



## **Committee Meeting Minutes**

**Wednesday 8<sup>th</sup> March 2017**

### **Apologies for Absence**

<b><u>Present:</u></b>	Adam Gater – Chair	<b><u>Apologies:</u></b>	Rob Adams – committee
	Lucy Pemberton – Secretary		Lorraine Molloy – committee
	Sarah O’Toole – Pre-school Manager		Beth Williams
	Helen Gater – Vice Chair		
	Roshni Tamang Mitchell – comm.	<b><u>Absent:</u></b>	Sarah Allen – Treasurer
	Vicky Carter - committee		
	Teresa Steele – Staff representative		

Minutes taken and typed by Lucy Pemberton.

Meeting opened at 1922 by Adam Gater, Chair.

Adam thanked everyone for attending.

Minutes of the previous meeting on 18/01/17 proposed (by Adam) as true and correct and signed by Adam Gater and seconded by Lucy P.

### **Matters arising from last meeting**

#### *Constitution*

2011 Constitution to be adopted in agreement by the committee members present. The document has been back dated to the date of the last AGM as the current committee felt they needed time to discuss the constitution seeing as a lot of the committee are new members and unfamiliar with the document.

#### *Pay Review*

Adam informed the committee that all staff will be given a pay rise with extra remuneration to 2 members of staff (with regards to taking on the financial administration) and this will take effect from May.

**Actual sums were discussed at the end of the meeting once staff attendees had left.**

#### *Fees*

Following Sarah and Teresa’s budgeting course it appeared that the preschool has the cheapest session rates in the local area and so it would be prudent to increase the session fees from £9 to £9.50 at beginning of May. (Average hourly rate in the locality is £4/hr).



Lunch time rate to remain at £1.50 for now. This rate to be reviewed in Sept.

**Proposal: Fee increase from £9 to £9.50 a session. Proposed by Roshni 2nded by Helen.**

#### *Forest school*

S O'T spoke to Trudy on Monday and she hasn't been able to come up with any extra ideas.

Helen and Sarah have been to see the land behind St. Sampson Close that belongs to the Baileys'. Sarah to ask Anne Blake what other bits of land she has that have trees on.

**Action: Helen to contact Becky Hughes about the council land off Vine Place that has been proposed for the Community Orchard.**

Woodland in Par – belongs to Jo. Sarah to reccy the site.

#### *Fundraising*

Easyfundraising now live and we currently have 10 supporters and have raised a whopping £3.38! from small beginnings....

Co-op have requested proof of charitable status? And proof of bank account so unofficially we have been selected to be a recipient of the next round of fundraising in the local area.

#### Helen's fundraising ideas

- Grantsonline.org.uk
- Grantfinder.co.uk - Roshni
- Fundingcentral.org.uk
- Paul Hamlyn – foundation/trust
- Santander – up to £5k
- Awards for All

Lucy proposed that this be split up amongst the committee members to research further.

Helen suggested that we set up a closed facebook group for the committee – Sarah to action.

#### **Finance Report**

See separate report.

Sarah to reconsider the invoice date to allow for late payment of the invoices at the end of the month that take a few days to process.

Annual return required asap by Charities Commission. S O'T to do – help can be provided by the PLA.

#### **Pre-school Manager's Report**

See separate report.



Staff Update – Sarah has asked Beth to swap her Tues afternoon to the morning. Beth has asked for Thursday mornings off for the next 8-10 weeks. Beth will also need time off for her op when the time comes. Any committee volunteers to cover sessions will be welcomed!

Teresa left meeting at 20.59

### **30 hours funding – covered in staff report**

### **DBS & EY2**

Both Adam and Roshni now have their DBS and will progress to gaining their EY2 before the next meeting.

### **Dates for the Diary**

Easter Crafternoon Wed 28<sup>th</sup> March 2.15-4pm

### **Any Other Business**

Teresa and Sarah need to be overseen by a committee member to absolve themselves of any fraud accusations. Sarah proposed that Helen as the Vice-Chair oversees the finances on a fortnightly basis. Proposed by Vicky 2nded Roshni

Lucy to let Sarah know what printer cartridge she will need as a replacement for all the printing done to date. Plus a ream of paper.

Helen raised the point of the mud in the garden – what can we use to solve this problem. Bark chippings, astroturf, grass seed? No solution to this as yet.

Vicky proposed that free sessions for active committee members are offered to accommodate committee hours spent working on behalf the pre-school. 😊

Course feedback was given from Lucy, Sarah and Teresa

SEF implementation – has to be done by the committee - Sarah to send link of SEF to committee.

Website update required. This is on Sarah's to do list.

### **Pay review**

All committee are in agreement of the proposed pay increases which will be implemented in May.



**Date of Next Meeting**

Thursday 25<sup>th</sup> May at 7pm

(4pm meeting time was discussed but the general feel was attendance is better at 7pm and also there is less distraction by all the children in the background.)

Meeting finished at 9.54pm



### **Wednesday 8<sup>th</sup> March 2017 – Financial Report**

<b>Current Account (CA) balance</b>	<b>£8,865.05 (includes £5,000 borrowed from CF)</b>	
<b>Contingency (CF) Account balance</b> <b>£20k+)</b>	<b>£13,438.40 (should be one terms running fees @ approx.</b>	
<b>Total</b>	<b>£22,303.45</b>	
<b>Overdue invoices 2016</b> <b>2017)</b>	<b>£308.00</b>	<b>(was £1,900.00 in January</b>
<b>Overdue invoices Jan/Feb 2017</b>	<b>£1129.50</b>	
<b>Overdue invoices total</b>	<b>£1437.50</b>	
<b>Open invoices March 2017</b>	<b>£5700.00</b>	
<b>Former pre-schoolers debts</b>	<b>£1759.51</b>	

Becky still kindly supporting on issues as they arise (mainly HMRC)

All invoices in Jan/Feb went out with a covering letter explaining I had taken over the invoices, how much was owing in total and that going forward from March 2017 bills would be monthly at the start of the month, due at the end or would incur a 10% admin charge on next bill.

Current pre-schoolers still owed £1,900.00 in January from 2016. This amount is now down to £308.00.

I still haven't done the letter for the old debt of children who have left.

I would like to request a special measure to cancel a January/February bill for a child, total amount due and overview of reason given at the meeting.

We are desperate for craft paint. I will order some this week, I have been shopping around to get the best price.

My finance 'To Do' list is rather long at present. I have the end of year PAYE tasks and also need to sort out the new pensions stuff asap. The Charity Commission report needs to be done by 31/06/17.



Our BT Bill came last week and we have a debt. We are paying £55 a month at the moment for line rental, calls and broadband (£21.00 per month). Can someone contact them please and see if we can get cheaper or shop around).

### **Wednesday 8<sup>th</sup> March 2017 – Pre-School Managers Committee Meeting Report**

#### **Matters Arising:**

**Staff Update** – Supervision up to date. One staff member will be leaving in May for a new job. She is yet to hand in her notice formally. Recruitment to do!

**EYFS Statutory Guidelines Update** – There was a new EYFS statutory guidelines publication released this week. There is a summary of changes. Nothing major. May need to adapt some procedures slightly. This come in to effect on 01/04/17/.

**30 Hours Funding** – In September 2017 we will have a total of 22 children (including the 2 year olds). Of the 12 children who will be of 3 and 4 year old funding age approx. 6 will be entitled to 30 hours funding in September, with 2 more (8 total) in January 2018 and 2 more (10 total) in May 2018. This does not account for the approx. 20 new starters we get each year, some of whom may be eligible for the 30 hours funding.

**Committee Updates** –I have again emailed CAPITA this week to chase Adam’s missing DBS up. I will contact them again if no reply by Friday. Roshni to do.

**Forest School** – I spoke with Trudy Thompson on Monday, she said I am welcome to view the land down at Newhouse Farm. She described it as hilly, but with trees and a bog area (sounds fun!). Helen also went to look at some prospective land, but access is a problem, as well as parking and lack of trees to make it ‘forest school’.

I have a friend with woods in Par. If sessions were half a day and parents could collect from there, that would be ideal. Any children doing a whole day at pre-school maybe we can sort some transport back to pre-school for afternoon.

I envisage Forest School being 2 mornings a week in September to March and then 4 mornings a week April – July.

I have almost completed a quarter of the written work for my Forest School Leader Qualification. I am now going to forest school in Wadebridge every Saturday and volunteering as a forest school assistant. The more I think about it the more I think forest school will be a good option for the future of pre-school. Running costs should be much lower that pre-school and it will give us the flexibility to have sessions at pre-school specifically for the school risers and 2 year olds. We can retain our independence and offer another service. I see the forest school running alongside the pre-school and maybe only being open mornings. This would also free the pre-school building up to run a parent and toddler session again in the future. If we decide to go ahead with the forest school I would love to have it up and running for May for some sessions for this years school risers, to iron out any issues before September and the 30 hours funding.



**Tapestry Learning Journal** - All parents who have requested an account but not yet accessed it were sent a new activation email at the weekend. Tapestry is being used in lots of positive ways, such as reporting under/over attainment for each child in each area of learning.

**Fundraising** – Easy fundraising has now kindly been set up Lucy. The link is pinned to the top of the Pre-School Facebook and a link sent to all on a newsletter with the March invoices. I need to email all out contacts still.

**Gift Aid** – I found a gift aid form at my house and I am hoping that Lucy will please design me a new gift aid document on the computer and we can have some sort of system when people make payments of claiming the gift aid? Needs researching. Sorry – still outstanding from last meeting. Forgot about this!

**Policies** – I still need to do major update on the safeguarding policy.

**Leadership and Management Review Update from last meeting:**

<b>Effective setting leadership and management</b>	<b>ACTIONS from last meeting 18/01/17</b>	<b>Progress on 08/03/17</b>	<b>How can we make this better? ACTIONS</b>
<p><b>Learning and Development</b></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><b>Individual Targets</b> – Share these with parents/carers verbally and during consultations.</p> <p><b>Cohort Tracking</b> – To review</p> <p><b>Tapestry</b> – To encourage parents to access/add to their Tapestry account. To add children’s targets to Tapestry in some way. 2 year checks for new starters.</p>	<p>Parents/carers to be updates by key person.</p> <p>Ongoing</p> <p><b>Tapestry</b> –All parents who have not logged on have been sent a new email this week. 4 parents out of 40 have added observations.</p> <p>Targets for 2 key groups have been added for Feb.</p>	<p>Staff to follow up with parents/carers to ask if they would like a meeting.</p> <p><b>Tapestry</b> – To continue to monitor usage by parents. Encourage parent uploads.</p> <p>Support staff to upload target sheet details for parents to view.</p>
<p><b>Safeguarding and Welfare</b></p> <p>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><b>Policies</b> – Lucy has been editing the old EYFS Welfare requirements and formatting the policies. Sarah need to make some changes to the Safeguarding policy, then all should be ready for adoption</p> <p><b>Garden</b> – Sarah emailed a request to Cornwall College last September to see if they are interested in their students building us a mud kitchen as a project.</p> <p><b>Grass</b> – Sarah needs to order some more large surface protector mats. Need to check finances.</p>	<p>Lucy has updated, printed, adopted, signed and filed all policies – huge thanks. Sarah still has the Safeguarding one to update.</p> <p>Still outstanding</p> <p>Still outstanding</p>	<p>Sarah to update Safeguarding policy asap.</p> <p><b>Garden</b> – Follow up with Cornwall College.</p> <p><b>Grass</b> – Budgets needed for mats</p>



	<p><b>Welfare Actions – On going.</b> Please see committee meeting report.</p> <p><b>Fence –</b> One plank of fence got damaged during the village fete. Sarah to ask Adam to fix.</p>	<p><b>Welfare Actions needed as report</b></p> <p><b>Outstanding</b></p>	
<p><b>Self Evaluation and Targets</b></p> <p>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><b>SEF – Self Evaluation Form</b> Still ongoing</p>	<p>Ongoing</p> <p><b>LUCKILY THIS DOCUMENT SERVES AS A TYPE OF SEF!</b></p>	<p><b>SEF –</b> Still ongoing. Way overdue an update! Never gets to the top of my 'to do' list!</p> <p><b>Long Term Plans – School</b> <b>Please see Matters Arising.</b></p> <p><b>NEED TO SET TARGETS!</b></p>
<p><b>Professional Development</b></p> <p>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><b>Supervision –</b> Up to date.</p> <p><b>CPD / Courses –</b> New training directory is out, link has been sent to all staff. Sarah to follow up training requests with staff during monthly supervision and book courses.</p> <p><b>Beth –</b> Doing BA Hons</p> <p><b>Sarah –</b> Doing Level 3 Forest School Leader.</p>	<p><b>Supervision – Ongoing</b></p> <p><b>Ali –</b> Signed up to Level 3 Behaviour course in Jan.</p>	<p><b>Supervision – Ongoing.</b></p> <p><b>CPD/Courses –</b> To review with all staff at next supervision.</p>
<p><b>Partnership with Parents</b></p> <p>have effective partnerships with parents and external agencies that help to secure appropriate interventions for children to receive the support they need</p>	<p><b>Partnership with Parents –</b> Follow up with parents/carers who have not been in for a review for a while or sharing sheets.</p>	<p><b>Partnership with Parents –</b> Ongoing. Tapestry now online</p>	<p>As tapestry actions.</p>

**Welfare Requirements Update – Written on previous minutes also, and again this report, mainly to remind me to do!**

Taken from December Report from November meeting with Christina Husk, CCC.

**Key Findings - Where practice is good this is because:**

The setting has worked hard to implement the recommendations made following the last EYSA visit. The setting demonstrates an effective basic awareness of safeguarding in terms of keeping staff up to date with safeguarding procedures and keeping the children secure on the premises.





### Where practice requires improvement this is because:

Although the setting meets basic levels of safeguarding, practice could be further improved. For example, emergency evacuations drills are not completed regularly which could pose a safety risk to the children and staff on roll.

Additionally, consistency in practise is needed regarding the sharing of key information, such as discussion regarding specific children's development and next steps and any training that could be shared with the team, which could result in children to be better supported.

1. Ensure all recommendations made in the report dated 20.07.16 have been completed to promote best practice.
2. Complete an emergency evacuation drill as soon as possible to ensure all children and staff have completed a drill at least once.
3. Regular staff meetings should be held to ensure that key messages are shared, such as discussion regarding specific children's development; next steps and training information can be cascaded; and, any confidential staff discussions can take place on a formal basis to effectively support practice.  
All staff meetings should have a written agenda and minutes should be taken and shared with all staff after each meeting.
4. To further improve practice and identify vulnerable groups, consider asking additional background information on enrolment to the setting. For example: information regarding service families; if the child has had their Two Year Health Check with the Health Team; if the child has had a Two Year Progress Check on the Prime Areas completed at another Early Years setting, i.e. if the child attends dual settings/moved from another setting.
5. Implement a system to share the outcomes of the two year old review with other professionals such as the health team. Additionally, encourage parents to share children's health records (Red book) with the setting.
6. Consider holding a staff training session on the use of 'Tapestry' and how this can be used to assess the development of particular groups of children, for example vulnerable children on roll.