# 

# PLYMTREE PRE-SCHOOL COMMITTEE MEETING

# MINUTES

8pm, 24th June 2019

Pencepool House, Plymtree

Meeting Chaired by Charlotte Martin – Chairperson

**Present**

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | |
| Charlotte Martin (Chairperson) | | CM | |
| Sarah Anning (Treasurer and Fundraising) | | SA | |
| Elizabeth Newson (Fees & Funding Officer) | | EN | |
| Clare Livingstone (Setting Manager) | | CL | |
| Angela Sims (Charity Commission Officer/Website and Social Media Officer) | | AS | |
| Donna Manser (Policies/Fees & Funding Officer) | | DM | |
| Naomi Harris (Safeguarding Officer) | | NH | |
| Alyse Spicer (Committee Member)  Maria Kuczera (Committee Member)  Emma Board (Parent) | | AS  MK  EB | |
|  | |  | |
|  | |  | |
| **1. Apologies** | |  | |
| Rachel Grandfield (Secretary)  Melanie Frier (Committee Member)  Lindsay Jones (Health & Safety Officer) | | RG  MF  LJ | |
| **Minute Ref** | **ITEM HEADING** | | **ACTION BY** |
| **2.** | Minutes of the previous meeting approved and ready to be signed by CM & RG. Copy to go on Pre-school noticeboard and website. | | CM  RG  AS |
| **3.** | **Chair’s Update – Matters Arising**  Questionnaire – CM confirmed 15 responses from parents received. CL to review and respond to parents with any issues raised. The committee agreed that the questionnaire should be sent once a year during Spring Term.  DBS/EY2 applications – MK outstanding DBS, she agreed to chase. NH still outstanding EY2 confirmation and will chase.  Recruitment for Committee – CM reiterated the need for all existing members to recruit new members. There will be a number of members stepping down at the AGM in September. Only 1 letter of interest was received from parents. CM proposed an informal social evening to encourage new parents to join. The committee has agreed Thursday 18th July 8pm at the Blacksmiths Arms. A Facebook Post, letter to parents and email to parents will be arranged. DM will arrange with the pub for an area to be reserved.  Leavers Ceremony – Bags have now been delivered. Paid on credit card £91. CL explained the format will follow the same as last year, 2:30pm on 22nd July 2019. | | CL  MK  NH  ALL |
| **4.** | **Setting Manager’s Report**  Sports Day – Will be a repeat of last year on 17th July. EN will arrange ice lollies as per last year.  Deep Clean of Hall – CM has been in contact with the Village Hall Committee to request a Deep Clean of the hall. We understand that due to limited funds, the hall are unable to finance this in addition to their regular cleaning service. CM therefore proposed that, subject to cost, Pre-School fund the cost of the deep clean for this year. As Pre-school are the primary users of the hall the committee agreed to fund and arrange for the clean to take place towards the end of the Summer holidays. CM to get quotes. CL also requested the grass be strimmed near the shed. CM will raise with the Hall Committee  Insurance – CL advised that she had not received an up to date copy of our Insurance Certificate for display in the hall. CM confirmed the insurance had been renewed this year via the Early Years Alliance. She will contact them for a copy of the certificate.  End of Year Presents for Staff Volunteers – The committee discussed what presents should be bought for our volunteers. It was agreed a bottle of wine for Chris and a bottle of port for Ruth.  Enrolments for Sept 2019 – CL confirmed there are 12 due to start in Sept and a further 2 in the Spring term making 14 so far. The committee agreed we should advertise more, leaflet drop in Cullompton & Clyst Hydon, Facebook post in Positive Cullompton and ask FOPS to share on their FB page, school newsletter and website.  Rotary raffle tickets – CL confirmed these will be distributed in trays shortly. | | EN  CM  SA  DM  AS  CL |
| **5.** | **Fees and Funding Update**  3 invoices paid £1,400, funding through for Summer Term, although there will be a slight adjustment in the amendment window. Expected funding £14,000 - £15,500. | | DM |
| **6.** | **Policies**  DM and CL confirmed that the Government ‘Golden Ticket’ for 2 year old funding has recently changed to the ‘Purple Ticket’. Website and Policies to be reviewed and updated where necessary. | | DM  AS |
| **7.** | **Treasurer’s update**  Bank accounts - looking healthy with profit from this financial year excluding wages. Current balance £41,760.25, £46,839.76 expenditure (from 1st April 2018 – 21st June 2019) Profit £14,498 (excluding wages and any future funding).  Contingency Fund – SA has discussed this with the accountant as well as researching porta cabins and the committee agreed to keep a separate fund of £15,000 for emergency premises/storage should the need arise. SA will discuss with accountant where the best place is to hold the money so we can withdraw with limited notice and perhaps gain some interest.  SA confirmed that the accountant (Sean) has been hired to carry out the staff payroll, reviews accounts (April 2018 – March 2019) and will audit them for the independent financial report and will then also upload the file to the Charity Commission in January 2020 . SA to request that he independent repost and review of accounts is done in time for the Sept AGM as requested by CM. | | SA  SA |
| **8.** | **Charity Commission**  AS confirmed there was no update following the submission in January. AS confirmed that a member of the committee will need to update the Charity Commission Website in Sept prior to the accountants submission on January. | | AS |
| **9.** | **Website/ Social Media**  EN confirmed that we raised £240 for the Heartswell Trust during the children’s sponsored fancy dress walk around the village. AS to post on Facebook.  Village website – AS to check who updates it and if our preschool information and URL link still works. | | AS |
| **11.** | **Any Other Business**  AED - James Moore Electrical yet to invoice for the work installing the cabinet for the defibrillator. EN is chasing.  Trip to Children of the Forest – CL informed the Committee that there are 18 children going on the Forest School Trip next Wednesday, 3rd July.  EYFS – CL informed the committee that the staff will be going on training next term to understand the new curriculum that will be introduced next year. More emphasis on what and how they are teaching, designed to be very inclusive and was part of a large piece of research conducted by Ofsted gaining feedback from both parents and settings.  Staff – CL informed the committee that the staff were very happy and pay rises were happily received.  Fundraising – DM suggested the Committee discuss ideas for a fundraising event in Summer Term next year if the number of children is lower. | | EN  CL |
| **12.** | **Date of Next Meeting**  To be advised. | |  |

We confirm the minutes are a true and accurate record

**SIGNED (Chair)……..……………………………………………….. DATE…………………...**

**SIGNED (Secretary) ……………………………………………….. DATE…………………..**