



Committee Meeting Minutes

Wednesday 18th January 2017

Apologies for Absence

Present: Adam Gater – Chair
Lucy Pemberton – Secretary
Sarah O’Toole – Pre-school Manager
Vicky Carter – committee
Roshni Tamang Mitchell – committee
Helen Gater – Vice Chair

Apologies: Lorraine Molloy – committee
Teresa Steele – Staff representative

Absent: Rob Adams – committee
Sarah Allen – Treasurer

Minutes taken and typed by Lucy Pemberton.

Meeting opened at 1952 by Adam Gater, Chair.

Adam thanked everyone for attending.

Minutes of the previous meeting on 28/11/16 proposed (by Adam) as true and correct and signed by Adam Gater and seconded by Sarah O’T.

Matters arising from last meeting

Fundraising

Sarah O’T has asked Trudy from Bricks and Bread about land and grants and we are waiting to hear further from her.

Coop – Adam is waiting for a form from the Coop but Lucy and Sarah have started the application which has to be completed by 25th Jan. – ***This was completed on 24th Jan.***

Adam has a meeting in 2 weeks with Cornwall Sports Partnership where he will be able to ask about other areas of funding or potentially having people to come and do activities with the children.

Sarah O’T has found a funding list on Cornwall County Council website where there may be some opportunities to apply for funding. This will be circulated to the committee via email.

Lucy suggested www.easyfundraising.co.uk as a way to engage parents and wider family as it is infinite and the money can keep flowing in relatively easily without having to put in too much effort. – ***This went live 6th Feb.***

Adam emphasised that it is important for us to increase our funding streams.

£128.50 taken in raffle tickets half again of which was donated back. £186 in total. £10 donated to church after the Nativity donated from the cakes and tea back at pre-school. Lucy donated cake and a parent and her friend helped in the kitchen serving refreshments.



Roles and Responsibilities & constitution

Adam emphasised that the role of the committee is vitally important as committee members are effectively management committee. Management sub-committee proposed is Adam, Sarah O'T and Lucy.

Helen mentioned that most committee members don't know what they have signed up to. Sarah O'T explained the role of the PLA and what they do for pre-school. Adam explained the constitution to the committee. Adam proposed that pre-school have a further document to work alongside the constitution. An operations manual to cover the actual day-to-day running of the preschool. The aim is to allow Sarah O'T to have more autonomy and control over the day-to-day running of the setting, with the formation of the management committee. This would provide a better environment to discuss more personal and HR items and make quicker decisions regarding certain matters, without the need for to wait for a full committee meeting. The document and procedures will need to be agreed by full committee, but in the need to push matters on firstly to adjust the quorum number which he proposes is made of 3 people. Vicky proposed Roshni seconded that the quorum is made of 3.

Outstanding accounts/debt collection

See financial report for exact figures. Invoices used to have a paragraph stating that if no bill paid for 3 months then sessions scaled back to only funded sessions. Outstanding bills had 10% added. Sarah asks that the committee provide the wording for the invoices. Roshni suggested different coloured paper depending on their account status – up-to-date or outstanding, i.e. green, yellow, red!

Adam to draft the wording and email Sarah for approval.

Pre-school Manager's Report

See attached.

Forest School

Helen suggested that Paul Bevan (Vicky's partner) is contacted with regards to hiring/purchasing a dome tent for a future forest school site. Roshni suggested David Bailey potentially has land for a forest school site. Vicky suggested Mike? has some land on Well Street that could be used.

Financial Administration Update

Handover still ongoing and Sarah said how patient Becky has been with the handover to Sarah and Teresa. Contingency fund to be increased from the ongoing funding streams. Teresa and Sarah to split up Becky's role between the two of them. PLA are now doing the payroll – woohoo! Helen queried the telephone procedure for staff wage payment and why it isn't done automatically via internet banking.

Sarah said that until a problem occurs they won't know if the 2 of them are fully covering Becky's role. Helen asked if Becky's salary would be redistributed amongst the staff that are now taking on her role. (See Pay review) Adam congratulated the staff (Sarah and Teresa) for taking on the roles.



Finances & Fundraising – covered

Forest School/long term session plan – covered in Manager's report

Contingency Update – covered in Financial Report

Pay review & Procedure – this to be discussed in the future by the sub-committee as a more appropriate approach. Sub-committee to have a pay review & fees meeting to propose any changes before the next committee meeting where proposals are accepted or amended. An alias system to be adopted (ie Staff A, Staff B) to protect identity/privacy.

Financial Report - covered

Aims & Objectives

Funding main objective to keep it up and running and also to grow. Adam said that it's important that the committee aid the streamlining of the pre-school in its day-to-day running as well, and also to offer support when/where required.

Dates for the Diary

- Thurs 2nd Feb – Lucy to do Committee Roles and Responsibilities course at PLA, Bodmin 9.30 – 12pm
- Wed 8th Feb – Sarah and Teresa to attend Budget Setting & Monitoring at PLA, Bodmin

Any Other Business - none

Date of Next Meeting

Wed 22nd Feb Sub-committee meeting 7pm at Sarah's (Lucy, Adam, Sarah O'T)

Wed 8th March Committee Meeting 7pm at preschool

Meeting finished at 9.52pm



Wednesday 18th January 2017 – Financial Report

Current Account (CA) balance	£8,580.55 (includes £5,000 borrowed from CF)
Contingency (CF) Account balance £20k+)	£13,437.83 (should be one terms running fees @ approx.
Total	£22,018,38
Outstanding invoices total	£3726.51
Current pre-schoolers debts	£1967.00
Former pre-schoolers debts	£1759.51

Handover still ongoing. Huge thanks to Becky for being so patient with us in the transition phase.

January invoices for private fees to do. Funding claim to do by 00.00 Thursday 19th January.

I will include the payment agreement. If you would like to change the wording or terms please let me know asap.

I have spoken to all of the current outstanding payments over £50. All in hand (two slightly concerning).

All the old debtors had letters last year. I am happy to Facebook these people and post another letter if a letter can be drawn up please. Even if we only recover a percentage of the debt that would be good.

Wednesday 18th January 2017 – Pre-School Managers Committee Meeting Report

Matters Arising:

Staff Update – No staff information to update. Supervision due. I have asked Helen to do mine next week if this meets with everyone approval.

30 Hours Funding – I am going on a conference on Friday 3rd February, which will include updates about the 30 hours funding (and will also be about creative development in the Early Years, which I am looking forward to.)

Committee Updates – Lucy has received her DBS back in the post, has completed the online EY2 on the Government Gateway and I have received a letter from Ofsted to say that she has passed their 'suitability checks'. I emailed Adams Identity Check Forms in the same email as Lucy, but CAPITA say they have not received them. I have emailed CAPITA to chase this up. If Adam had not received his DBS by the end of next week I will contact them again. Roshni to do.



Forest School –I spoke with Trudy Thompson on Monday, following a message I sent her the week before to ask how her search for a forest school site was going. I also asked her to think about grants for us and she said she ‘is on it’.

I have almost completed a quarter of the written work for my Forest School Leader Qualification. I am now going to forest school in Wadebridge every Saturday and volunteering as a forest school assistant. The more I think about it the more I think forest school will be a good option for the future of pre-school. Running costs should be much lower than pre-school and it will give us the flexibility to have sessions at pre-school specifically for the school risers and 2 year olds. We can retain our independence and offer another service. I see the forest school running alongside the pre-school and maybe only being open mornings. This would also free the pre-school building up to run a parent and toddler session again in the future. If we decide to go ahead with the forest school I would love to have it up and running for May for some sessions for this year's school risers, to iron out any issues before September and the 30 hours funding.

Tapestry Learning Journal - Has now gone live for parents/carers. About one third of the parents have logged in so far. I think some registration emails might have gone to people's spam boxes, I need to remind people they can log on. 2 parents have logged observations. This is being underutilised.

Welfare Requirements Update –

Taken from December Report from November meeting with Christina Husk, CCC.

Key Findings - Where practice is good this is because:

The setting has worked hard to implement the recommendations made following the last EYSA visit. The setting demonstrates an effective basic awareness of safeguarding in terms of keeping staff up to date with safeguarding procedures and keeping the children secure on the premises.

Where practice requires improvement this is because:

Although the setting meets basic levels of safeguarding, practice could be further improved. For example, emergency evacuation drills are not completed regularly which could pose a safety risk to the children and staff on roll.

Additionally, consistency in practice is needed regarding the sharing of key information, such as discussion regarding specific children's development and next steps and any training that could be shared with the team, which could result in children to be better supported.

1. Ensure all recommendations made in the report dated 20.07.16 have been completed to promote best practice.
2. Complete an emergency evacuation drill as soon as possible to ensure all children and staff have completed a drill at least once.



3. Regular staff meetings should be held to ensure that key messages are shared, such as discussion regarding specific children's development; next steps and training information can be cascaded; and, any confidential staff discussions can take place on a formal basis to effectively support practice.
All staff meetings should have a written agenda and minutes should be taken and shared with all staff after each meeting.
4. To further improve practice and identify vulnerable groups, consider asking additional background information on enrolment to the setting. For example: information regarding service families; if the child has had their Two Year Health Check with the Health Team; if the child has had a Two Year Progress Check on the Prime Areas completed at another Early Years setting, i.e. if the child attends dual settings/moved from another setting.
5. Implement a system to share the outcomes of the two year old review with other professionals such as the health team. Additionally, encourage parents to share children's health records (Red book) with the setting.
6. Consider holding a staff training session on the use of 'Tapestry' and how this can be used to assess the development of particular groups of children, for example vulnerable children on roll.

Fundraising –We raised £186 selling Christmas raffle tickets. Thanks to Teresa for all your help selling tickets, Adam and Helen for wine donation, Lucy for the amazing lemon cake we sold at the nativity and all who bought tickets. We only raised £8.35 selling teas and coffee after the nativity (a parent and a family friend kindly offered to step into the unmanned kitchen and help and I asked them just to ask for donations). No other fund raising in Autumn term.

Gift Aid – I found a gift aid form at my house and I am hoping that Lucy will please design me a new gift aid document on the computer and we can have some sort of system when people make payments of claiming the gift aid? Needs researching.

Policies – Lucy has kindly been editing some old EYFS statements out of the policy documents and checking them through. All the policies need re-adopting. I still need to do major update on the safeguarding policy.



Leadership and Management Review Update from last meeting:

Effective setting leadership and management	ACTIONS from last meeting 28/11/16	Progress on 18/01/17	How can we make this better? ACTIONS
<p>Learning and Development</p> <p>fulfil their responsibilities in meeting the learning and development requirements of the Early Years Foundation Stage, including overseeing the educational programmes</p>	<p>Individual Targets – Share these with parents/carers verbally and during consultations.</p> <p>Cohort Tracking – To review</p> <p>Tapestry –Staff to add more observations and to add parents for ‘go live’ January 2017/</p>	<p>Parents/carers to be updates by key person.</p> <p>Ongoing</p> <p>Tapestry –We went live on 28/12/17</p>	<p>Staff to follow up with parents/carers to ask if they would like a meeting.</p> <p>To encourage parents to access/add to their Tapestry account. To add children’s targets to Tapestry in some way. 2 year checks for new starters.</p>
<p>Safeguarding and Welfare</p> <p>fulfil their responsibilities in meeting the safeguarding and welfare requirements of the Early Years Foundation Stage at all times, implementing them consistently to ensure that all staff share a sense of responsibility to create an environment that is welcoming, safe and stimulating</p>	<p>Policies – All need signing again to re-adopt by Chair/person</p> <p>SEND policy needs updating particularly. Sarah hoping to have the policies updated by January 2017.</p> <p>Garden – Sarah emailed a request to Cornwall College last September to see if they are interested in their students building us a mud kitchen as a project.</p> <p>Grass – Sarah needs to order some more large surface protector mats. Need to check finances.</p> <p>Welfare Actions – On going. Please see committee meeting report.</p> <p>Fence – One plank of fence got damaged during the village fete. Sarah to ask Adam to fix.</p>	<p>Lucy has been editing the old EYFS Welfare requirements and formatting the policies. Sarah need to make some changes to the Safeguarding policy, then all should be ready for adoption.</p> <p>Still outstanding</p> <p>Still outstanding</p> <p>Welfare Actions needed as report</p> <p>Outstanding</p>	<p>Continue</p> <p>Garden – Follow up with Cornwall College.</p> <p>Grass – Budgets needed for mats</p>
<p>Self Evaluation and Targets</p> <p>have rigorous and effective systems for self-evaluation that inform the setting’s priorities and are used to set challenging targets for improvement</p>	<p>SEF – Self Evaluation Form</p> <p>Still ongoing</p>	<p>Ongoing</p> <p>LUCKILY THIS DOCUMENT SERVES AS A TYPE OF SEF!</p>	<p>SEF – Still ongoing. Way overdue an update! Never gets to the top of my ‘to do’ list!</p> <p>Long Term Plans – School</p> <p>Please see Matters Arising.</p>
<p>Professional Development</p>	<p>Supervision – Carried out monthly. Sarah’s outstanding from Autumn.</p>	<p>Supervision – Spring 2017 supervision due. Will be</p>	<p>Supervision – Ongoing.</p>



<p>have effective systems for supervision, performance management and the continuous professional development of staff which have a positive impact on teaching and children's learning and development</p>	<p>Courses – New training directory is out, link has been sent to all staff. Sarah to follow up training requests with staff during monthly supervision and book courses.</p> <p>Beth – Doing BA Hons</p> <p>Sarah – Doing Level 3 Forest School Leader.</p>	<p>completed by end of January 2</p>	<p>Courses – Sarah going on creative development course and 30 hours funding conference in Feb.</p>
<p>Partnership with Parents</p> <p>have effective partnerships with parents and external agencies that help to secure appropriate interventions for children to receive the support they need</p>	<p>Partnership with Parents – Follow up with parents/carers who have not been in for a review for a while or sharing sheets.</p>	<p>Partnership with Parents – Ongoing. Tapestry now online</p>	<p>As tapestry actions.</p>