



Committee Meeting Minutes

Wednesday 5th July 2017

1. Apologies for Absence

Present: Adam Gater – Chair
Lucy Pemberton – Secretary
Sarah O’Toole – Pre-school Manager
Sarah Allen – Treasurer
Teresa Steele – Staff representative
Beth Williams – Staff representative

Apologies: Lorraine Molloy – committee
Helen Gater – Vice Chair
Roshni Tamang Mitchell – comm.
Vicky Carter – committee
Rob Adams – committee

Minutes taken and typed by Lucy Pemberton.

Meeting opened at 1913 by Adam Gater who thanked everyone for attending.

2. Minutes of the previous meeting on 25/05/17 proposed (by Adam) as true and correct and signed by Teresa and seconded by Adam.

3. Matters arising from last meeting

Carnival – Walter Bailey cannot provide us with their largest vehicle this year and so we have been offered their small flatbed truck instead. Sarah O’s concern is that there will not be sufficient room for all the children and their accompanying adults, therefore, we need to source an alternative option that provides more space for seating. Sarah O is waiting to hear from a parent with regards to a potential alternative lorry. Any other last-minute suggestions would be gratefully received.

Fundraising

- Par Bay Local Hub – approach with a view to possibly fund a minibus which could be used in the wider community.
- Easyfundraising - £30.98 to date
- Coop - £918.83 to date
- Screwfix foundation – this requires a proper proposal to be put together with a specific project in mind, eg – refurbishment of the kitchen?

DBS & EY2 – we must ensure that ALL committee members have their EY2 as this has proved somewhat catastrophic for another local setting that was not up-to-date and this has significantly impacted on their Ofsted inspection outcome. **ROSHNI AND ADAM PLEASE REAPPLY BEFORE THE NEXT MEETING.** DBS need to be renewed for a large proportion of the staff as their DBS are not portable. Jenna and Vicky are currently working under their existing ones but Sarah O wishes to have them updated. Sarah O to look into cheaper providers otherwise looking at c. £80 each.



State of the garden – Working party dates – Fri 11th Aug from 12 noon, Sat 12th Aug, Fri 18th & Sat 19th Aug. Job list:

- veg garden – cover over with black plastic to suppress the weeds and then plant some raspberry canes, etc.
- Fence and climbing frame needs repainting
- Fence needs repairing after the Fete
- grass strimming
- ivy removal from building façade
- no-mans-land area vegetation removal
- any other jobs inside that can be tacked onto the list Sarah?

Mud kitchen – Sarah O has started to make one with the kids but has found a nice one for £65 that she'd like to purchase in addition.

4. Finance Report

See Sarah's report.

Lucy, Adam and Sarah A to compile a letter to historical debtors with a final warning that we will commence small claims court if bill remains unpaid, however with an option to start a payment plan to clear their debts.

Trustees are now Sarah A, Adam, Lucy & Lorraine.

Sarah hates the finance! 😞

5. Pre-school Manager's Report

See Sarah's report.

Minibus – Adam suggested we ask CHICKS if we could borrow/rent their minibuses. We would need to purchase car seats as well though whatever path we choose. These would need storage space as well.

6. Dates for the Diary

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

End of Term party Wed 26th July Village Hall 12.30-2.30pm

AGM in November TBC

7. Any Other Business

Tap is broken in the loo – needs fixing. – Adam?

Cooker broken but not a priority! Maybe look into the cost of a new one? Graded appliance as a cheaper option?

8. Date of Next Meeting

September TBC.

Sub-committee to meet to discuss pay review prior to AGM in November.

Meeting finished at 20.30



Wednesday 5th July 2017 – Financial Report

Current Account (CA) balance	£9537.18 (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 term's running fees @ approx. £20k+)
Total	£22,266.02
Overdue invoices total	£3664.00

Current Pre-Schoolers debts **£2050.49 ** We have just reached an invoice due date and have had some payments we haven't banked yet, so not actually this bad.....**

Former pre-schoolers debts **£1613.51**

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

I still can't get on to our Lloyds online banking. I sent the form off about 10 weeks ago. I spoke to Lloyds today, they haven't got the form, so I have printed another today but will need to get all the signatories to sign it before I can send it off. They said once they receive the form it should take 7-10 working days.

June invoices went out with new price increase of 50p per session to £9.50. 72 sessions a week for June were invoiced, so that brings in an extra £36.00 a week. July will be the same, obviously sessions decrease in September.

Craft paint ordered – cost £ 80.00 – bargain!

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 has been submitted online, following the return of the bank accounts from the accountant.

BT Phone and Broadband – After a lot of research by Lucy and myself, we changed over from BT Residential to BT Business, our previous package was £47.00 per month but did not include mobiles in our anytime calls. We were paying £55 DD per month for Broadband, line rental and calls. We are now on a plan, which is fixed contract for 24 months £29.90 per month plus VAT (£15.90 line rental,



£5.00 standard speed broadband, £9.00 for all calls of any type). Inc VAT that makes our monthly rate £35.88, saving us c.£19.00 per month. We had to pay £30.00 to end our contract early. (We also looked at PlusNet, but the cost to leave BT was £132.51, so wouldn't have saved us much money on their comparative £28.00 month plan). We switched over to BT Business on 03/07/17.

Wednesday 5th July 2017 – Pre-School Manager's Committee Meeting Report

Matters Arising:

Staff Update – Jenna started her job role at the start of June as Pre-School Practitioner and Vikki started an additional job role at the end of May as Bank Staff Practitioner. Both are in the induction and probationary period and have both had their first staff supervision with myself. Jenni is still on maternity leave, but is looking to come back soon if her parents will have her baby, but she also has another job to go back to and sort childcare for as well. I advised her to keep me updated. Before she went on maternity leave she was doing one afternoon shift a week and cover when needed.

30 Hours Funding – Three children have applied for the 30 hours funding.

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.

I will email Ofsted about their rules on Forest School registration next week (sorry, not done this as hoped yet). I think using the farm behind the church has hit a dead end, but I have been offered 2 suitable areas to use (one for free, one would be a minimal cost). Both we would need transport to.

I know I have mentioned it before, but I am starting to warm to the idea of a minibus again. We could approach Par Bay Creative Hub (formerly Par Bay Big Local) for the money, then to support the ongoing cost of the mini bus we could ask school if they would like in on the minibus for afterschool fixtures or on set days where we don't have forest school and also maybe approach other groups in Tywardreath (Brownies, WI) and have it as a Tywardreath Community minibus. This way we can get around to places like the forest schools or even do beach schools, without the need to rent a forest school area in the village, which could be as expensive as running a bus.