

## Pre-school Extra AGM

06.12.21 at 7.45pm

Kelly (Chair), Sarah (pre-school Manager), Jo (Secretary), Hannah, Natasha, Tracey (Staff rep), Lucy (visitor), Sarah Mason (Treasurer)

Apologies: Natasha, Rob

	Minutes	Action
1	<p><u>Manager's Report</u></p> <p>Following Sarah's resignation the Manager's job was advertised (4 applied and 2 interviewed). Tracey Lewarne (current practitioner) has been appointed and will work 3 days a week (she is also studying for a degree)</p> <p>Other staff updates:</p> <ul style="list-style-type: none"><li>• Ali Coles has been promoted to Assistant Manager (4 days a week, 2 days overlapping with Tracey)</li><li>• Beth will become the setting's SENCO (2 days a week)</li><li>• Jen Moon will be returning from maternity leave in January</li></ul> <p>A practitioners job was also advertised. No one was initially appointed and so this role will be advertised again.</p> <p>It was proposed that a cleaner position is advertised for the afternoons. This will now be advertised.</p> <p>Recent Events</p> <ul style="list-style-type: none"><li>• Christmas Crafternoon on 5<sup>th</sup> December went really well</li><li>• Quiz night on 3<sup>rd</sup> December – was really good fun and propose to hold another one in the new year.</li></ul>	
2	<p><u>Financial Report</u></p> <p>Current account – £12,513 Contingency - £7,464 (Target £20K)</p> <p>Pre-school income is usually around £25k a quarter</p> <p>Overdue invoices (current families) - £200 Overdue invoices (previous families) - £700</p> <p>Previous families have been contacted in a number of was and now considering legal action to recover.</p> <p>Lucy to ask other settings what they do to recover and also speak to the legal helpline for early years settings before we decide how to proceed.</p> <p><u>Contingency Fund</u></p>	Lucy

	<p>This needs to be topped up – suggest a standing order to go back in each month. Lucy will review if there is any spare money at the end of the quarter and see what can be transferred to top it up.</p>	
3	<p><u>Session Rates</u></p> <p><i>Current</i>  £12 morning  £12 afternoon  £2 lunch</p> <p>£26 per day</p> <p><i>Proposal</i>  £12.75 for morning (25p an hour increase)  £12.75 for afternoon (25p an hour increase)  £2 lunch stays the same</p> <p>£27.50 per day</p> <p>This increase was approved by the committee and Sarah will let parents know. New fees will come into effect in January. Fees will be reviewed again in the summer for September.</p>	
4	<p><u>Staffing – Recruitment – Welcoming new staff</u>  Welcome and well done to Tracey on securing the Managers role.</p> <p>Staff pay will be reviewed before April to be brought in at the same time as the minimum wage increase. Pre-school has an aspiration to pay over the minimum wage for all staff.</p> <p>All staff to be given a £30 ‘love to shop’ voucher as a one off bonus</p> <p>Proposal to have a handy person on a zero hours contract to fix things. This will be given a bit more thought to ensure that all health and safety and insurance requirements can be met.</p>	
5	<p><u>Grants/Fundraising</u></p> <p>Suggestions to look at</p> <p>SWW – Neighbourhood Fund – this will potentially be used for the new heating</p> <p>Lottery – Awards for All</p>	
6	<p><u>Maintenance</u></p> <p>Heating needs improving because the nigh storage heating isn’t fit for purpose.</p>	

	<p>We will seek quotes from York Electrics and two other companies. Jo and Lucy to speak with their contacts.</p> <p>Note to remember to speak to Brewery if we are going ahead with any changes to the heating.</p>	Jo and Lucy
7	<p>AOB</p> <p>Tracey will review pre-school vision along with Staff, Committee and Parents in the new year.</p>	Tracey
8	<p><u>Dates for the Diary</u></p> <p>7<sup>th</sup> December – Nativity play in the Church for the school risers  9<sup>th</sup> December – Christmas Dinner  Christmas party on the last day as usual.</p> <p>Pre-school returns in the new year on 10<sup>th</sup> January</p>	

Date of next meeting: Monday 7<sup>th</sup> February at 7.30pm