

**MELBOURN PARISH COUNCIL**

**MINUTES**

**Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Wednesday, 19 April 2017 at Melbourn Community Hub, 30<sup>th</sup> High Street, Melbourn, Cambridgeshire, SG8 6DZ**

**Present: Cllr Dr Eckers (Chair), Cllr Cross, Cllr Shepherd**

**In attendance: Assistant to the Clerk and Lisa Steeples – Groundwork**

<b>MAYD65/16</b>	<b>To receive any apologies for absence</b> County Cllr van de Ven, District Cllrs Hales and Barrett	
<b>MAYD66/16</b>	<b>To receive any declarations of pecuniary or non-pecuniary interests and reasons from Councillors on any item on the agenda</b> There was nothing to report.	
<b>MAYD67/16</b>	<b>Minutes of the meeting held on 13 February 2017</b>  MAYD59/16 – Typo on page 2 - Groundworks should be changed to Groundwork.  <b>IT WAS PROPOSED BY THE CHAIR AND SECONDED BY CLLR CROSS TO ACCEPT THE MINUTES AS A TRUE RECORD NOTING THE ABOVE CHANGES.</b>	
<b>MAYD68/16</b>	<b>Report on actions from the last meeting.</b>  MAYD58/16 – The Clerk had circulated the accounts after the last meeting.  MAYD59/16 – Lisa Steeples to report back on quote for trip to Thorpe Park later in the meeting.  MAYD60/16 – Cllr Cross reported that she had tried to contact Sonia Bradley three times with no success. Will continue to try to make contact.	
<b>MAYD69/16</b>	<b>MAYD Accounts</b>  The Chair received the updated accounts from Cllr Hales this morning. Notes that Melbourn Parish Council is currently preparing for year end. Current financial position will be circulated soon. Requires approval of submission for grant of £11k from Melbourn Parish Council - not yet available.  <b>ACTION: THE CLERK</b>	
<b>MAYD70/16</b>	<b>To receive a report from Groundwork</b>  The committee were presented with Groundwork's Report. See	

	<p>attached <b>APPENDIX A</b></p> <p>Lisa Steeples reported that there had been some very poor behaviour during the first session back with many of the younger boys going outside the Pavilion to the river and woods. A letter was sent home to parents which had a mixed response. For this reason the proposed trip to Thorpe Park will not go ahead.</p> <p>The PCSO has also attended but the young people did not pay attention and showed little respect. Lisa Steeples will request PCSO to attend regularly to build the relationship. <b>ACTION: GROUNDWORK</b></p> <p>Lisa Steeples may do some cooking activities with later session. Some young people have requested help with CVs. <b>ACTION: GROUNDWORK</b></p> <p>Reported that a volunteer started before and this was going well. Attendance is good: 25 in the early session and 15 in the later. Staff ratios are fine at the moment but may need to increase with numbers.</p> <p>Programme plan for this term includes graffiti project. Materials are expensive need to source donations of or cheaper spray paints and canvasses. Plan to exhibit artworks at the Hub on Tuesday, 11 July 2017 from 7.30-9pm – to be used as a fund raising event. Young people can only participate if they raise funds.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>- <b>LISA STEEPLES TO WRITE TO PARENTS WITH DETAILS OF ART EXHIBITION DATE AND FUND RAISING.</b></li> <li>- <b>LISA STEEPLES TO BUY CANVASSES.</b></li> <li>- <b>CLLR CROSS AND ASSISTANT CLERK TO SOURCE SPRAY PAINTS AND SPEAK TO CCC ABOUT SUPPLIERS.</b></li> <li>- <b>CLLR CROSS TO SUPPLY GROUND COVERINGS FOR USE OUTSIDE PAVILION.</b></li> </ul> <p>Other fund raising ideas included car wash – query raised about risk assessment and damage insurance.</p> <p><b>THE REPORT WAS ACCEPTED</b></p>	
<b>MAYD71/16</b>	<p><b>The Cambridgeshire and Peterborough Police and Crime Commissioner Youth Social Action Fund</b></p> <p>To be carried forward.</p>	
<b>MAYD72/16</b>	<p><b>To review and agree agenda items for the next meeting</b></p> <ul style="list-style-type: none"> <li>a) Groundwork Report</li> <li>b) MAYD Accounts</li> <li>c) MAYD meeting dates for the year</li> </ul>	
<b>MAYD73/16</b>	<p><b>To agree date and time of next meeting</b></p> <p>The next meeting Monday, 22 May 2017 at 9am.</p>	

	The Chair suggested a meeting be held on Monday, 3 July 2017 at 9am (one week before the art exhibition on Tuesday, 11 July 2017)	
	The Chair closed the meeting at 10am	



# GROUNDWORK REPORT

## Melbourn Monthly Overview

February - March 2017

Lisa Steeples

### Youth Delivery

Behaviour discussion

Random Acts of Kindness boxes

Board Games

Outdoor activities including; football, badminton, tennis

Cooking – Chocolate fudge, pancakes, cupcakes, cheese and ham twists, chocolate nests

CV Workshop

Crafts

Themes quizzes including; St Patrick's Day, fruit quiz

Easter Egg hunt

### Younger Session

The first session during this period had an incident of poor behaviour, lack of respect for staff and boundaries and general disregard for the youth club and its rules. The letter attached details the incident, however to summarise, a group of young people were playing in the river with their bikes, and were running around the wooded area behind the youth club. The young people have been made aware of the areas they must stay within during the period there are at youth club and that they must stay in area where they can be seen by staff. The young people were spoken to several times following their disobedience of the rules and finally came inside once a threat had been made to call parents. Following this incident the young people were made to stay inside for the remainder of the session and some parents were called. The day following this incident a letter was sent home to all parents (see below) detailing the incident and what would the repercussions would be.

On receipt of the letters, many parents called up Lisa to find out more details about the incident, whether their child was involved, to apologise about their behaviour but also, to thank the youth team for the work they do with young people and the recognition of having boundaries in place. Some parents were not happy with their child's involvement and as a result many young people were grounded and not allowed to attend the youth club for a several weeks.

The session following the incident started with a behaviour contract, reflection on the incident – time for the young people to apologise and explain why they behaved like that - but also time for the staff to explain the new consequences chart. In summary the chart displays certain types of behaviour and the consequences of that, each young person will have three strikes and once those strikes have been gained within one session, several consequences will ensue, including a call to parents, be asked to leave the session or a session ban. All are proportionate for the behaviour and each young person signed the chart that they had read and understood it. Following this discussion and the letter being sent home, behaviour has significantly improved.



# GROUNDWORK REPORT

With the nights getting lighter the young people have been able to play outside during the sessions, which they have been enjoying. To enable to them maximize their time outside new equipment was brought including footballs, badminton rackets and tennis rackets. The young people have been able to self-manage and work well with each other. Alongside this there have been fewer incidents of them pushing boundaries and not listening to staff.

The last session before Easter the young people engaged in an Easter egg hunt. Egg cards were hidden around the youth club and outside and in return for a card a young person received an egg, alongside this there was a colouring competition and the winner won a chocolate bunny and there was also some Easter themed cooking. The session had a great turn out and the young people engaged well.

## Older session

The older session continues to be well attended, however there are limited new young people joining this sessions. The groups of ages mix well and tend to stick together throughout the session. The young people have requested a more fluid session rather than structured activities. They have highlighted that they particularly enjoy cooking, which is a weekly fixture in the sessions. Alongside this they have requested some sessions incorporating moving on after school and CV workshops.

The young people have engaged well in activities and continue to emphasise that they enjoy attending the club, and will try to do so when they are carrying out their GCSE exams in April/May/June. Should there be any issues within the session that a tailored session needs to take place to support the need, it will be arranged otherwise the sessions with predominantly be 'chill out'.

## Volunteers

Nicky, the new volunteer started in this period. Due to other commitments, she is only able to attend every other week. She is currently studying towards her Youth and Community qualification and has a variety of experience which she can use within the youth club, she settled in well on her first session and will be a great asset to the team.

## Partnerships and Future work

Due to the behaviour of the previous months, Lisa got in contact with the local PCSO to come down to the club and speak with the younger age group. Overall the discussion went well, the PCSO spoke to the young people about his role in the community, the consequences of committing crimes and the impact it would have on later life. The young people in general engaged well, asked questions and were aware of the impact committing a crime could have in later life. Following from the session it has been agreed that the PSCO will attend the club on a regular basis to keep the relationship between the Police and Melbourn Youth club, but also to re-inforce that the staff will take further action if necessary. Since the session the PCSO attended, there has been a significant improvement in behaviour within the club.

Lisa has contacted Melbourn Village College to arrange an assembly; the assembly should be confirmed after the Easter holidays.



# GROUNDWORK REPORT

## Outputs

	Girls	Boys	11-14	15-18
February (2 sessions)	17	26	39	28
March (3 sessions)	17	31	61	35

Village	Attendance
Barrington	2
Fowlmere	4
Foxton	4
Great Chishill	1
Melbourn	34
Meldreth	7
Royston	2
Shepreth	1



# GROUNDWORK REPORT

22 February 2017

Dear Parent/Guardian,

## **Melbourn Youth Provision**

I would like to draw your attention to some issues we have experienced this week at the youth club, and ask for you to speak to your son or daughter about how they conduct themselves during sessions.

The most concerning behaviour has been the lack of respect for staff and boundaries within the youth club. On Tuesday 21 February the young people were allowed free time to spend it as they wish outside the club. There are rules in place that young people must stay within a designated area. The young people disregarded these rules and proceeded to play near the river on the Moor, with some young people going into the river. On several occasions they were reminded by staff to return back to the youth club, however at times they refused. Following this staff asked all young people to return to the club to have a group discussion.

Whilst in the youth club staff spoke to the young people about the rules, and the reason why those rules are in place. The young people were reminded that staff are responsible for them during youth club hours, and as such they must adhere to any health and safety rules that are put in place. Following the discussion the young people proceeded to verbally abuse the staff, throw equipment around the youth club and generally showed a lack of respect. The young people were informed that they must stay inside for the rest of the session in order to earn free time the following week. Once young people were made aware of this they stated that they were going to leave. Staff asked the young people to sign out and contact their parents – which some of them did. Some young people left the club and continued to verbally abuse staff, and also showed a lack of respect for the building by attempting to climb the metal gates that are fixed to the exterior of the pavilion.

We want to make the youth club a safe and enjoyable space for all young people to use. The youth club is well attended and hosts a range of exciting activities for the young people. Generally the engagement and behaviour is very good and these issues have only occurred in the session on 21 February. We want to carry on the good work and ensure that all young people attending enjoy their time at the club. However, this is only possible if those who take part are respectful of each other, the staff and the facilities.

Following this incident, as of Tuesday 28 February there will be a three strike consequence rule within the club. Examples of when the three strike system might be used could include for poor behaviour, swearing and disrespect of staff/building. Each young person will have three strikes throughout the session and should they receive a third strike a consequence will be issued. This could vary from being asked to leave the session to a permanent ban. The length of the ban will be dependent on the severity of the incident and the nature of the young person's involvement. Once the ban has been completed, the young person will need to attend an interview with staff and take part in a personal behaviour contract before they can re-enter the club.



# GROUNDWORK REPORT

We would greatly appreciate your support in taking the time to speak to your son or daughter regarding appropriate behaviour at the youth club and to draw our attention to any concerns you may have so that we can respond in an appropriate and timely manner.

Should you have any questions in this matter, please don't hesitate to contact me.

#### Contact details

Whilst writing, it has come to our attention that some of the emergency information that has been provided by the young people is incorrect. In the event of an emergency it is paramount that we have the correct information. Please complete the slip below and return at your soonest convenience.

Please be aware that the youth club will be closed on Tuesday 7 March for staff training.

Yours sincerely,

LISA STEEPLES  
Lead Youth Worker  
Mobile: 07702 941440  
lisa.steeple@groundwork.org.uk

#### Melbourn Youth Provision Emergency Contact Details

Name of Young Person: .....

Date of Birth: .....

Emergency contact name 1:.....

Emergency contact telephone number 1:.....

Emergency contact name 2:.....

Emergency contact telephone number 2:.....

Contact email address: .....

Name of parent/guardian (please print): .....

Signature of parent/guardian: .....