



## Committee Meeting Minutes

Wednesday 5<sup>th</sup> 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 11<sup>th</sup> Aug from 12 noon, Sat 12<sup>th</sup> Aug, Fri 18<sup>th</sup> & Sat 19<sup>th</sup> 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 15<sup>th</sup> July – Hungry Caterpillar and mini-beasts!

End of Term party Wed 26<sup>th</sup> 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





£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 5<sup>th</sup> 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.