



Committee Meeting Minutes

Thursday 25th January 2018

1. Apologies for Absence

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

2. Minutes from last meeting

Minutes of the previous committee meeting and AGM on 9th November 2017 proposed (by Adam) as true and correct, signed by Adam and seconded by Rob (AGM) Roshni (committee).

3. Matters arising from last meeting

I. Current and new fundraising/grant applications

easyfundraising £55.45. £2.06 in outstanding gift aid to be claimed – Lucy and Sarah still to look into this unless anyone else has experience doing this and can assist!

Coop final total was £3695.84. Sarah, Lucy and the Pemberton kids attended the community fund celebration day on 25th Nov at St. Blazey store.

List of grants to be circulated – who has the list? Par Bay – fundraising – Sarah O said that we will need to write a proposal for money from them. Proposed fundraising projects: Minibus; upstairs (mezzanine) soft play and slide room/Aunty nap pod!

II. Application for exterior signage on building

Sarah has confirmation from the brewery that we can put a sign on a door and also on the wall. (The pub hasn’t applied for permission!)

Lucy to look into whether we need to apply for signage or not.

III. Ongoing working party/outstanding maintenance jobs

Action: Adam has fixed the tap in the loo and delivered a new sofa to the setting. Sarah O has asked if a cold-water tap can be installed in the garden. Adam to lend Sarah O a jetwash to clean up the garden. Steve from the pub told the brewery that we have a slipped tile which is causing a leak. Still waiting for maintenance to arrive to fix this.

Rubber matting purchased and installed. Is this sufficient or is more needed Sarah O?

IV. 50th Anniversary

Sarah A to ask Claire McColville if we can use the school for the event. Alternative venue to be discussed if the school cannot be used. Weekend of 19/20th May 2018 provisional date.



4. Finance Report

See Sarah's report below. Sarah has still not been able to become a signatory on the Lloyds account but is hopeful this has now been resolved. She is also honestly thinking she doesn't have time to chase the historical debts and the general consensus is that maybe we write these off? Adam proposed a sub-committee meeting to discuss this. (Date please?)

5. Pre-school Manager's Report

See Sarah's report below. Marsh Villa gardens have pieces of land at the back of the cemetery down towards the railway line. There is a piece we can potentially rent from the council who own it. It is well hidden from view so would be fairly secure. Sarah is proposing she offers to maintain it for return of the use of it. Sarah would like to put a 6 x 4 shed onsite to store tools and equipment. Also a composting toilet. Lucy asked how Sarah would like to use it. Sarah suggested either just for oldest ones (3yr funded and up) afternoons only perhaps. Also to run Tree school alongside.

6. Dates for the Diary

19th /20th May 2018 50th Anniversary celebration Sarah A to organise a facebook page memories and photos.

7. Any Other Business

Nope!

8. Date of Next Meeting

Thurs 22th Mar next meeting

Meeting finished at 20.38



Thursday 25th January 2018 – Financial Report Compiled by Sarah O’Toole

Current Account (CA) balance	£21,978,21
Contingency (CF) Account balance	£10,443.97
	(5k transferred into CA from CF 2016, 3k transferred into CA from CF Aug 2017. Should be one terms running fees @ approx. £20k+. Need to re-transfer and top up.)
Total	£32,422.18 (Inc £5000 approx wages to leave account tomorrow 26/01/18)
Current Pre-Schoolers debts	£918.05 (one of these long-term and over £500, child now 30 hours funded and making regular payments. Due to be paid off by July 2018).
Former pre-schoolers debts	£1462.19 (Figure on previous report incorrect) Pre 2017 Leavers (7 in total, one making payments).
	£596.00 July 2017 leavers. (Largest outstanding amount £259.43 has made no contact following letters. Now have a new address to try)
	(Previous Report £666.00 July 2017 Leavers).

I still haven't done the letters for the old debt of children who have left pre 2017. This is 5 families who owe between £91.00 and £352.00. I need to check address or get addresses. For £16.50 we can get access to 5 addresses online for the electoral register (if the parents are listed), although I have spoken to one family and they are paying off £180 at £5 per week now (for last 4 weeks).

Jan 2018 Update - We have 40 children, and only 17 need to make private payments for sessions or to top up funding. The other 23 children's sessions are paid for completely by funding. This means less money to invoice and less money to chase.

Think we could actually break even this year for the first time in ages! Could think about transferring money into contingency account.



Thursday 25th January 2018 – Committee Meeting Pre-School Managers Report, by Sarah O'Toole

Topics – I have added some new topics to our planning, based on the children's interests. We are currently exploring space for the first time. After half term will be Chinese New Year, Spring (seeds, plants, growth etc) and a new Underwater topic.

Forest School - After spending some time traipsing the village by foot and also scouring it on Google Maps satellite mode, I have found the perfect piece of land. After speaking to a former parent 'in the village land know' and another local landowner I know who owns the land either side of the wooded area I am interested in, but it is believed that the land is owned by the council and also borders land owned by the railway. I will make further enquiries with land registry and the council.

Donations/Fundraising – Just under £4000 was paid into our bank account from The Co-Op fund in December. I have now ordered new waterproof trousers at the cost of about £140.

Christmas Raffle – We spent £38.82 on tickets and £12.00 hamper prize. We raised 136.00 after the first prize was given out, so we made a profit of £85.18. Lucy is going to do the Council raffle return form.

Ofsted Self Evaluation (SEF)– I really would like to at least make a start on this but all the spare time I have at the moment I need for my forest school course (which I am behind on). The SEF is not forgotten!

Fixed Tap – Thanks to Adam for fixing the tap at the hand basin in the little toilet.