



## MINUTES

### Committee Meeting

Thursday 23<sup>rd</sup> January 2020

#### 1. APOLOGIES

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

#### 2. **MANAGER'S REPORT** by Sarah O'Toole

Staff – We had a staff meeting on Tuesday 7th January, the day before term started for the children. All but two staff were able to attend. Lucy Pemberton kindly attended to take minutes for staff to have a copy of and for discussion with staff who were unable to attend. The meeting was wholly positive and the feedback from staff was good.

Agenda for the staff meeting was as follows:

- 1) Review of last staff meeting and workshops - Monday 22nd July & October 2019
- 2) Expectations of Care & Education
- 3) Children's Individual Plan, Do, Review
- 3) Makaton Workshop (Postponed due to lack of time, rolled over)
- 4) Staff Development Workshops
- 5) General Spring Term Discussions

Staff Supervisions & Staff Peer Observations – Spring term staff observations peer observations will now commence. Discuss observations as a team: feedback in next staff meeting. The importance of being an observer as well as being observed was discussed in staff meeting.

Staff Personal Development Update - Five staff completed the three-day Makaton Enhanced course at the end of Autumn term. It was an intense, but enjoyable course. We look forward to putting all our new signs into use.

The compulsory Spring term online training is about 'Sustained Shared Thinking'. This follows on from a discussion in staff meeting about how practitioners /early years educators are the most valuable learning



tool a child can have for their development. I have already done the course and felt the philosophies and strategies would benefit the staff's effective practice.

Other staff training booked for this term: Work, Rest and Play the Sensory Way; Intensive Interactions; Outdoor First Aid.

Staff Wellbeing – We are trialling 'staff lunch', where we all bring lunch into share once a fortnight, on a rota basis. Some staff expressed an interest in eating more healthily or losing weight, so we are mainly following Slimming World ingredients. Staff are also more active at present, with many attending fitness classes, gym sessions, dance lessons, walking and martial arts.

I (Sarah O'T) have booked on a two day 'Mental First Aid' course in April, which was recommended to me by Fowey Pre-School.

Setting Mission Statement/Aims – It was discussed during staff meeting that this needs a review, and we should do this in conjunction with the committee.

Quality of Education – Several parents, two grandparents and two local settings have all spontaneously spoken with me about our planning (learning intentions, implementation, and impact) and how impressed they are with it, in the last four weeks. It is valuable feedback when parents/families are grateful for the topics we are exploring and the areas and skills for development that we can target in an engaging way. One setting asked about our new 'Parents/Carers/Family Daily Update Board' in the porch, where families can see at a glance what our main intentions are for the week, day, how families can extend the learning area at home, what we have eaten etc. We got the bones of this idea from another local setting we visited. They also complimented the planning they had seen on Facebook, so I was pleased to be able to tell them we got the idea for the communication board from them!

Themes & Intentions - Our topic at present is 'Inspiration through stories'. We will then move on to Chinese New Year and British Science Week. Further details about these topics and what are intentions are for learning through the EYFS are in our newsletter.

Cultural Capital in the Community – The 22 School Risers all have a weekly morning group where we will take them out into the community for different experiences. Thus, will enrich their 'Cultural Capital', some definitions of this concept are as follows:

Broadening children's horizons and experiences which extend and stretch them and allow them to challenge themselves, benefit them now and in the future.

'Activities, provocations and lines of enquiry are designed to enhance vocabulary, build curiosity and engage children with delight and enthusiasm.' Greg Bottrill (2018).



We have been to the train station, pump track, park and Library at Par Track and returned on the bus as our first outing.

We also have the following plans:

Walk down to Tywardreath Marshes, follow the river to the duck pond

Walk to Par Beach, park and bus back

Train to Lostwithiel to the fire station

Bus to Fowey to meet Fowey Pre-School on Readymoney beach

Bus to Fowey to go to the Aquarium and a ferry boat ride to Polruan and return.

If any committee are able to help us on outings (Tuesday, Wednesday and Friday mornings) we would appreciate this.

Safeguarding and Welfare – I have completely re-done the Risk Assessments, to make them more measurable and detailed, but accessible. All staff and students have been guided through a copy. Copies available on porch board and inside COSHH cupboard.

Partnership with Parents – In addition to the sharing learning and development board in the porch, we now have a new look monthly newsletter, I have made it more colourful, engaging and improved the layout. It looks a bit more professional and hopefully our families like it too.

A parent/carer survey is still something I would like to do asap. I am hoping to get it drawn up, to be announced on the February newsletter, with questions to be drafted in conjunction with the committee/staff.

Effective setting leadership and management	Previous targets/actions	Progress on 23/01/2020	How can we make this better? Actions/Targets
<p><b>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</b></p>	<p><b>Individual Targets</b> – Share these with parents/carers verbally and during consultations</p> <p><b>Cohort Tracking</b> – To be analysed at the end of</p>	<p><b>Individual Targets</b> –Parents been invited in for Spring reviews on the newsletter. Keypersons to follow this up verbally also</p> <p><b>Cohort Tracking</b> – Was looked at during the staff</p>	<p><b>Individual Targets – Continuous</b> Share these with parents/carers verbally and during consultations. Remind parents they can use Tapestry to add observations</p> <p><b>Cohort Tracking – Ongoing</b></p>



	<p>Autumn term – ongoing. Identify and address any gaps. Record over/under achievements and support</p> <p><b>ECAT</b> – Review ECAT scores and plan and support over/underachievers accordingly</p> <p><b>Two Year Checks</b> – To be reviewed, to ensure all are complete and parents have contributed and have a copy of their child’s 2YC</p> <p><b>Curriculum and Topics</b> - Were reviewed at staff workshop assessments on 22/09/19. Will be listed monthly on Newsletters</p>	<p>meeting on 7<sup>th</sup> January 2020. It was spilt by cohort, gender, EYPP and SEN. Gaps and areas of over and under target identified and action plan made.</p> <p><b>ECAT</b> –ECAT scores were reviewed at staff meeting on 7<sup>th</sup> January 2020. One referral to do to SaLT.</p> <p><b>Two Year Checks</b> – All children from last terms 2YC complete and shared with parents/carers</p> <p><b>Curriculum and Topics</b> – 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><b>ECAT Ongoing</b> - ECAT – Review ECAT scores and plan and support over/underachievers accordingly Review at end of Spring 2020. To do new starters ECAT’s this term</p> <p><b>Two Year Checks</b> – three new starters all attended previous settings. One has been asked for 2YC copy, Need to get consent to request information sharing by parents for other settings and request 2YC asap.</p> <p><b>Curriculum and Topics</b> – Will be shared on the new parent update board in porch, along with ways that learning can be supported at home</p>
<p><b>Safeguarding and Welfare</b> - 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>Safeguarding</b> – 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><b>Safeguarding</b> – All staff have attempted to complete online prevent. Three staff have got stuck on the same screen, so Sarah O’T will source a different online training.</p> <p>Teresa attending Prevent/Wrap training on Thursday 21<sup>st</sup> November, as our Safeguarding Lead.</p>	<p><b>Safeguarding</b> –A link for different staff training for Prevent has been posted on the staff communication page.</p>



	<p><b>Risk Assessments</b> – Have now been completely re-written. Copy on staff group page, one copy on H&amp;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><b>Heating and Lighting</b> – We are looking to replace the old night storage heaters and UV lights with something more efficient and cost effective.</p>	<p>Beth cascaded FGM and British Values training she attended in September during our last staff meeting. Handouts were made available and added to staff group page</p> <p><b>Risk Assessments</b> – New Health and Safety checklist calendars are now situated in the kitchen and porch. These have more columns, therefore more space to write specifics in, such as fire drills, first aid checked, kitchen deep cleaning etc.</p> <p>Autumn 2019 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 thighs getting pinched in the toilet seat (staff to return seat to small seat after use, to prevent trapping)</p> <p><b>Heating and lighting</b> – 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><b>Policies</b> - 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>SOT has drafted a Social Media policy, to be altered</p>	<p><b>Heating and lighting</b> – Sarah O'T to get quotes for heating upgrade. Committee to look at grants for work</p> <p><b>Policies</b> - Policies to be checked, updates and new Social media Policy to be finalized and adopted</p>
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		<p>and adopted by the committee</p> <p><b>Maintenance</b> - There is a 'jobs' list. None are urgent or for hazardous issues.</p>	<p><b>Maintenance</b> – Working party date Monday 18<sup>th</sup> February 9-12, during half term, for odd jobs. Will add to Feb newsletter, to invite families to attend.</p>
<p><b>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</b></p>	<p><b>Targets</b> – Improve mathematical opportunities</p> <p>Be more environmentally friendly/conscience as a setting.</p>	<p><b>Maths</b> – 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>We are now able to recycle crisp packets through our friends at Footsteps Childcare Centre.</p>	<p><b>Maths</b> - Evaluate maths coverage and attainment at end of spring term 2020.</p> <p>Continue to look at ways of recycling as highlighted in the staff assessment day</p>
<p><b>Personal/Professional Development</b> – 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> – Carried out termly.</p> <p><b>Training</b> – To check staff training audit for core courses (Safeguarding, Food Safety, First Aid).</p>	<p><b>Training – Identified in staff workshops.</b> Teresa and Sarah H now completed first aid.</p> <p>All staff have been asked to complete a training log, Sarah O'T to review these at supervision in February</p>	<p><b>Supervision</b> – Ongoing but up to date.</p> <p><b>Training</b> - All staff have been asked to complete online Sustained Shared Thinking training on Educare. This follows on from discussions about staff being the most important tool in a child learning and development progress.</p>



	<p><b>Peer Observations</b> – 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><b>Peer Observations</b> – Spring term 2020 peer observations now due. The importance of being observed and also observing and activity was discussed during January 2020 staff meeting</p>	<p><b>Peer Observations</b> – Ongoing. To be completed by March 2020 and reviewed asap after as a staff group</p>
<p><b>Partnership with Parents</b> - 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>Community Events</b> –</p> <p><b>Partnership with other providers</b> – New duel setting sharing sheets to be created</p>	<p><b>Partnership with Parents</b> – Ongoing. Parents/carers invited to a Spring term review and target setting on January and February newsletter. Keypersons to follow up meeting bookings</p> <p><b>Community Events</b> – A fundraiser evening has been planned for April. See minutes for details.</p> <p><b>Partnership with other providers</b> – All duel children have communication books that are regularly shared with other settings. 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><b>Setting/Parent &amp; Carer Communication</b> – The committee group were asked for their feedback about communication from setting. Most were happy,</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>Community Events</b> – April event to be organized in March committee meeting.</p> <p><b>Partnership with other providers</b> – Duel setting targets to be checked with other setting and reviewed after half-term</p> <p><b>Setting/Parent &amp; Carer Communication</b> – A new whiteboard is to be installed in the porch with a daily update for families and ideas of how they can</p>



		<p>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>extend the learning at home. Sarah O'T and Sarah H saw one at Footsteps when they visited and think this 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 Survey Monkey and a paper option</p>
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### 3. FINANCE REPORT by Sarah O'Toole

Current Account (CA) balance on 13/11/19		£ 14,363.62
Contingency (CF) Account balance on 19/11/19		£ 12,459.63 (£7000 transferred to CA 13/01/2020)
Easy Fundraising Total on 20/01/20		£180.30 (38 Supporters)
Debts owed from July 2019 leavers		£252.00 + £21.00 = £273.00
		<ul style="list-style-type: none"> <li>• £252.00 - 2 letters sent; answerphone messages left 17/01/20/20</li> <li>• £21.00 – Contacted us on 20/01/2020 to say will pay at end of January (paid)</li> </ul>
Recent Big Expenses -	Lighting	£1508.16
	Ceiling	£1732.50
	<b>Total</b>	<b>£3240.66</b>

Recent Grants & Fundraising      Devon & Cornwall Police      £700  
 Secured by Tracey, to be spent on hi-vis and staffing for outings

We have 37 children (13 girls and 24 boys!). We now have two 2-year funded children, 25 x 3- and 4-year funded children (7 of these are 30 hours funded children, but 3 of these use hours at a dual setting).



#### **4. GRANTS**

- a. SO has looked at Coop community fund but this is currently closed. Will look to reapply when open.
- b. LP has investigated the Tesco Bags of Help token grant – this has been shelved till we have more certainty regarding renewal of the lease.
- c. JH has investigated the China Clay area community fund. SO said that money from this grant could contribute to the community green space that is in the process of transferring from the county council to the parish council.
- d. Action: LP to share the original list

#### **5. MAINTENANCE**

- a. NC's partner has fixed the shed roof. The sink in the playroom has a new tap but SO is waiting for a quote to replace it with a trough sink. Cabinet needs building and wall in porch needs painting as does the door frames. Hedge needs trimming as well. Action: working party needs to be organised Mon 17<sup>th</sup> Feb 9-12pm (Completed)

#### **6. SETTING MISSION STATEMENT/AIMS**

SO would like us to review the current mission statement. SO suggested that this could be included in the parent survey for opinion.

#### **7. POLICIES UPDATE**

- a. NEW SOCIAL MEDIA POLICY – SO has done some research into other examples of Social media policies and has created a draft for the setting. She highlighted the different types to the rest of the committee.
- b. All current policies need all references to Data Protection need removing and updated. SO is keen to review all policies and make changes as required.

#### **8. PARENT/CARER SURVEY**

Action: SO to complete before Feb newsletter

#### **9. AOB**

- a. JH to draft a copy to the Brewery re the lease.
- b. Press Gang/Champagne Cornwall – suggested date was Friday 24<sup>th</sup> April. Village Hall as potential venue. SO to check availability of venue and also to check the alcohol licence of the venue. Maybe charge an entrance fee that includes a pasty and a pint. KC to ask her parents what they have suggest regarding this. LO to find out about pasties, JH to find out about drinks from Kay Roberts and Jonny Smith.

#### **10. DATES FOR THE DIARY**

- a. Mon 17<sup>th</sup> Feb – working party – (Completed)
- b. SO to ask Tracey Lewarne (Staff) if she'll organise an Easter disco fundraiser
- c. SO's 40<sup>th</sup> birthday 19<sup>th</sup> March



d. Fri 24<sup>th</sup> April – pre-school fundraising concert - Gott Hall

**11. DATE OF NEXT MEETING**

Thursday 12<sup>th</sup> March 2020

Meeting closed at 20:47