



## MINUTES

### Committee Meeting

Monday 23<sup>rd</sup> September 2019 7.30pm

1. APOLOGIES
  - a. Present: AG, LP, SO, TS, JH, VC, ZP, NC.
  - b. Apologies: KC, RA, SA, KT
  
2. MANAGER'S REPORT - see Sarah's report at the end.

Sarah showed the committee the group workshop sheets. The staff expressed an interest in doing it every 6 months. SO said that this can be put towards the Ofsted Self-assessment evaluation. JH mentioned that Catriona Smith works for the council in the asset management dept and could be useful for finding stuff out about Council land.
  
3. FINANCE REPORT (see end)
  - a. SARAH'S REPORT – LP suggested we re-evaluate the Contingency fund to make sure it covers a term's running costs.
  - b. FUNDRAISING - £161.70 (36 supporters)
  
4. STAFF PAY & SESSION FEE REVIEW –
  - a. Pay rise: Adam explained about the pay increase. Vicky proposed and Jo seconded.
  - b. Session rate rise: everyone is happy with the new rates. JH to bring in the rates for Par Moor Nursery for comparison.
  
5. DBS/EY2 STATUS UPDATE – Jo is waiting on her EY2. SO will liaise with NC and ZC about their DBSs. KC – waiting on her DBS to come back before applying for her EY2. SO to speak to KT about applying for her DBS.
  
6. MAINTENANCE: Andy Virr popped in recently to check on if we'd used the money as we had the community chest money from the council last year. SO asked for quotes but no one came back to her. AG to chase up Simon Moss. Someone to look for a company to replace the ceiling tiles. SO would like new lino in the eating area. Under the play house needs painting. The wall in the cloakroom needs painting. Washer on the tap. Ikea bathroom cabinet. SO needs to build it. LP suggested a working party - Oct 19<sup>th</sup> 10am
  
7. AOB
  - a. Nativity. NC suggested the Methodist chapel instead? SO thought this was a good idea.
  
8. DATES FOR THE DIARY
  
9. DATE OF NEXT MEETING - Wed 13<sup>th</sup> Nov 7.30pm



### **Finance report by Sarah O'Toole, Committee Meeting 23/09/19**

<b>Current Account (CA) balance on 13/05/19</b>	£ 17,197.71
<b>Contingency (CF) Account balance on 19/05/19</b>	£ 19,456.37
<b>Easy Fundraising Total on 23/09/19</b>	£161.70 (36 Supporters)
<b>Debts owed from July 2019 leavers</b>	£110.25 + £98.00 + £252.00 + £21.00 = £481.25

### **Pre-School Managers report by Sarah O'Toole, Committee Meeting 23/09/19**

We have started the academic year with 26 children and we have 9 children due to start in the next 6 months.

**Staff** – On 22/07/19 the staff attended a days workshops of evaluations and targets setting. We evaluated the setting as a group in different areas such as 'What do we do to safeguard children', 'How do we consider health and safety', 'How do we consider the environment', 'What do we do to support the community', as well as evaluating our learning and development strategies. Each staff member also did a self-evaluation, to include training undertaken, it's impact and planned training. All these notes were displayed on the wall.

We plan to make this a twice yearly event, so next setting evaluation will be at Easter.

**Observations - As previous report, although changed the format now** - Staff have all been made aware that they will have an observation, their choice of activity and then they will assess it on a form (now created in consultation with staff and student). This will be a peer to peer assessment (rather than me doing an observation on everyone). The observed and the observee can discuss the activity objective and outcome together and then we have planned a group discussion at next staff meeting. These will happen in next two weeks!

**Forest School Site** - I have previously mentioned two pieces of land in Tywardreath which interest me as a forest school site for outings: one off Southpark road field and a piece of flat woodland up by the fields on Polpey Lane and can be accessed through the fields at the top of Well Street.

I haven't taken any action on these sites. However, I have had an email from the steering group of the Tywardreath and Par neighbourhood plan. When I filled out the questionnaire over a year ago I said I was interested in Forest School space in the village and they have come back to me and said there is a piece of land that we potentially could use. It's owned by the County Council at the moment, they are waiting for the ownership to be transferred to the parish council. I have a contact for someone who will show us the land and discuss it further with us (he was also the outdoor green spaces education manager in a London borough, so will be an interesting person to speak with).



Effective setting leadership and management	Previous targets/actions	Progress on 23/09/19	How can we make this better? Actions/Targets
<p><b>Learning and Development</b></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><b>Individual Targets –</b> Share these with parents/carers verbally and during consultations</p> <p><b>Cohort Tracking –</b> Tracking for school risers was analysed at end of term, gaps filled and sent to school with Tapestry transfer, with parents consent.</p> <p>Every child will have a long observation with ECAT (Every Child a Talker) assessed on it this term.</p>	<p><b>Individual Targets –</b> key persons setting new half term targets for each child now we are settled in. Detailed on kitchen white board. Grouping for activities has been identified.</p> <p>To do new ECAT's this term</p> <p><b>Topics –</b> Planning themes for the academic year have been identified. Some weeks have been left as gaps for us to take the children's lead or fill any EYFS areas that may need further coverage or extensions.</p>	<p><b>Individual Targets – Continuous</b> Share these with parents/carers verbally and during consultations.</p> <p><b>Cohort Tracking –</b> To be analysed at end of half term, ensuring all new children have 2 year checks completed.</p> <p><b>Topics –</b> Were reviewed at staff workshop assessments on 22/09/19. Will be listed monthly on Newsletters.</p>



<p><b>Safeguarding and Welfare</b></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><b>Heating and Lighting –</b> We are looking to replace the old night storage heaters and UV lights with something more efficient and cost effective.</p>	<p><b>Policies</b> - Uploaded to website by Lucy, with thanks. Have now been re-adopted (annual) by committee.</p> <p><b>Maintenance</b> - There is a 'jobs' list. None are urgent or for hazardous issues.</p> <p><b>Heating and Lighting</b> – Awaiting a quote from York Electrics.</p>	<p><b>Heating and lighting –</b> Sarah O'T to get quotes from other electricians.</p>
<p><b>Self Evaluation and Targets</b></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><b>Targets –</b> Improve mathematical opportunities</p> <p>Be more environmentally friendly/conscience as a setting.</p> <p>On 22/07/19 the staff attended a days workshops of evaluations and targets setting. We evaluated the setting as a group in different areas such</p>	<p><b>Maths –</b> Sarah and Tracey will attend the October conference which is focusing on maths.</p> <p>During evaluation the staff rated that we are more successful in carrying out and measuring success of mathematical opportunities.</p> <p>We are now able to recycle crisp packets through our friends at Footsteps Childcare Centre.</p>	<p><b>Maths –</b> Feed back ideas from maths conference to staff</p> <p>Continue to look at ways of recycling as highlighted in the staff assessment day</p>



	<p>as 'What do we do to safeguard children', 'How do we consider health and safety', 'How do we consider the environment', 'What do we do to support the community', as well as evaluating our learning and development strategies. Each staff member also did a self-evaluation, to include training undertaken, it's impact and planned training. All these notes were displayed on the wall</p>		
<p><b>Professional Development</b></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><b>Supervision</b> – Carried out termly.</p> <p><b>Training</b> – To check staff training audit for core courses (Safeguarding, Food Safety, First Aid).</p>	<p><b>Training – Identified in staff workshops.</b> Vikki and Jen to do Safeguarding online (booked). Sarah, Beth and Jen to renew Food Safety. Makaton Enhancement booked for 6 staff in December</p>	<p><b>Supervision</b> – Ongoing but up to date.</p> <p><b>Training</b> – New training directory our for Cornwall Council early years. Staff have link to view online. Will follow up bookings in supervision.</p> <p><b>Observations</b> – All staff will have a peer to peer observation this term. Their choice of activity and then they will assess it on a form (now created in consultation with staff and student).</p>



<p><b>Partnership with Parents</b></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><b>Partnership with Parents</b> – Follow up with parents/carers who have not been in for a review for a while or sharing sheets.</p>	<p><b>Partnership with Parents</b> – Ongoing</p> <p>Tapestry/Sharing sheet went out to all parents this month with a newsletter.</p> <p><b>Community Events</b> – Christmas activities to plan!</p> <p><b>Partnership with other providers</b> – All dual children have communication books that are regularly shared with other settings (Footsteps, Par Moor Nursery, Childminders). Next Steps and targets sheets were recently added to these books</p>	<p><b>Partnership with Parents</b> – Follow up with parents/carers who have not been in for a review for a while or sharing sheets.</p> <p><b>Community Events</b> – Planning ongoing, as left.</p> <p><b>Partnership with other providers</b> – Dual setting targets to be checked with other setting and reviewed after half-term</p>
--	---	---	---