



Committee Meeting Minutes

Thursday 28th September 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

Apologies:

Lorraine Molloy – committee
Helen Gater – Vice Chair
Roshni Tamang Mitchell – comm.
Vicky Carter – committee
Rob Adams – committee
Beth Williams – Staff representative
Jenna Moon – Staff representative

Minutes taken and typed by Lucy Pemberton. Meeting opened at 1920 by Adam Gater who thanked everyone for attending and to Sarah O for the provision of beverages!

2. Minutes from last meeting

Minutes of the previous meeting on 5th July 2017 proposed (by Adam) as true and correct and signed by Adam and seconded by Teresa.

3. Matters arising from last meeting

I. Current and new fundraising/grant applications

Easyfundraising £39.29; 2 new supporters. £2.06 in outstanding gift aid to be claimed.

Coop £1055.08 Sarah was approached to draw a raffle at Par Coop but was at short notice and was unable to attend.

Worth contacting Tesco community liaison Claire, Asda for further fundraising opportunities. Screwfix foundation – needs looking into in greater detail. PL24 application to be done as well if we have a definite project to apply for. Jenna has expressed an interest in helping to write grant applications as she has experience with this.

II. Forest school

See Sarah’s report. Sarah still to investigate whether we need to set up a separate registration with Ofsted for the school setting. Sarah considering advertising in PL24 or other local publications to see if anyone has any land suitable for our requirements.

III. Application for exterior signage on building

It was suggested that we get a sign that fits the size of the door. Adam recommends Lexx Designs in St. Austell. Considering it will replace what is already there then we should be able to do this without consent from the council or brewery.

Action: Committee to finalise design and Adam to ask for a quote from Lexx Designs.

IV. Ongoing working party/outstanding maintenance jobs



Action: Adam - fix the tap in the lefthand loo and adjust heat on tap in right hand loo. Hole in fence to be repaired to stop kids getting out.

Lucy - paint roof of climbing frame. Old vege patch edging to be painted to match the rest. Paint gloss work.

More sand needed but will leave to the spring. Acoustic tiles can be replaced – could possibly be painted (approx. £80 for 5).

V. DBS & EY2 - status

Roshni – submitted her EY2 application and temporarily became the nominated individual of the preschool following an error on her form. Sarah has had to reapply to become the nominated individual but has to be a committee member to do so. Adam proposes Sarah is elected to the committee, Lucy and Sarah A have seconded that. Adam has reapplied for his DBS and is awaiting the outcome so he can proceed with his EY2.

VI. Existing Committee members – any wanting to stand down?

None present wanting to stand down.

VII. Electricity supplier

Broker suggested we switch to Scottish Power from British Gas. We have started the switch but BG has offered a good deal to stay.

Action: Teresa to forward the annual summary of electric consumption so we can figure out best approach.

4. Finance Report

See Sarah's report. Lucy proposed that we reduce the invoice non-payment to 1 month rather than 3 months to reduce our outstanding debt. This was agreed by all present. Becky S said she was happy to still support the committee in some capacity.

5. Pre-school Manager's Report

See Sarah's report.

6. Dates for the Diary

- AGM 7pm Thursday 9th November – preschool
- Christmas nativity - TBC
- Wed 20th Dec – Xmas party 10-12pm TBC

7. Any Other Business

50th anniversary party to be organised for spring 2018 – village hall event.

8. Date of Next Meeting

AGM 9th Nov followed by committee meeting.

Meeting finished at 20.52



Thursday 28th September 2017 – Financial Report

Current Account (CA) balance £16,432.62

Includes wages @ £4200 due to leave account tomorrow.

We are due about 8K in funding before end of Dec.

Contingency (CF) Account balance £10,442.26 (5k transferred into CC 2016, 3k transferred into CC Aug 2017)

(Should be one term's running fees @ approx. £20k+)

Total £26,574.88

Overdue invoices total £2957.82

Current Pre-Schoolers debts £828.39 (Three families, will all be sorted soon, explained during meeting)

Former pre-schoolers debts £1613.51 Pre 2017 Leavers

£954.12 July 2017 Leavers (All will be issued a letter next week detailing amount owed and suggesting a DD payment plan. Three main families owing – 1) £329.19. 2) 259.43. 3) 252.50.

I still haven't done the letters for the old debt of children who have left pre 2017.

All July 2017 leavers that owe money will get a letter and statement next week (see above).

The Charity Commission report was completed online by end of June deadline.

After shopping around, we are now on new contract with BT for phone and broadband that should save us about £18 a month.

We are due about another £14,000 from funding for Autumn term. We have had a £12,000 payment already.



Thursday 27th September 2017 – Pre-School Managers Committee Meeting Report

Thank you so much to all who helped with the gardening and decoration over the holiday – I really appreciate your support 😊

Matters Arising:

We have started the term with 33 children. 21 of these are 'School Risers' and will be leaving at the end of the academic year. We are nearly fully booked on most mornings, with spaces in the afternoon. We could do with some more 2-year olds, to fill the gap for next year's leavers. For the first time in about 8 years we have more boys than girls (Only 7 out of the 21 school risers are girls!).

Staff Update – Jenna and Vikki's 13-week probationary period is nearing an end. Meetings need to be arranged with them individually to discuss this.

All staff supervision booked for Friday 29th September and Monday 2nd October.

30 Hours Funding – We have had 7 children take up the 30 hours funding. Some are only using a few extra hours; one child is doing 26 hours.

Forest School – In the next couple of weeks I need to email Ofsted and find out about any registration rules concerning forest school off site.

Topics/Planning - Now the children are more settled we are planning autumn walks for October (accompanying walk help very welcome!) and some campfire sessions in the pre-school garden in November, to fit in with our seasonal topic planning). The children enjoyed creating the new 'Grub Kitchen' (I am sure this will get added to). We are now working on a water exploration wall and want to create a digging area where the veg patch is, so the children have somewhere they can dig, rather than creating holes everywhere like last year!

Staff Medication Policy – We have added a policy and procedure to our set of documentation, which was written by Lucy and Sarah, and approved by Adam and Lucy, the sub-committee. All staff have been given a copy of the policy and a verbal explanation of the policy surrounding staff medication on the premises.

Waterproofs – A lot of our waterproofs are now not very waterproof. Thinking of replacing these with just waterproof trousers and asking parents to send their child in to session with a waterproof coat. Need okay for spend please.

Storage Boxes – Please can we replace some of the storage boxes (and maybe gradually most of them) with Gratnells storage boxes like in the storage units? They are not that expensive compared to the supermarket storage boxes which are rubbish.