



MINUTES

Committee Meeting

Wednesday 13th November 2019 7.30pm

1. APOLOGIES

- a. Present: Lucy Pemberton, Sarah O'Toole, Teresa Steele, Jo Harley, Natasha Coon, Rob Adam, Kelly Tardivel, Kate Coles
- b. Apologies: Sarah Allen, Vicky Carter, Adam Gater, Zoe Pearce

2. MANAGER'S REPORT – see separate report below

In addition: Sarah to ask council for info on number of funded 2yr olds as we currently have none on the register. If needs be, she will apply for a freedom of information request to get the data. Parent/Carer Feedback – questions from the committee to put into a Surveymonkey survey would be greatly appreciated.

Action: Jo to share copy of recent Tywardreath School questionnaire for suggestions.

3. FINANCE REPORT – see separate report below.

In addition: Contingency fund needs to be reviewed to make sure it is adequate to cover a term's running costs. **Action: SO to look into last 12 months bills for clarification.**

- #### 4. GRANTS – SO is keen to make grant applications to recoup some of the costs of the ceiling and lighting. KT suggested we reapply to Co-op for funding. KC asked if we could ask Par Bay Big Local again for funding for the heating. SO said that Tracey Lewarne (staff member) has applied to the Devon and Cornwall Police Fund for money towards hi-vis tabards for days out. KC suggested we contact the Masons through a friend's husband that she knows. KC mentioned that the half-term fundraiser was successful and that perhaps we could organise a quiz night with Press Gang group as the entertainment. It was decided that perhaps this would be better organised for in the new year when everyone's calendars are freer. **Action: LP to recirculate the fundraising suggestion list to the committee to ask each member to take ownership of one and feedback info to SO for consideration.**

5. MAINTENANCE

- a. Completed: working party removed the suspended ceiling in preparation for the new one. Walls have been painted. New ceiling tiles and lighting installed.
- b. To Do:
 - i. Cupboard for the disabled loo needs building and installing.
 - ii. AG to put door on the kitchen corner unit.
 - iii. SO asked if we wanted to set a date for a working party to sort out the overhanging vegetation **Action: LP and SO when weather is appropriate!**
 - iv. SO has asked a plumber to quote for a trough sink in the main room for handwashing and also to replace the tiles with waterwall.



6. SURVEY – survey monkey questions. JH to screenshot the school questionnaire to give SO an idea about what sort of questions we could use. The suggestion of communication books would be too time consuming. SO is endeavouring to make sure Tapestry is updated more often. SO had been putting on the newsletter that parent appointments are available but no one took them up on it. The general feeling is that the preschool already offers extensive opportunities and avenues for parents to communicate.
7. DATES FOR THE DIARY
 - a. Christmas Crafternoon – 2-4pm Thursday 12th December
 - b. Christmas lunch 12 noon Monday 16th December – KT, NC offered to help
 - c. Nativity and Christmas Songs 1.30pm (Well Street Methodist Church)
 - d. Christmas Party – Wednesday 18th December- staff have agreed to not do the £5 gift as it causes arguments amongst the children so all children will receive a book instead (KC suggested The Works) Storm offered to wrap the gifts.
8. AOB – Ofsted have suggested we have a policy highlighting the professional boundaries between parents and staff. **Action: KC to share her work policy.**
NC said her husband is a builder and carpenter and can offer to help with maintenance if needed.
9. DATE OF NEXT MEETING: Thursday 23rd January 2020 7.30pm



Finance report by Sarah O'Toole, Committee Meeting 13/11/19

Current Account (CA) balance on 13/11/19	£ 9,396.63
Contingency (CF) Account balance on 19/11/19	£ 19,457.17
Easy Fundraising Total on 23/09/19	£179.90 (37 Supporters)
Debts owed from July 2019 leavers	252.00 + 21.00 = £273.00
Recent Big Expenses -	
Lighting	£1508.16
Ceiling	£1732.50
Total	£3240.66
Recent Donations/Fundraising –	
Tywardreath Village Fete	£700
Halloween Disco	£200
Par Carnival	£100

Pre-School Managers report by Sarah O'Toole, Committee Meeting 13/11/19

We have 30 children (7 girls and 23 boys!) and 5 children due to start next year.

Staff – All staff have undertaken online training in The Prevent Duty (safeguarding against radicalisation) and A.C.Es (Adverse Childhood Experiences). One new staff member has done their Paediatric First Aid and one staff member also attended to do their refresher.

We have a new Level 3 student, from Cornwall College who began her placement today (so we now have two students).

Staff Peer Observations – Mostly done, need to discuss as a team feedback in next staff meeting.

Parent/Carer Feedback – We are looking for ways of keeping our families more up to date with our daily routines and their children's individual targets. Our next project is to re-organise the information in the porch, to include a family communication board, which we will update daily with news of our activities, how and what they helped us learn and how you might support this learning and development at home.

We also plan a re-sort of areas and available themed spaces in the garden.



Effective setting leadership and management	Previous targets/actions	Progress on 13/11/19	How can we make this better? Actions/Targets
<p>The Quality of Education Learning and Development</p> <p>fulfil their responsibilities in meeting the learning and development requirements of the Early Years Foundation Stage, including overseeing the educational programmes</p>	<p>Individual Targets – Share these with parents/carers verbally and during consultations</p> <p>Cohort Tracking – To be checked at half term</p> <p>Two Year Checks – To be completed on new two-year olds by start of November</p> <p>ECAT - Every child will have a long observation with ECAT (Every Child a Talker) assessed on them this term.</p> <p>Curriculum and Topics - Were reviewed at staff workshop assessments on 22/09/19. Will be listed monthly on Newsletters</p>	<p>Individual Targets –Parents been invited in for Autumn reviews on the newsletter. Keypersons to follow this up verbally also</p> <p>Two Year Checks – Ensure parents have contributed and have a copy of their child’s 2YC asap</p> <p>ECAT - To do new ECAT’s this term</p> <p>Curriculum and Topics – Listed on newsletters and door for parents. Now and next topics. Staff discussed the vision for a ‘Broad and Rich Curriculum’ in staff meetings and group page</p>	<p>Individual Targets – Continuous Share these with parents/carers verbally and during consultations. Remind parents they can use Tapestry to add observations</p> <p>Cohort Tracking – To be analysed at the end of Autumn term – ongoing. Identify and address any gaps. Record over/under achievements and support</p> <p>ECAT – Review ECAT scores and plan and support over/underachievers accordingly</p> <p>Curriculum and Topics – Will be shared on the new parent update board in porch, along with ways that learning can be supported at home</p>
<p>Safeguarding and Welfare</p> <p>fulfil their responsibilities in meeting the safeguarding and welfare requirements of the Early Years Foundation Stage at</p>	<p>Safeguarding – All staff to complete the online Gov.uk ‘Prevent’ training. Ensure all staff have updated their</p>	<p>Safeguarding – All staff have completed online prevent. Beth feedback FGM and British Values training she attended in</p>	<p>Safeguarding – Teresa attending Prevent/Wrap training on Thursday 21st November, as our Safeguarding Lead. Teres</p>



<p>all times, implementing them consistently to ensure that all staff share a sense of responsibility to create an environment that is welcoming, safe and stimulating</p>	<p>basic safeguarding in the last three years</p> <p>Risk Assessments – To be updated</p> <p>Heating and Lighting – We are looking to replace the old night storage heaters and UV lights with something more efficient and cost effective.</p>	<p>September during our last staff meeting. Handouts were made available and added to staff group page</p> <p>Risk Assessments – Have now been completely re-written. Copy on staff group page, one copy on H&S board in main room and an additional copy in the COSHH cupboard. New student had an induction and was given a copy of Risk Assessments. Existing student also updated and given a copy</p> <p>Heating and lighting – The suspended ceiling and UV strip lighting was replaced in the October holiday with new LED lights and new ceiling tiles which include insulation above</p> <p>Policies - Uploaded to website by Lucy, with thanks. Have now been re-adopted (annual) by committee.</p> <p>Maintenance - There is a 'jobs' list. None are urgent or for hazardous issues.</p>	<p>to feed back any additional info in December staff meeting</p> <p>Heating and lighting – Sarah O'T to get quotes for heating upgrade. Committee to look at grants for work</p>
<p>Self-Evaluation and Targets have rigorous and effective systems for self-evaluation that inform the setting's priorities and are used to set challenging targets for improvement</p>	<p>Targets – Improve mathematical opportunities</p>	<p>Maths – Sarah and Tracey will attend the October conference which is focusing on maths.</p> <p>During evaluation the staff rated that we are more successful in carrying out and measuring success of mathematical opportunities.</p>	<p>Maths – Feedback ideas from maths conference to staff</p>



	<p>Be more environmentally friendly/conscience as a setting.</p> <p>On 22/07/19 the staff attended a days workshops of evaluations and targets setting. We evaluated the setting as a group in different areas such as 'What do we do to safeguard children', 'How do we consider health and safety', 'How do we consider the environment', 'What do we do to support the community', as well as evaluating our learning and development strategies. Each staff member also did a self-evaluation, to include training undertaken, it's impact and planned training. All these notes were displayed on the wall</p>	<p>We are now able to recycle crisp packets through our friends at Footsteps Childcare Centre.</p>	<p>Continue to look at ways of recycling as highlighted in the staff assessment day</p>
<p>Professional Development have effective systems for supervision, performance management and the continuous professional development of staff which have a positive impact on teaching and children's learning and development</p>	<p>Supervision – Carried out termly.</p> <p>Training – To check staff training audit for core courses (Safeguarding, Food Safety, First Aid).</p>	<p>Training – Identified in staff workshops. Vikki and Jen to do Safeguarding online (booked). Sarah now renewed food and completed allergy awareness. Beth and Jen to renew Food Safety. Makaton Enhancement booked for 6 staff in December. Tracey has undertaken various training this term and fed back to staff. Teres and Sarah H booked to do First Aid</p>	<p>Supervision – Ongoing but up to date.</p> <p>Training – New training directory our for Cornwall Council early years. Staff have link to view online. Will follow up bookings in supervision.</p>



	<p>Observations – All staff will have a peer to peer observation this term. Their choice of activity and then they will assess it on a form (now created in consultation with staff and student).</p>	<p>Observations – Most staff have completed their peer observations. To be discussed as a team in December staff meeting</p>	
<p>Partnership with Parents have effective partnerships with parents and external agencies that help to secure appropriate interventions for children to receive the support they need</p>	<p>Partnership with Parents – Follow up with parents/carers who have not been in for a review for a while or sharing sheets.</p> <p>Community Events – Christmas activities to plan!</p> <p>Partnership with other providers – New duel setting sharing sheets to be created</p>	<p>Partnership with Parents – Ongoing. Parents/carers invited to an Autumn term review and target setting on November newsletter. Keypersons to follow up meeting bookings</p> <p>Community Events – Christmas events all planned and notified to parents on November newsletter.</p> <p>Partnership with other providers – All duel children have communication books that are regularly shared with other settings (Footsteps, Par Moor Nursery, Childminders). Next Steps and targets sheets were recently added to these books.</p> <p>New duel setting sharing sheets made and books ordered for those missing.</p> <p>Sarah O'T went to Footsteps to talk with the Manager Kelly, about the children we share. Discussed targets and new sheets to be completed this term</p> <p>Setting/Parent & Carer Communication – The committee group were</p>	<p>Partnership with Parents – Follow up with parents/carers who have not been in for a review for a while or sharing sheets.</p> <p>Community Events – Make reminder of events on December newsletter and make poster for porch</p> <p>Partnership with other providers – Duel setting targets to be checked with other setting and reviewed after half-term</p> <p>Setting/Parent & Carer Communication – A new whiteboard is to be installed in the porch with a daily update for families and ideas of how they can extend the learning at home. Sarah O'T and Sarah H saw one at Footsteps when they visited and think this</p>



		<p>asked for their feedback about communication from setting. Most were happy, one suggested daily communication books for every child (which is not physically possible)/ Staff good at adding observations to Tapestry, but Sarah O'T needs to approve these more regularly so they are able to be viewed by parents/carers</p>	<p>method will work well for us too.</p> <p>Parent survey to be created, committee and staff to think of questions, use Ofsted Inspection Handbook as a reference point. Survey to go out by January on SurveyMoneky and a paper option</p>
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