



Committee Meeting Minutes

Thursday 25th May 2017

1. Apologies for Absence

Present: Adam Gater – Chair
Lucy Pemberton – Secretary
Sarah O’Toole – Pre-school Manager
Rob Adams – committee
Roshni Tamang Mitchell – comm.
Vicky Carter – committee
Teresa Steele – Staff representative

Apologies: Lorraine Molloy – committee
Beth Williams – Staff representative
Sarah Allen – Treasurer
Helen Gater – Vice Chair

Minutes taken and typed by Lucy Pemberton.

Meeting opened at 1917 by Adam Gater, Chair.

Adam thanked everyone for attending.

2. Minutes of the previous meeting on 8/03/17 proposed (by Adam) as true and correct and signed by Vicky and seconded by Rob.

3. Matters arising from last meeting

Forest school

Tywardreath Primary School has offered the school field for 2 mornings a week for the pre-school to use for Forest School. Teresa and Sarah have been scouting out potential sites in the village. The closer the site to pre-school the better as the children walk very slowly. If pre-school use an outdoor site more than 8 times in a year, then we have to register the site for use with Ofsted. Sarah to discuss this with school to see if their hall qualifies as an inside space.

Sarah is planning on going to the farm where Josh and Trudy are based to see what they can rent to us. Sarah will visit after half term.

Fundraising

Easyfundraising – we have raised £21.26 and we now have 13 supporters so much more work to engage the parents is needed!

Coop – to date raised £876.61 which is fantastic!

Screwfix Foundation – Lucy has printed out the application form and so it might be worth us applying for funding for much needed maintenance onsite? We need to fully cost a proposed project (new or renovation) and submit a breakdown to be considered.

Travis Perkins – will donate materials for a specific project every 3 years.



Sarah would like to make a mud kitchen with the children. Roshni suggested contacting Walter Bailey for free pallets. Adam has some wood he can donate.

Sarah contacted Par Bay Big Local but they are restructuring and they will get back to us with regards to funding. Update – Sarah has since received an application form for us to apply for funding.

SEF

Lucy has made a start on the new form (2015 version) and will populate with the help of staff, parents and children.

DBS & EY2

Sarah will phone Ofsted to find out what has happened to Adam's application for the EY2. Roshni to reapply for her DBS.

State of the garden

Still muddy but not too bad. Teresa has requested that we organise a working party in the last week in August to tart up the garden ready for the start of term. Sand for the sandpit – 10-15 bags. (Lucy has purchased 12 bags on behalf of pre-school.)

Action: Sarah to send out details of a working party in the last summer term newsletter.

4. Finance Report

See Sarah's report.

Not doing too badly. One large debt to be cleared by the end of the month hopefully. Sarah still not ordered the paint she needs.

Pensions – now law for every member of staff to be auto-enrolled into the pension scheme. Any member of staff can pay into their pension but preschool only pay towards to it once they earn over £833.xx per month. We need to calculate the predicted cost for this. Also need to ask Becky to help us complete the Charity Commission annual return before 30/6/2017!

BT monthly bill is high (£55) and so we need to look for cheaper alternatives once we're out of contract (sept 2017?)

Adam thanked Sarah and Teresa for the hard work and effort with their input with the finances.

Vicky left at 19.50.

5. Pre-school Manager's Report

See Sarah's report. Sarah to cap the 30 hrs funded children at 8 but at the moment we only have 2 up-take so far. 1 child is splitting their funding between 2 settings.

Sarah loves Tapestry!

From September, perhaps we could charge a levy for consumables for wipes, sun cream, hats, etc. We could also ask for donations of items from parents/carers.



6. Ofsted Inspection

See Sarah's report.

7. Staff recruitment

See Sarah's report.

8. Dates for the Diary

Sports Day – Wed 14th June all pre-schoolers

Par Carnival – Sat 15th July – Hungry Caterpillar and mini-beasts!

End of Term party Wed 26th July Village Hall

9. Any Other Business

Forest school in Sept – to be determined once a sight has been decided on. Perhaps replace Wed afternoon with compulsory Forest School.

10. Date of Next Meeting

Wed 5th July 2017 at 7pm

Meeting finished at 20.45



Thursday 25th May 2017 – Financial Report

Current Account (CA) balance	£8,825.98 (includes £5,000 borrowed from CF)
	Includes wages @ £4700 due to leave account tomorrow.
Contingency (CF) Account balance £20k+)	£13,440.04 (should be one terms running fees @ approx.
Total	£22,266.02
Overdue invoices total	£2957.82
Current Pre-Schoolers debts	£1344.25
Former pre-schoolers debts	£1613.51

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

Still not ordered paint - We are desperate for craft paint. I will order some this week, I have been shopping around to get the best price.

Pensions staging date has now gone and all staff have been Auto Enrolled into the pension scheme with NEST. Because I (Sarah) am the only staff member who gets a regular wage, the deductions have started from my account. Other staff are eligible on months where they earn over £833. We also have to make employer contributions, as well as the staff making employee contributions, unless they 'Opt Out' (one staff member has done this, and another has never earned over the threshold).

The Charity Commission report needs to be done by 31/06/17. Becky has offered to help with this. We cannot start this until the accounts are back from the accountant.

From last minutes - Our BT Bill has 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).

We have set up a new payment type in the accounts system as 'Forest School', so we can keep a track of spending for tree-school.



Thursday 25th May 2017 – Pre-School Managers Committee Meeting Report

Matters Arising:

Ofsted Inspection – Ofsted came on 25/04/17. We retained and were awarded ‘Good’ status. The inspector commented that I (Sarah) should also go on the Level 3 Child Protection course (Teresa has done this course and is the Safeguarding lead), in addition to the actions in our report which were: To consider and increase the amount of mathematical opportunities and to ensure consistent and regular liaison with other settings that children attend.

Staff Update – We have offered employment of the Pre-School Practitioners role to a candidate, however, we are still awaiting the employers reference. She is due to start on 06/06/17. We also offered another candidate a bank staff position. She had her induction last week.

30 Hours Funding – We have only had two applications for the 30 hours funding. Less than expected.

Tree-School – Tree school has started, twice a week for 8 weeks, at Tywardreath School. The head at school has offered for us to use the school for tree-school 2 days a week all year round. I had a chat to the Ofsted inspector about our plans to do regular year round forest school and if we go over 8 sessions in the same place on a regular basis, then we need to register the forest school with Ofsted. I will look into this. At the moment, what we are doing once a year for 8 sessions does not require additional notification to Ofsted.

Tapestry Learning Journal – Tapestry is being used more now by parents/carers, I can see when they have logged in. I am hoping parents/carers will add some observations over half term holiday. The Ofsted inspector said obviously she couldn’t endorse a particular product, but Tapestry does seem to be good at engaging the parents/carers, although she could see we were in the early stages of its use.

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 – All policies, including the safeguarding one, are all up to date and adopted – thank you to Lucy for all her help with this big task!

Learning and Development Meeting – Jo Parsons, Children’s Centre Teacher, came for a visit, on my request on 26/04/17 (day after Ofsted.) This is the action from her report.

1. Self-evaluation should include a focus on all curriculum areas, the quality of planned activities and children’s progress. For example, all staff should ensure that weekly planning includes high quality, exciting and inviting opportunities for children to engage in writing and number work, both inside



and out and ensure that observations and assessments are evaluated and inform next steps for children using them.

Leadership and Management Review Update from last meeting:

Effective setting leadership and management	ACTIONS/ from last meeting 08/13/17	Progress on 25/05/17	How can we make this better? ACTIONS
<p>Learning and Development</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>Individual Targets – Share these with parents/carers verbally and during consultations.</p> <p>Cohort Tracking – To review</p> <p>Tapestry – 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>Tapestry – Lots to add during half term</p>	<p>Staff to follow up with parents/carers to ask if they would like a meeting.</p> <p>Tapestry – 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>Maths Focus – Need to sort some new activities or incorporate maths into existing play.</p>
<p>Safeguarding and Welfare</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>Policies – All up to date and adopted.</p> <p>Garden – 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>Grass – Sarah needs to order some more large surface protector mats. Need to check finances.</p> <p>Fence – One plank of fence got damaged during the village fete. Sarah to ask Adam to fix.</p>	<p>Still outstanding</p> <p>Still outstanding</p> <p>Outstanding</p>	<p>Garden – Follow up with Cornwall College.</p> <p>Grass – Budgets needed for mats – Been on hold, as garden didn’t get so wet this year.</p>
<p>Self Evaluation and Targets</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>SEF – Self Evaluation Form</p> <p>Still ongoing</p>	<p>Ongoing – Lucy and Sarah have started to look at SEF template.</p> <p>LUCKILY THIS DOCUMENT SERVES AS A TYPE OF SEF!</p>	<p>SEF – Still ongoing</p> <p>Long Term Plans – School</p> <p>Please see Matters Arising.</p> <p>NEED TO SET TARGETS!</p>



<p>Professional Development</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>Supervision – Ongoing.</p> <p>CPD / Courses – 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>Beth – Handed in her last assignment for her BA Hons and is a free woman (awaiting final mark!)</p> <p>Sarah – Doing Level 3 Forest School Leader.</p>	<p>Supervision – Ongoing</p> <p>Ali – Signed up to Level 3 Behaviour course in Jan.</p> <p>Sarah – Needs to do Level 3 Safeguarding</p>	<p>Supervision – Ongoing.</p> <p>CPD/Courses – To review with all staff at next supervision.</p> <p>Sarah – To look into dates</p>
<p>Partnership with Parents</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>Partnership with Parents – Follow up with parents/carers who have not been in for a review for a while or sharing sheets.</p>	<p>Partnership with Parents – Ongoing. Tapestry now online</p>	<p>As tapestry actions.</p>