



Committee Meeting Minutes

Wednesday 14th November 2018

1. Apologies for Absence

- a. Present: Lucy Pemberton, Sarah O'Toole, Caroline Peach, Jo Harley, Teresa Steele, Sarah Allen, Zoe Pearce, Adam Gater, Vicky Carter
- b. Apologies: Kate Coles, Roshni Tamang Mitchell

2. Minutes of last meeting (to be signed as correct)

Proposed Vicky, 2nded Adam

3. Matters arising from last meeting

- a. Readoption of the Constitution – signed by Adam and countersigned by Lucy.
- b. Readoption of all policies - allow time for members to read the new policies so that they can be adopted at the next meeting in January!
- c. Committee Status update – DBS/EY2 – Jo has done this. Kate, Caroline and Zoe to be sent new link from Sarah O please.
- d. Signage proof – this is proving problematic. Lex Designs have completely redone the design but not to people's taste. Sarah and Teresa have suggested that the colour scheme should be more sympathetic if it is to be placed in the conservation area. Sarah asked Adam and Vicky if their friend Tyrone would be able to redesign a new modified logo.
- e. Electrics – heating and lighting upgrade – Sarah O has contacted York electric who do the annual electric check to come and do a quote but they've not yet been back in touch. Tracey – new member of staff got a grant from Devon & Cornwall Police for soft play equipment and has suggested we also approach them for funding. Jo Harley works for Ocean Housing and says we can apply to them for up to £400 funding.
- f. Suspended ceiling upgrade – Lucy hasn't yet had time to get a quote for a replacement whole structure but Adam said that that wasn't necessary. Lucy to look at potential thermal tiles to reduce heat loss.
- g. Approaching Lions/Rotary to ask for funding for interior improvements – wait to hear what the quotes are before pursuing this.
- h. Gambling Licence this has been renewed – raffle tickets for Xmas – Lucy has looked into the cost of getting them printed again as she thinks we can get it cheaper than last year but it will still save time rather than making our own. Nativity is Mon 17th Dec – Lucy to sort tickets asap!
- i. Brewery Lease - expires on 23rd July 2021. Was a 7 year lease. Rob and Sarah A are the trustees on the lease. Jo H requested to read the lease. Lucy to drop off to Jo sometime.

4. Pre-School Manager's report

See attached report



5. Finance report

See attached report. Contingency has now been reimbursed to just under £20k. Sarah has rebrokered the electric with Scottish Power. There is some problem with the identity of the meter but this is up to the power company to sort out. Sarah O to keep us up to date with this.

6. Fundraising update

- a. Easyfundraising total to date: £138.26, 29 supporters
- b. Coop audit – let them know once we have spent the money. Hopefully by next summer we should have spent all the money.
- c. Other organisations we can approach – Lucy circulated a list of suggestions for committee members to investigate further before next meeting.
- d. Community chest – Lucy to circulate the link so that everyone can see what is on offer. Opportunity to get funding for electric and ceiling tiles.
- e. St. Blazey Railway Club – Sarah attended earlier this month – a lady from Par Bay Big Local – doing a get together of all recipients to do an impact study.

7. Dates for the Diary

- a. Christmas Crafternoon 11th Dec 2-4pm
- b. Nativity – Mon 17th December 1.45pm
- c. Children's Christmas Dinner - Tues 18th
- d. Christmas Party, Tywardreath Village Hall 1-3pm

8. Any Other Business

None

9. Date of Next Meeting

Wednesday 23rd Jan 7.30pm

8.32pm meeting closed.



Wednesday 15th November 2018 – Financial Report Compiled by Sarah O’Toole

Current Account (CA) balance £18,174.54

Contingency (CF) Account balance £19,448.31

Only 4 outstanding small amounts from July 2018 leavers totalling £174.46. I reminded all mid-October and again this week. All say they will pay.

Wednesday 15th November 2018 – Committee Meeting Pre-School Managers Report, by Sarah O’Toole

Tuesday 11th December – Christmas Crafternoon – 2.00pm – 4pm. Parents/Carers welcome to come and make some Christmas Craft with their pre-schoolers. Pop in for some festive fun. Children not booked on session are welcome with an accompanying adult.

Tuesday 18th December – Children’s Christmas Dinner – 12 noon, £1.50, please let a member of staff know and make payment by Friday 14th December if your child would like Christmas dinner ‘Aunties style’!

Monday 17th December – Nativity Play and Christmas Songs – St Andrews Church, 1.45pm. All children and their families welcome.

Thursday 20th December – Christmas Party! –Tywardreath Village Hall, 1pm – 3pm

Funding Update – Cornwall Council have secured extra funding for every funded child for Spring Term 2018 only, at the rate of an extra 20p per hour. To put this into perspective, we claimed 4,700 hours in Autumn term, so that would be the equivalent of an extra £940.00.

Policies – Thank you to Lucy who has updated and renewed all the pre-school policies. Lucy has also offered to save them as PDF’s and add them to a page on our website.

Forest School - Outstanding from my previous report - I am hoping to peruse the piece of woodland next to the woodland managed by the cemeteries department of Cornwall Council. The land is owned by Marsh Villa Gardens and can be accessed through the playing field on Southpark Road.

STILL NOT DONE - Ofsted Self Evaluation (SEF) – Has now been deleted as an option my Ofsted! If we sort an action plan and go back to our in house self-evaluation system (or devise a new one). Quite often I write part of my manager’s committee report like a setting self-evaluation. I did not have time to do this for today’s meeting.

Co-Op Donation Audit – Sent an update to them, as requested by email. – Will need to do again when we have actually spent the money.

Council Wellbeing Visit – As detailed in my previous report, I completed all the actions from the EQUISP Monitoring report. We had a follow up phone call from the same member of the Early Year Welfare team and these are her two recommendations:

- 1. Ensure that all staff have received training in the Prevent Duty so that they understand their roles and responsibilities under the Prevent duty guidance for England and Wales 2015.** (Teresa and I have already done this, will forward the link to other staff for the online training again and log when they have completed it)



2. Ensure that all staff are aware of what to do if they suspect that a girl may have been subjected to (or is at risk of) female genital mutilation and that staff know how to respond in a timely and appropriate way. (I have found an online FGM course and will look into booking this for Teresa and myself and we will cascade the information during staff meeting).

Staff Update – We have welcomed Tracey to our staff team and also have employed a second staff member, Sarah, to start with us in December /January when session attendance picks up. Staff are currently renewing their Safeguarding training and working towards ensuring all children have a long observation done on them this term, so we can plan targets in consultation with parents/carers and also track their achievements through the Early Year Foundation Stage and the Every Child a Talker framework.