in becoming a "good dancer to dance with" .	1. Articles which develop this message will be sought for the Branch newsletter. 2. Reference to the importance of this aspect will be included in the Teachers' pack.	FS JS/BA	1. Ongoing. 2. Mar 2012.	Committee to review progress in this area each April.
4.3. To explore the feasibility of, and establish if at all possible, a Very Advanced/Advanced class (from which demonstration/festival dancers would be chosen) for invited people (see also Outreach and Recruitment Theme)	1. Practical and financial aspects of this matter to be considered and recommendations made to the Branch Committee as soon as practicable.	Strategic Planning	Jan 2012	Decision and reasons to be minuted in Jan 2012.

<p>4.4. To increase the numbers/proportion of RSCDS Aberdeen members attending winter classes, especially enrolling for a term(s) in advance. (See also Benefits of Membership/Beginners' Experience Themes)</p>	<p>1. Teachers will be encouraged to prioritise the enjoyment of dancing during each class while still aiming to raise the standard of dancing. This will be included in the Teachers' pack.  2. In Introductory/Improvers' classes especially, teachers to consider whether every 5<sup>th</sup> class might focus on dancing dances rather than teaching technique. (See Beginners' Experience)  3. Enhance the social aspects of our adult classes. (See Benefits of Membership/Beginners' Experience Themes)  4. Target invitations to class attendees last year, by email/text?  5. Establish links with the University Class and explore how the Branch might work with them in the future.  6. Survey non-attending members to establish their reasons.</p>	<p>FS  IM/JS  FS  LW JS  FS</p>	<p>1. Mar 2012  2.Sept 2011  3. Session 2011-12 4. Sept 2011 5. Mar 2012  6. Feb 2012</p>	<p>Plot numbers attending each class in an accessible graphic form.  3. Questions on this issue in the class feedback form .</p>
<p>4.5. To review the configuration of classes to maximise learning and social opportunities, e.g. the optimal length of terms, the possibility of having two consecutive classes in a single hall, or two classes simultaneously with joint dance/social time afterwards, rotating suburban introductory classes, etc.</p>	<p>1. Strategic Planning group to consult teachers and other interested parties, and to consider desirable/ feasible options, given restrictions/opportunities presented by venues etc., prior to making any recommendations to the Branch Committee for further consideration.</p>	<p>FS/Strategic Planning</p>	<p>Feb 2012</p>	<p>Any approved changes to be in place in time for the 2012-13 session.</p>
<p>4.6. To address the problem of recruiting teachers for our classes due to limited availability of fully trained teachers.</p>	<p>1. Recognise the considerable commitment which teaching two full terms of classes presents to people with many competing demands on their time, and consider how to deploy teachers more flexibly, e.g. in "job-sharing" arrangements such as one term only commitments, or 4 weeks on/4 weeks off. Strategic Planning group to consider how to develop these ideas and report to Branch Committee.</p>	<p>Strategic Planning</p>	<p>Jan 2012</p>	<p>Report and make decision at January 2012 Committee meeting.</p>
<p>4.7. To promote and use the highest standard of live music for our classes (and events) whenever possible, and avoid excessive reliance on any one particular musician for our classes/socials. We aim to find at least one new local musician within the next two years, with the potential skill to play for Scottish country dancing.</p>	<p>1. Continue the policy of using live music of a high standard, in our classes, whenever possible.  2. Develop links with the local Strathspey and Reel societies.  3. Advertise each year in the local press/student job service for musicians, especially accordionists, interested in increasing their experience in playing for Scottish country dancing.</p>	<p>FS/Committee</p>	<p>1. Ongoing  2. June 2012  3. Sept 2012</p>	<p>Monitor use of recorded music, other than for the Children's classes.</p>
<p>4.8. To review the class charging scale annually, bearing in mind that Introductory/Improvers' classes in particular may run at a loss, and reductions for members/under 25s are current policy. (See also Governance Theme)</p>	<p>Branch Committee/Finance sub-committee to review the class fees each year depending on costs of venues etc. and to set realistic charges in comparison to other evening/dance classes in the area.</p>	<p>Branch Committee</p>	<p>May 2012</p>	<p>Monitor deficit/surplus on class finances annually.</p>

## RSCDS Aberdeen - Action Plan

### Theme V - The Benefits of Membership

**Objective - To increase our membership through several approaches designed to appeal to existing members and attract new or lapsed members, central to which will be a varied programme of enjoyable social occasions.**

Aim	Action	Responsible person	Timescale	Monitoring
5.1. To foster an appreciation of the role of current members in preserving Scottish country dancing for future generations.	1. Include articles in the newsletter, and fliers at all classes and events explaining the importance of maintaining RSCDS membership, not only for the present, but for the future preservation of Scottish country dancing, while also highlighting the resources and expertise which are available to us through HQ	FS/LW	Sept 2011/ ongoing	Monitor membership figures.
5.2. To promote a sense of belonging, in which "fun, fitness and friendship" all arise from membership of the Branch. (See also Beginners' Experience, Adult Classes and Children's Activities)	1. Encourage formation of social connections at classes by holding them, as far as possible, in halls with catering/lounge facilities, or identifying a suitable cafe/bar where after-class conversation can continue. 2. Continue to emphasise the social element of Scottish country dancing within classes, as an integral part of good dancing.	1. Branch Cttee/Class Secretaries  2. JS/teachers	1. Sept 2011/ ongoing  2. Ongoing	1. Monitor membership figures.  2. Feedback to Committee
5.3. To increase the range of social events held throughout the year at which dancers may enjoy and appreciate dancing to the best of their ability in good accommodation with excellent music and varied, interesting programmes. (See also Beginner's Experience, and Outreach sections)	1. Branch Committee to consider expansion and adjustment of the annual social programme to include the following; <ul style="list-style-type: none"> <li>• Christmas Dance, with the emphasis on relaxed fun</li> <li>• Beginners' party/dance.</li> <li>• Spring Dance at MacRobert Hall</li> <li>• Explore opportunities for more formal occasions, e.g. Spring Dance, possible Midsummer Ball</li> <li>• Summer Socials throughout May-August</li> <li>• Occasional "Winter" Socials e.g, trial of Sunday afternoons.</li> </ul> 2. Programme sub-committee to review the guidelines to ensure they allow the flexibility to make up a satisfactory programme.	1. Branch Committee          2. Programme sub-committee	1. Oct 2011          2. June 2012	Social Programme to be reviewed each August in light of experience.
5.4. To build on the success of the RSCDS Aberdeen annual Away Weekend in early October.	1. Continue to ensure that experienced RSCDS teachers and excellent musicians are booked each year. 2. Give careful consideration to ensuring that the number of dancers booked for the weekend is limited so that the floor is not overcrowded, and dancers are enabled to dance to the best of their ability. 3. Continue to explore any suggested alternative accommodation. 4. Issue feedback questionnaires to be returned via the Branch Sec.	SB          LW	1.) 2.) Ongoing 3.)       4. Oct 2011	Feedback questionnaire after the event - results to be reported to A/W group and Cttee.

5.5. To consider the feasibility of a Branch Youth Group for 16-35 year olds, to include monthly class, social activities e.g. hostel weekend.	1. Proposal to be submitted to Branch Committee.	1. FMcl	1. Nov 2011	Monitor youth group numbers and under 25 Branch membership.
5.6. To give members tangible benefits from maintaining their RSCDS Aberdeen membership.	1. Provide classes and tickets for all social events at a reduced rate for members, e.g. around 10% off. 2. Negotiate member reductions on products from local shops, e.g. dance shoes, highland wear, ladieswear, etc. 3. Regularly highlight the potential savings of membership to class attendees and other local dancers, verbally and using fliers.	FT FS Class Secs/ LW	Ongoing December 2011	Review progress at Branch Committee annually.
5.7. To develop the Branch Newsletter so that it is attractive and eye-catching, with varied and interesting content, and includes colourful photographs, illustrations or graphic design features	1. Branch Committee to approach local businesses to increase sponsorship, and consider raising further revenue by including advertising by relevant businesses to finance this development. 2. Branch Committee to consider whether the duties of Newsletter Editor can realistically be carried out by our Hon. Secretary given the significant increase in workload required. 3. Consider potential for electronic version of newsletter.	Branch Committee	Ongoing	Relaunched newsletter to be issued by August 2012
5.8. Increase communication with and involvement of members in the life of their Branch. (see also Outreach theme - website and Facebook)	1. Publish approved Branch Committee minutes, relevant reports, policies, membership and class attendance rates etc, on the Branch website. 2. Regularly invite comments and ideas from the membership. 3. Request annual feedback from class attendees (see Adult Classes) 4. Increase attendance at the Branch AGM by enhancing the social/ non-business element of the evening. 5. Autobiographical pieces (+photo?) about Committee members in newsletter. 6. Use email to contact members quickly, easily and cheaply, but ensure alternative methods are in place for people without access. 7. Consider feasibility of linking the individual Committee members with Branch members. 8. Request practical help from the membership on an ad hoc basis.	1. LW 2. FS 3. FS 4. Branch Committee 5. LW 6. LW 7/8. Branch Committee	1. Jan 2012 2. Ongoing 3. Ongoing 4. June 2012 5. Ongoing 6. Ongoing 7. June 2012 8. Ongoing	Request feedback/ comments from the members at each AGM.

## RSCDS Aberdeen - Action Plan

### Theme VI- Governance

**Objective - To ensure that RSCDS Aberdeen complies with the legal and administrative requirements of a well-managed, properly constituted, registered charity.**

Aim	Action	Responsible person	Timescale	Monitoring
6.1. To ensure that the Branch finances are handled according to OSCR guidelines and usual best practice, bearing in mind that the Trustees (Committee members) share corporate responsibility for the financial and other activities of the Branch.	1. A draft Budget Plan 2012- 13 will be prepared, final draft available for approval by April 2012. 2. Financial Policy and Procedures document to be prepared for the Committee by the Finance sub-committee.	BA	1. Feb 2012/ April 2012. 2. June 2013.	Finances to be reviewed Oct/Feb, the full accounts at end of year
6.2. To ensure that all children's policies and procedures are up-to-date, comprehensive and complied with by the Branch, in particular that all staff working with children are appropriately disclosed by CRBS.	The Youth sub-committee to review the current Child Protection Policy and associated documents and submit to Branch Committee for approval. This should include clarification of procedures for the taking and publishing of photographs of children by the Branch.	JS	March 2012	Check all staff are aware of Branch policy each June.
6.3. To review the contents of the Induction Pack for Committee members on appointment, e.g. Duties of Charity Trustees, Branch policies and procedures, welcome letter and Committee structure .	Committee to approve in time for Branch AGM.	FS/ LW	May 2012	Annual review in May prior to election of new members.
6.4. To have in place robust risk management processes, including risk assessment of all venues, and a regularly updated Health and Safety policy and procedure document available for Class Teachers.	1. Risk Assessments of each venue to be conducted prior to commencement of classes/events in that hall. 2. Health and safety policy doc. to be reviewed annually. 3. Teachers' packs to include risk assessment for the venue and Health and Safety policy, incident report form, etc.	1. LW 2. JS 3. LW/FS	1. Sept 2011 2. Mar 2012 3. Dec 2011	1. Audit each October. 2/3. Teachers to have access to policy docs. etc.
6.5. To comply with current regulations regarding the playing of recorded music and performance of live music, if still under copyright, i.e. PRS and PPL licencing, if not covered by the venue's own licences.	1. Research into the legal requirements will continue and advice will be sought from various sources to ensure that we are not vulnerable to additional charges or prosecution due to failure to comply with licencing laws.	FS	Jan 2012.	Evidence of compliance to be available on request.
6.6. To review the structures, policies and procedures of the Branch Committee so that we function efficiently and effectively for the benefit of the Branch.	1. Strategic Planning group to conduct a review and make recommendations to the Branch Committee. 2. A comprehensive "maintenance" schedule will ensure that all Committee members are aware of relevant deadlines.	FS FS/LW	April 2012 April 2012	Any changes to be ready for new Committee in June 2012.