



Minutes - Monday 24th September 2018

1. Apologies for Absence

Present: Sarah O'Toole (Pre-school Manager), Adam Gater (Chair), Lucy Pemberton (Secretary), Teresa Steele (Staff Rep), Rob Adams, Sarah Allen, Kate Coles, Vicky Carter, Zoe Pearce.

Apologies: Roshni Tamang Mitchell, Jo Harley, Caroline Peach, Lorraine Molloy.

2. Minutes of last meeting (to be signed as correct)

Signed: Adam Seconded: Teresa

3. Matters arising from last meeting

- I. Signage: Adam has got a quoted price of £160? for the two signs. He will provide a proof for the committee to see so that we can then go ahead and get them made. They will be installed as soon as possible. Lucy spoke with David Hughes (local parish councillor) about whether we'd need to apply for planning permission to hang the signs as it falls within the conservation area but suggested we went ahead and put them up and the local parish council will support us if the officer has any queries.
- II. Kitchen: The kitchen is almost finished with the exception of a few snagging jobs that Adam will finish in due course. The staff are happy with the new kitchen, especially the washing machine and the new cooking appliances.
- III. Outcome of staff pay review and fees review: Feedback has been mostly positive for the staff pay review. No comments have been received regarding the pay increase.
- IV. Carnival: Sarah thought that the lack of a trailer for the children and parents to ride on was actually a positive thing and that walking behind the tractor went surprisingly well and allowed the crowds lining the streets to see the costumes better. Efforts to find a vehicle for next year need to start earlier if we wish to return to having a trailer to ride on. Kate suggested approaching Eden Project to ask if we could borrow the land train. (Kate can you investigate please)

4. Pre-School Manager's report

See report

5. Finance report

See report

6. Fundraising update

Easyfundraising.co.uk £127.11. Co-op are still waiting for an audit from us regarding how we spent the money. Adam asked all the committee to look at what our goal should be for the next fundraising efforts. Suggestions of new ceiling tiles, lighting and heating were made and supported by the committee to make the working environment nicer for the staff and children. (Someone in addition to Lucy to look into the above please.) Brewery are due to paint or replace windows. Zoe suggested we contact the St Austell Rotary Club or Lions for funding.

7. Dates for the Diary

none

8. Any Other Business

Sarah O to check when the lease is due for renewal with the Brewery.

Lucy to renew the gambling licence so that we can run another raffle this Christmas.

9. Date of Next Meeting

Wednesday 14th November 7.30pm



Monday 24th September 2018 – Financial Report Compiled by Sarah O’Toole

Current Account (CA) balance £23,276.62 (from statement dated 17/09/2018)

Contingency (CF) Account balance £10,446.99

Only 5 outstanding small amounts from July 2018 leavers totalling £195.46. I’ll write follow up letters to non-payers this week.

Some July 2018 leavers have now paid their outstanding balances. Still got pre 2016 leavers debts outstanding, not been dealt with totalling £1000+.

I still need to transfer £9k back into the CF account from CA account (I left it over the summer as the kitchen was being done and the funding hadn’t been received).

Monday 24th September 2018 – Committee Meeting Pre-School Managers Report, by Sarah O’Toole

Topics – September – Settling in, sensory group activities. October – Autumn and harvest. November Festivals of lights (Diwali and bonfire night). December – Tis the season to be jolly!

Carnival – Thanks to all who came and supported our ‘Old MacDonald theme entry. I enjoyed walking with the children behind our themed tractor this year. Many thanks to the Hawkey family for the tractor and trailer. We have been invited to the presentation evening to receive a donation on Thursday 1st November 2018 at 7pm, St Blazey railway club. It’s a good community networking event. If anyone would like to come with me please let me know so I can RSVP out attendance. There is a bar!

Forest School - I am hoping to peruse the piece of woodland next to the woodland managed by the cemeteries department of Cornwall Council. The land is owned by Marsh Villa Gardens and can be accessed through the playing field on Southpark Road.

STILL NOT DONE - Ofsted Self Evaluation (SEF)– Has now been deleted as an option my Ofsted! If we sort an action plan and go back to our in house self evaluation system (or devise a new one) we will meet requirements of self evaluation. (The table below counts as a part of self-evaluation).

Co-Op Donation Audit – Still not done.

Staff Update – Karan has handed in her notice and will be leaving us on 9th October. Karan has a job at a new pre-school closer to her home (so she will no longer have to spend three hours a day to commute here!). I wish her well in her new setting and thank her for her hard work and dedication over the last 9, almost 10 years.



Council Wellbeing Visit – We had a visit from the Cornwall Council wellbeing officer, to do a check to see if we are meeting the Ofsted welfare requirements and for her to make recommendations for actions. The particular focus at the moment across Cornwall is Health and Safety. The report will be issued in a few weeks, however, I did take some notes for my to do list:

Issue Brought Forward	Action needed	Date to be resolved by
Ask to see the child's 'Red Book' during start of pre-school registration	Sarah to amend the contact and consent forms to add a new health sheet to keep all health info on one page and add checklist of 'Seen Red Book' and a section to add any relevant info from red book.	November 2018
More regular fire drills	Sarah to ensure drills carried out more regularly and as many children as possible are covered in these drills. All staff to do one drill termly	November 2018
Black mould present on some outdoor toys. Some repair needed to playhouse.	Corroded and black mouldy toys now have been removed from the pre-school. Playhouse needs some attention, because it is sloping it looks worse than it actually is.	Completed November 2018
Check safeguarding policy to ensure the reference to the 'Working Together' document is dated to the new July 2018 version	Sarah has made amendments to this policy and has printed for it to be signed off as adopted for our public display policy file. The website links need checking on the computer version.	Completed November 2018
Safeguarding – Follow up on staff Basic safeguarding renewals and ensure they are completed. When basic course completed staff to do online 'Prevent' and Female Genital Mutilation course	Sarah booked all staff on to the safeguarding course at the end of Spring term 2018. Sarah has been asking staff in their supervision this week if they have completed their course and have the certificate. Sarah and Teresa renewed their Level 3 Safeguarding course in April 2018. This now lasts 2 years. Both Sarah and Teresa have done the 'Prevent' training. Sarah O'T to find a FGM course.	November 2018 November 2018
To add 'Audited by' and 'Any further action needed' to our accident and incident forms.	Done	Completed



Ensure 'near misses are recorded on 'incident forms'.		
To consider one member of staff to do 'Health and Safety' training	<p>Sarah has now looked at courses. There is an online Health and Safety at Work course on Virtual College. There is nothing in the training directory. Last time I did the health and safety course it was by a similar training provider to first aid.</p> <p>Teresa to do online Health and Safety course.</p>	November 2018
Manager's supervision	Sarah has since asked Sarah A to do her staff supervision, as overdue (all other staff have supervision at least termly by Sarah O'T).	12/10/2018
Staff 'Who's Who' board needs updating to show First Aid trained staff.	<p>Done!</p> <p>I will also add a second first aid trained list by the First Aid Box. All staff except 1 are Level 3 Paediatric First Aid trained.</p>	<p>Completed</p> <p>12/10/2018</p>