



Committee Meeting Minutes – Tuesday 22nd September 2020

Present: Sarah O’Toole, Adam Gater, Lucy Pemberton, Vicky Carter, Jo Harley, Natasha Coon

Apologies: Teresa Steele

Chair

AG explained this meeting was to give the committee an update on where we were at the last meeting before lockdown as everyone will be a bit out of touch.

Finance Report

Current Account (CA) balance on 20/09/20	£14,226.62
Contingency (CF) Account balance on 20/09/20	£12,463.62 (£7000 transferred to CA 13/01/2020)
Easy Fundraising Total on 20/01/20	£249.11 (38 Supporters, no new supporters since January)
Recent Grants & Fundraising	ASDA £300 (to be received in replacement for closed green token scheme)
Donations	£135 – Facebook Birthday Fundraiser by ex-parent
Debts owed from July 2020 leavers	£90 by one family who have agreed to pay in two instalments.

Children on Roll

We have 28 children, three are 2-year funded, five are 30 hours funded, 11 are standard 15 hours funded.

Wages and Hours Calculations - Over Lockdown and September staff have been trialling a clocking in app called Clockify. We thought this would make doing the monthly wages easier, as staff would log all their work (shifts, cover meetings, Tapestry time etc) on their account on their app, so I could log in to calculate hours for each staff member to send to our payroll people.

We are going to go back to the timesheets, as the system we are using has flaws and staff are not using it reliably.

I have instead set up a new spreadsheet to enter in hours to make calculations easier and less scope for error.

Staff have had notice that they will now be paid on the last banking day of the month, for the work they have done up to a set date each month (around the 20th), as before they were paid on the last Friday of the month a calculation for the whole month, including shifts not yet worked, so often the following month I was having to make a lot of amendments of staff did more or less hours than scheduled for the last 10 days of the month.

LP asked if the way Stay and Play was run this week worked well enough to consider doing going forward rather than letting parents stay in the setting. SO added that the Stay and Play was for people who were interested in joining pre-school to look around, as usually we would invite them when we are open to view pre-school but can't have visitors at present due to Covid and restrictions.



Update to wages/staff hours recording – SO showed the committee the old form and explained the trial with Clockify app. SO has gone back to using the signing in sheet and wishes to expand on this to make it easier to add up the hours. The day the staff are paid has changed too which will make calculating the hours easier. Hopefully, this will lead to less error. JH commented that this must be a nightmare and SO agreed it has been.

Manager's report

SO gave her thanks to LP and AG for their help during the beginning of lockdown and all the challenges this posed.

COVID-19 Manager's Report

During COVID-19 lockdown the subcommittee, the staff and myself made various decisions regarding the management of the pre-school. Many thanks to Adam Gater, Pre-School Committee Chair and Lucy Pemberton, Pre-School Committee Secretary for their support.

As we have not had a committee meeting since January 2020, before the COVID-19 UK lockdown, here is an overview of what happened (this might make interesting reading in the future too!):

We closed on Thursday 19th March 2020, a day before most schools and settings, as we had hardly any children still in attendance. We did have three key worker families, only one of which wanted childcare, but they were also attending another setting who remained open, so the child went there instead.

During closure, we:

- Recorded staff reading stories and songs on YouTube, for our children to enjoy and keep our faces familiar
- Added messages and updates on Tapestry and encouraged families to add news on their child's Tapestry, so we could add how what they were doing at home was supporting their child's development
- Made safeguarding and wellbeing calls to all our families (recording answers to set questions and providing support where needed)
- Held weekly Zoom circle time sessions for our families and children, each session was themed with a story, song and interactive game for us all to play together
- I hand wrote a card to all the children, included rainbow heart stickers and rainbow ribbon for them to tie somewhere and sent all this to each child by post
- Emailed parents to keep them informed of any changes to our sessions and sent all our parents our COVID-19 operational procedure

We re-opened on Monday 1st June, under the COVID-19 government guidance of Early Years Settings. We had three bubbles of children, one bubble of 13 School Risers on Monday and Tuesday, one bubble of six outdoors only School Risers in private woods for Forest School on the Wednesday and another bubble of 12 younger children on Thursday and Friday. Almost all our School Risers were attending one of the first two bubbles. There was three who we did not see, two whose parents opted out and one who was accessing childcare at a different setting and could not mix in our setting bubbles, due to regulations.

On Monday and Friday, the pre-school bubbles got to experience Forest School sessions on the land owned by CHICKS on Tywardreath Hill. The children and their parents loved this. Forest School at CHICKS gave us some COVID-19 friendly opportunities to be outside, where it is thought that the virus transmission is less of a risk. We were unable to run our annual Forest School session at Tywardreath School, as due to COVID-19 government guidelines we were unable to visit the school grounds or mix our bubbles.

We closed for the end of term on Wednesday 22nd July 2020.



Our Tywardreath School Risers had not been given any of the normal any transition sessions. Because of this I ran a three-week Forest School Holiday Club, for our School Risers, in the private woods we had been using on the farm on Wednesdays. This was operated separately from our Ofsted registration, using my personal Forest School insurance. All the children and parents were very grateful for these sessions, to give 12 of our School Risers additional time to be together to support transition.

We postponed our July 2020 sports day and leavers ceremony to Tuesday 1st September. It was an amazing day, with amazing weather. 18 of our 21 school risers attended.

We decided to hold a play day for our School Risers on their school inset day on Friday 4th September 2020, to help them with their school transition. As we can have 20 children, we opened the session up to other children from the area and also had children from Footsteps Childcare Centre, Happy Days St Blazey and a child from Lanlivery Pre-School, who had never met any of the children she would be starting school with before.

Staff During Lockdown

During lockdown, support to staff was as follows:

- All staff had a supervision meeting via video with me, to include mental health checks
- Staff received phone calls with me, regarding furlough and other staff issues.
- Staff received letters by email, regarding their employment, wages, and furlough status, including additional correspondence following updates or changes
- Staff received copies of the emails sent to parents, so they knew what information was being sent out
- Staff were encouraged to continue to research activity ideas and post them on our private staff group
- Weekly social video calls took place, most of which involved quiz nights
- Staff were encouraged to check in with each other and offer mental health support where needed
- I set up a closed Facebook group called Early Years Cornwall, for any setting staff in Cornwall to join, so we could share ideas, updates and offer each other support. There is 180 members from over 80 different settings

As we were unable to access the Coronavirus Job Retention Scheme for all of our staff and only furlough a percentage of staff (equivalent to the cost of the private fees we would be losing out on due to closure, based on a calculation from February 2020), some staff were on furlough and some staff were working tasks from home.

We made one staff member who was on a bank staff contract redundant.

During lockdown, we opened an internal job vacancy for 'Assistant Manager for Learning and Development'. Tracey was interviewed and awarded this post. This meant Tracey was one of the staff members not on furlough and could prepare new planning ideas and activities for when we re-opened. Teresa was also not furloughed, to enable her to close the annual accounts. Beth was not furloughed and helped me to make the safeguarding and wellbeing home calls to the families.

When we re-opened on Monday 1st June, two staff remained on furlough, due to our reduced attendance of children.

Autumn 2020 Managers report

Personal and Professional Development

Staff – We had a staff meeting on Thursday 3rd September, the day before term started for the children. All staff attended.



Agenda for the staff meeting included COVID-19 operational plan, including activities, entry, cleaning; staff conduct (exploring 'Risk of Reputation'); explanation of new safeguarding, wellbeing, and injury forms; allocation of key groups.

We have one staff member currently off work, who will start maternity leave in October. We have advertised a job for maternity cover. There have been seven applications following the advert instructions to send a handwritten letter. There have also been other applications, which did not follow the specifications or meet the essential criteria. The closing date for the job was yesterday, so application forms have been sent to five candidates selected through to stage two of the recruitment process. Lucy and I will interview asap.

Staff Supervisions & Staff Peer Observations – Most spring term staff observations peer observations were completed before lockdown. We discussed observations as a team - feedback in next staff meeting. The importance of being and observee as well as being observed was discussed in staff meeting. Autumn term peer observations now due to start.

Staff Personal Development Update – There is no face-to-face training being planned by Cornwall Council at present. Staff have undertaken some online courses on the Early Years Alliance website. I need to audit what training was completed by each staff member in the last four months, during supervision this term.

My two day 'Mental First Aid' course was cancelled in April and re-scheduled to be online in August, which was also cancelled. It is now re-scheduled for online in November.

Quality of Education

Themes & Intentions – Our planning has had a total re-vamp by our new Assistant Manager for learning and Development, Tracey. She involved the staff, through discussion and survey and the staff team also considered the feedback from the children.

Our topic at present is Pirates (exploring nautical storytelling and the properties of water and what lives in it). The following topic is seasonal harvest and farms and then Halloween before October half term.

Partnership with Parents

Our 'Parents/Carers/Family Daily Update Board' is still in the porch, where families can see at a glance what our main intentions are for the week/day, (learning intentions, implementation and impact), how families can extend the learning area at home, what we have eaten etc. We need to find a way to make this accessible, now the families are not allowed in the building. One idea is to buy another board and leave it outside for parents to read while they are waiting to collect their children.

Individual Targets – We are not allowed parents into setting for consultations currently due to COVID-19 government guidelines. We will telephone or video call parents towards the end of October to liaise and set targets with parents/carers and promote the use of Tapestry.

Parent/carer Survey - All parents of School Risers were invited to complete an exit survey at the end of July. We had 11 out of 21 parents complete the survey. A summary of the results was sent to the staff and committee on Sunday 6th September.

100% of our parents said they would be very likely to recommend our pre-school

100% of our parents said our communication met or exceeded (82%) their expectations

100% of our parents said our pre-school improved their child's Personal, Social and Emotional Development



Setting Mission Statement/Aims – Rolled over from last meeting - It was discussed during January 2020 staff meeting that this needs a review and we should do this in conjunction with the committee.

Safeguarding and Welfare

COVID-19 Risk Assessments and Procedures - We have a detailed COVID-19 operational plan and a more parent/carer COVID-19 support document. These documents are now on version three. They were set up by me before we re-opened on Monday 1st June, to outline our procedures to reduce the risk of virus transmission. All parents have been sent both versions by email and links to the supporting government guidelines from which the documents are based. Footsteps, Fowey Preschool and our pre-school shared documents, so we could get ideas from each other.

We have one child with an Education Health and Care Plan (EHCP), who has an individual COVID-19 risk assessment, which must be updated regularly and sent to the SEND department at Cornwall Council.

Safeguarding and Welfare Forms - Over summer I have re-created various safeguarding and welfare forms, to make them more detailed, but more user friendly. These were based on another settings forms (accident/incident at pre-school, accident/incident at home log, safeguarding concern form, safeguarding chronological event log form). We looked at these at staff meeting before the start of term and have been using these since we re-opened at the start of term.

Site Safety - The climbing frame could do some attention and repair. It has not been assessed as dangerous but is at risk of becoming damaged if not looked after.

Accident Form Audit – At the end of summer term the accident forms were audited, and the repeat causes of accidents are children falling from bikes and chairs. Both assessed as benefit outweighs risk.

Effective setting leadership and management	Previous targets/actions	Progress on 22/09/2020	How can we make this better? Actions/Targets
<p>The Quality of Education Learning and Development 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>ECAT – Review ECAT scores and plan and support over/underachievers accordingly</p>	<p>Individual Targets –We are not allowed parents into setting for consultations currently due to COVID-19 government guidelines. We will telephone or video call parents towards the end of October to liaise and set targets with parents/carers and promote the use of Tapestry.</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 – Ongoing</p> <p>ECAT Ongoing - ECAT – Review ECAT scores and plan and support over/underachievers accordingly</p>



	<p>Two Year Checks – To be reviewed, to ensure all are complete and parents have contributed and have a copy of their child’s 2YC</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>Review at end of October half term 2020. To do new starters ECAT’s this term</p> <p>Two Year Checks – Are on hold by government during COVID-19 operation, however, we will still conduct 2YC</p> <p>Curriculum and Topics – Will be shared on the new parent update board in porch, which is now portable and outside front door. This includes ways that learning can be supported at home</p>
<p>Safeguarding and Welfare fulfil their responsibilities in meeting the safeguarding and welfare requirements of the Early Years Foundation Stage at 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>Safeguarding – All staff to complete the online Gov.uk ‘Prevent’ training. Ensure all staff have updated their basic safeguarding in the last three years</p> <p>Risk Assessments</p>	<p>Safeguarding – All staff training completed.</p> <p>Risk Assessments - COVID-19 operational plans and risk assessments in place. Will need checking/ updating half termly or at any relevant government update</p> <p>Summer 2020 accident forms have all been audited. The top causes of accidents are: Falling off chairs (to be more vigilant when watching how children are sitting) and the bikes. Both assessed as benefits outweighing risk</p>	<p>Safeguarding – Up to date.</p> <p>Risk Assessments - COVID-19 operational plans and risk assessments - ongoing</p>



	<p>Heating – We are looking to replace the old night storage heaters with something more efficient and cost effective.</p> <p>Policies - New Social media Policy has been adopted and is now in our prospectus</p>	<p>Heating - Quotes to be obtained</p> <p>Policies - SOT looked through the policies online and some of them still refer to the DPA 1998, instead of GDPR 2019. SOT to amend. Policies removed from website temporarily.</p> <p>Maintenance - There is a 'jobs' list. None are urgent or for hazardous issues. Climbing frame is rotten in some parts, but still risk assessed okay to use.</p>	<p>Heating and lighting – Sarah O'T to get quotes for heating upgrade. Committee to look at grants for work</p> <p>Policies - Policies to be checked, updates and new Social media Policy to be finalized and adopted</p> <p>Maintenance – Sarah to send photos of climbing frame to committee for action</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 - Evaluate maths coverage and attainment at end of spring term 2020.</p> <p>Environment Be more environmentally friendly/conscience as a setting.</p>	<p>Maths – Sarah and Tracey attended the October conference which is focussed on maths. This was fed back in January staff meeting.</p> <p>During evaluation the staff rated that we are more successful in carrying out and measuring success of mathematical opportunities.</p> <p>Due to COVID-19 we were only focusing on the prime areas of learning in summer term 2020 and not actively teaching Maths skills</p> <p>Tracey has now planned in specific Maths focus for each topic or intention.</p> <p>Environment The recycling skips have been removed in Par. Now having to drive recyclables to the HRC.</p> <p>We are currently unable to use the children's washable</p>	<p>Maths - Evaluate maths coverage and attainment at end of October half term 2020</p> <p>Environment We need to identify new ways to be more environmentally friendly</p>



		hand towels, due to risk assessment identifying that occasionally younger children might use the wrong towel in error	
<p>Personal/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>All staff completed 'Sustained Shared Thinking' on Educare. This follows on from discussions about staff being the most important tool in a child learning and development progress.</p> <p>Peer 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>Training - All core training up to date. No face-to-face training available at present due to COVID-19</p> <p>Peer Observations – Autumn term 2020 peer observations now due</p>	<p>Supervision – Ongoing but up to date.</p> <p>Training – Staff to decide as a group next online course to complete and discuss</p> <p>Peer Observations – Ongoing. To be completed by November 2020 and reviewed asap after as a staff group</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 – Sports day and leavers ceremony postponed from July 2020, due to COVID-19 restrictions</p> <p>Partnership with other providers – New dual setting sharing sheets ready</p>	<p>Partnership with Parents – We are not allowed parents into setting for consultations currently due to COVID-19 government guidelines. We will telephone or video call parents towards the end of October to liaise and set targets with parents/carers and promote the use of Tapestry.</p> <p>Community Events – Sports day and leavers ceremony held on 1st September</p> <p>Partnership with other providers – No dual setting placements allowed at present due to COVID19 regulations. Sarah in</p>	<p>Partnership with Parents Share targets with parents/carers verbally and during consultations. Remind parents they can use Tapestry to add observations</p> <p>Community Events – Face-to-face events on hold. Explore options for virtual Christmas events</p> <p>Partnership with other providers – Dual setting targets to be checked with other setting and reviewed after half-term</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 Survey Monkey and a paper option</p>	<p>contact with Kelly from Footsteps Childcare Centre</p> <p>Setting/Parent & Carer Communication - 100% of our parents surveyed said communication met their expectations and 82% said it exceeded their expectations</p> <p>Porch parent/carers update whiteboard is now portable and removed from the porch, as parents cannot access it. This is a daily update for families and ideas of how they can extend the learning at home.</p> <p>Parent survey completed in July 2020, Results collated and sent to committee and staff by email on 6th September. Overview of parent feedback now on our website and in our prospectus</p>	<p>Setting/Parent & Carer Communication – Communication board ongoing</p> <p>Hold another survey in January 2020</p>
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Sarah went on to discuss the maternity cover vacancy. She has sent out applications and is looking to interview in the next 2 weeks.

SO finally sent the survey to parents – only 11 replied out of 22. Results of the survey were emailed to the committee last week.

SO asked for the committee’s approval for her to apply to become a school governor at Tywardreath School. Everyone was happy for SO to continue with her application.

Date of next meeting: **AGM** - Tuesday 13th October 2020

Meeting finished at 8.11pm