

Pre-school Committee meeting

27.04.21 at 8.05pm

Adam (Chair), Sarah (pre-school Manager), Lucy (Treasurer), Rob, Teresa (Staff Rep), Jo (minutes), Vicki (joined at 8.30pm)

Apologies: Natasha

	Minutes	Action
1	<u>Manager's Report</u> – See separate report	
2	<p><u>Financial</u></p> <p><u>Existing/new fundraising</u> Easy-fundraising total raised = £209 Co-op fund total raised = £1,700 £350 has been raised from two facebook fundraisers. The money is being used for new wooden things for the garden and a local carpenter is making them at cost.</p> <p>ASDA – green tokens are starting up again. This is in addition to the £300 they gave us last April when the green tokens were cancelled. They have also asked us what garden or craft equipment we would like as they can send us some. Sarah will contact them this week.</p> <p><u>Current financial situation</u> £17k in bank £11k in contingency – this is less that we would like but we will look to improve the situation this year.</p> <p>We currently have £1,100 outstanding in overdue fees. All agreed that we would follow the small claims procedure for the two families with the largest unpaid invoices. But first we will send a final letter requesting payment with a 30 day deadline.</p>	<p>Sarah</p> <p>Sarah/Lucy</p>
3	<p><u>Upcoming Trips</u> Over the next few weeks there will be trips to:</p> <ul style="list-style-type: none"> • Par community garden • Bird lady of Fowey + Fowey park • Fowey aquarium + Polruan on ferry <p>Forest school will hopefully move back to the school for this term as part of the school transition.</p> <p>We have 17 school risers 1 Fowey, 1 Charlestown and the rest Tywardreath</p>	
4	<p><u>The Lease</u> We heard informally that the Brewery is intending to take back the building in under 2 years. So we emailed the brewery and spoke to the pub owners. The</p>	

	<p>Brewery reiterated that they have not yet decided the future of the building and are offering the lease on the terms already agreed (5 years with a 2 and 4 year break clause)</p> <p>Coodes solicitors have agreed to give us free advice as we are a charity. We will ask their view on the new terms and after this proceed with the payment of Stephen Scowns legal fees and signing the new lease. Lucy will explain this to Stephen Scown by email.</p> <p>We discussed how the pre-school should consider its future and consider alterative locations. Sarah to have an initial conversation with the school and later with Par Track.</p>	Lucy
5	<p>POST MEETING NOTE</p> <p>Can all committee members complete the EYFS trustee training course. This is required for Ofsted. Also there is safeguarding training to be completed.</p> <p>Both can be accessed through the Educare accounts that were set up before.</p>	

Date of next meeting: TBC