



## **Committee Meeting Report Wednesday 6<sup>th</sup> March 2019 7.30pm @ Playgroup HQ**

Meeting minutes by Sarah O'Toole

**Present** - Adam Gater (Chair), Jo Harley (Pending Committee Member), Zoe Pearce (Pending Committee Member), Teresa Steele (Staff Representative), Sarah O'Toole (Ofsted Nominated Person, Pre-School Manager)

**Apologies** – Lucy Pemberton (Committee Secretary), Lorraine Molloy (Committee Member), Vicky Carter (Committee Member), Rob Adams (Committee Member), Roshni Tamang Mitchell (Committee Member), Kate Coles (Pending Committee Member).

Meeting opened at 1940. Zoe arrived at 1945.

Minutes of last meeting proposed as true and correct (sorry, need signing!) Proposed - Adam Gater, Seconded- Teresa Steele.

**Signage Update** – The sign has been re-located from the front of the building to the side of the building by our landlord, St Austell Brewery, due to a complaint from our neighbours about its front position. We did originally ask the brewery if it could be on the road side wall of the building, but then Sarah O'T changed the idea as it was discussed with others that it was more visible from the road and more in keeping with the positioning of all the other pub signs on our building, if it was placed on the front. Also the pub have a Stand Bistro sign on our building, which confused both their customers and our potential new families. Adam suggested that we log events that have happened regarding the sign and our neighbour with the brewery, but it was decided it would be better if we speak with him in person. Sarah O'T has already been in email contact with the brewery and explained our reason behind the signs original location.

Thanks to Paul and Adam for erecting the signs, and to Tyrone from All things Printed, who came up with the designs and commissioned their printing.

**Electrics** – Lorraine Molloy kindly contacted councillor Andy Virr, so he could come and meet us at pre-school, with a view to him offering us some funding. He visited pre-school about three weeks ago and agreed that a new lighting and heating system was needed to add efficiency and reduce running costs. Andy agreed that we could have the remainder of his fund for the year (ends 28/02/19), £340.63.

Sarah O'T asked York Electrics to quote us for a new heating and lighting system as separate quotes. After some chasing for a quote for any part of the work so we could apply for Andy Virr's fund, so we could secure the money, they were able to supply a quote for replacing the four florescent strip lights with led panels to be put into the ceiling panels (The heating quote has not been done yet). Therefore, Sarah O'T applied for the £340.63 Community Chest Fund as part of the lighting upgrade, just inside the deadline. The work estimate is a total of 708.00 (including VAT), so Sarah had to write on the form that we would pay the balance of £367.37 ourselves, to secure the grant, rather than loose it.

Adam and Lucy have both given Sarah O'T other contacts for electric work, which need to be followed up. We need quotes to apply for grants.



## **Fundraising Update**

Jo Harley has a friend that writes bids for grants and she was able to come up with some suggestions of who to apply to - National Lottery Awards for all- £300 - £10,000. Decisions in 14 weeks. Can be used for events, projects, staffing, running costs. We could apply for a 'Capital Project' like heating. We could write a bid to say we would like half and half, and obtain the other half from other funds/grants.

Cornwall Community Foundation – China Clay Area Community fund £250 - £1000.

Duchy Health Charity – For balance bikes etc.

Ocean Housing Treasure Chest fund £400 – Jo is applying for sports day. Jo has done a great covering letter for this application and filled out the form, including all the costings she has researched, including the track hire and new equipment. Thanks Jo for all your work on this grant application.

Jo is happy to do some more grant applications when the quotes are through.

**Ceiling** – Sarah O'Toole has not contacted the suspended ceiling company. This is still to do.

**Finance Report** – Please see below.

**Pre-School Managers report** – Please see below.

**Date of Next Meeting** – Wednesday 15<sup>th</sup>, 7.30pm.

Meeting closed at 2045.

### **Finance report by Sarah O'Toole, Committee Meeting 06/03/19**

**Current Account (CA) balance**                    £ 13,464.13

**Contingency (CF) Account balance**        £ 19,450.77

No outstanding invoices from July 2018!!!! Now all paid!

**Easy Fundraising Total today**                £149.89 (34 Supporters)



**Pre-School Managers report by Sarah O’Toole, Committee Meeting 06/03/19**

**Staff – As previous report** - Staff have all been made aware that they will have an observation, their choice of activity and then they will assess it on a form (I will create). They will feedback to me on how it went and we can discuss together. A further ‘secret’ observation will also be done by me after half term, feedback will be done after and then a group discussion at next staff meeting.

**Forest School - Outstanding from my previous report** - I am hoping to peruse the piece of woodland next to the woodland managed by the cemeteries department of Cornwall Council. The land is owned by Marsh Villa Gardens and can be accessed through the playing field on Southpark Road.

I have also spotted a piece of flat woodland up by the fields on Polpey Lane that would be good for Forest School visits and can be accessed through the fields at the top of Well Street. Adam might know who this belongs to and Jo has access to Land Registry, so can search if required.

I am hoping to start Tree-School at school earlier this year. I will speak with school and sort days.

We have had some great trips with the school risers this term, they have been to the beach and on the bus to Fowey aquarium and on a boat ride to Polruan in three separate groups, as there are 23 school riser this year! Transport is the biggest cost (bus and ferry) but we have been using the Co-Op outdoor grant we got in May 2017(?), as we declared we would spend it by July 2019. Some of this money will also pay for extra staffing for Tree-School this year.

**Topics** – This term, up to Easter break, we are thinking about – Spring and British Science Week. I’d like to try and organise a visit from Wingz again in the summer term.

<b>Effective setting leadership and management</b>	<b>Previous targets/actions</b>	<b>Progress on 06/03/19</b>	<b>How can we make this better? Actions/Targets</b>
<p><b>Learning and Development</b> 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> – This was analysed at the staff meeting in December. Gaps identified. Currently on Maths’ Number’ and then will be ‘Shape Space and Measure’ for February.</p>	<p><b>Individual Targets</b> – All have been reviewed by the key persons and set on kitchen white board. Grouping for activities has been identified.</p> <p><b>Topics</b> – Planning themes for the academic year have been identified. Some weeks have been left as gaps for us to take the children’s lead or fill any EYFS areas that may need</p>	<p><b>Individual Targets</b> – Share these with parents/carers verbally and during consultations.</p> <p>Every child will have a long observation with ECAT (Every Child a Talker) assessed on it this term.</p>



		further coverage or extensions.	
<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>Maintenance</b> - There is wooden housing for a meter outside that is rotten and needs restructuring – Adam to look at.</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><b>Policies</b> - Uploaded to website by Lucy, with thanks. Have now been re-adopted (annual) by committee.</p> <p><b>Maintenance</b> – The brewery replaced the rotten wooden housing, containing the water pipe. I have keys for the padlock. Some fire escape signs have now been put up on the new rear emergency exit.</p> <p><b>Heating and Lighting</b> – Awaiting a quote from York Electrics.</p>	<p><b>Heating and lighting</b> – Sarah O’T to get quotes from other electricians.</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>Targets</b> – Widening Forest School Opportunities</p> <p>Improve mathematical opportunities</p> <p>Be more environmentally friendly/conscience as a setting</p>	<p>All school risers have had trips to the beach and Fowey Aquarium and boat to Polruan this term. Forest school for summer term to be organized</p> <p>Two areas identified for focus – Hand towel waste and lunchbox waste.</p> <p>All children have their own hand towels on their pegs, this has cut down on paper waste hugely.</p> <p>We have shared photos of environmentally friendly compartment lunchboxes, to try and cut down on the amount of plastic wrap and bags, as this was identified as a problem.</p>	<p>Speak with Marsh Villa Gardens (as managers report), organize Summer 2019 Tree-School at school.</p> <p>We will continue to wash and recycle what we can from lunch boxes.</p> <p>A parent has offered to make and make wax fabric wraps for lunchboxes (sandwiches can be wrapped in them).</p>
<p><b>Professional Development</b></p> <p>have effective systems for supervision, performance management and the continuous</p>	<p><b>Supervision</b> – Carried out termly.</p>	<p><b>Courses</b> – Vikki to do Safeguarding online</p>	<p><b>Supervision</b> – Ongoing but up to date.</p>



<p>professional development of staff which have a positive impact on teaching and children's learning and development</p>	<p><b>Courses</b> – To check staff training audit for core courses (Safeguarding, Food Safety, First Aid).</p> <p>Sarah H, Ali and Tracey have all now completed Makaton Foundation.</p>	<p>(booked). All other safeguarding, First Aid done.</p> <p>Sarah and Beth's Food Safety certificates have expired, also Jen to do.</p> <p>Sarah O'T and Beth are booked on the Makaton Enhancement course for May.</p>	<p><b>Observations</b> – All staff will have an observation in March (delayed from February), their choice of activity and then they will reflect on it and assess it on a form for discussion with manager. A further 'secret' observation will also be done by Sarah O'T after half term, feedback will be done in March and then a group discussion at next staff meeting</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</p> <p>Tapestry/Sharing sheet competition lunched for draw to win a pre-school t-shirt for parental contribution</p> <p><b>Community Events</b> – Sports day grant is being posted this week so we can have a community event at Par Track. Need to start planning and carnival.</p> <p><b>Partnership with other providers</b> – All dual 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><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> – Planning ongoing, as left.</p> <p><b>Partnership with other providers</b> – Dual setting targets to be checked with other setting and reviewed after half-term</p>

