# PLYMTREE PRE-SCHOOL COMMITTEE MEETING

# MINUTES –

18 April 2016 @ Norman’s Green House, Plymtree

Meeting Chaired by Ellie Hibberd – Chairperson

**Present**

|  |  |  |  |  |  |
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| Ellie Hibberd (Chair & Officer) | | EH | Steph Stevens (Secretary) | | SS |
| Georgie Cole (Treasurer and fundraising) | | GC | Clare Livingstone (Setting Manager) | | CL |
| Elizabeth Newson (charities Commission & Fees/Funding Officer) | | EN | Rowan Pettitt (Policies & Safeguarding) | | RP |
| Sarah Hume (Website Officer) | | SH |  | |  |
|  | |  |  | |  |
| **Apologies**  Christina Gunn  Gemma Lindsay | | CG  GL |  | |  |
|  | |  |  | |  |
| **Minute Ref** | **ITEM HEADING** | | | **ACTION BY** | | |
| **PS/16/10** | **Minutes of the Last Meeting**  These were agreed and signed off – copy to CL for display in the noticeboard. | | |  | | |
| **PS/16/11** | **Chairs Update**  **Shed**  Claim for £250 has come through. After discussion it was agreed that a purpose built wooden shed would be too costly and we would look further into purchasing a better quality metal shed (size 8ft x 10ft). EH to do more research.  **Queen’s 90th birthday celebrations**  The village celebration is on Saturday 11 June and they would like to use some of pre-school’s ride-ons in a specific area. Toddlers are also contributing. The committee agreed to loan the ride-ons. The committee noted that parents will be responsible for their own children and we are not providing any rota of childcare.  **Annual Village Meeting**  This is on 19 May – preschool have been asked to go along and do a talk about what we do. EH cannot attend due to other commitments and asked if anyone else could do so instead. RP offered if CL will put a few words together about activities and a typical day at preschool. | | | **EH**  **EH**  **RP** | | |
| **PS/16/12** | **Settings Manager/Senior Play Leader Report**  Angela is fitting in well with the team and this has made a big difference to staffing, but we cannot go over 20 children as still only have 2 qualified staff. Current child numbers are 20 on Mondays & Wednesday and 16 on Fridays.  We have an estimate of 8 children currently committed to starting in September. It was agreed we need a fresh leaflet drop around the locality. EH will see about an advert in the Clyst Hydon and Kentisbeare Parish Mags.  GC noted that if we take on more non-funded children we may want to look at putting up the hourly rate to make sure it stays in line with government funding.  **Queen’s 90th birthday celebrations**  The children are having a tea party and are allowed to wear fancy dress.  **Wish List Items:**   * Numicon robot which helps with numeracy - £50 for a starter pack. * Summer outing – Bickleigh was suggested. To look into cost of coach in the event of a trip further afield. * Dressing up clothes from different countries - £30. * Outdoor shelving unit for undercover outdoor play area - £40. * CL would like some sort of sun shade cover on the tennis courts. Her Mum has agreed to make this so cost of material only. CL to look into cost of material.   All the above were agreed by the Committee. | | | **EH**  **CL** | | |
| **PS/16/13** | **Fees and Funding Update.**  **Outstanding Fees**  No outstanding from last term.  **Funding Update**  16 May - headcount week. | | |  | | |
| **PS/16/14** | **Fundraising**  Just had Rag Bag collection.  Race Night was once again very successful. We will organise another Race Night in Feb/March 2017.  Children are doing a dress up sponsored walk around the village on 18 May.  It was agreed that another Halloween Party should be organised nearer the time.  GL was looking into an evening of sellers with wine and nibbles. EH will follow up with GL to see if this is worth progressing. | | | **EH/GL** | | |
| **PS/16/15** | **Policies**  Policies sign off sheet needs to be signed by all of the Committee.  This has been on the desk by the front door at preschool but CL will try and circulate to get the remaining names.  **Smoking Policy**  RP suggested that we add ‘no smoking in cars’ to the policy and will also check the wording regarding parents/carers smoking out of sight of the children. | | | **ALL**  **RP** | | |
| **PS/16/16** | **Treasurer’s Update**  **See Account attached.**  We have £9,573 in surplus and accounts are very healthy.  **Auto Enrolment**  GC confirmed after an email to the Committee that she will go with Nest. GC spoke to Michelle (Payroll) and she is going to split the cost of the software between us and a new client which will be £50 – Committee Agreed. AE starts 1st July. | | | **GC** | | |
| **PS/16/17** | **Website**  SH has made changes requested by EH. We have now bought the URL – [www.plymtreepreschool.co.uk](http://www.plymtreepreschool.co.uk). The old website now redirects the browser to the new website.  SH to add the minutes of this meeting to the website.  SS to post on Facebook about the new website. | | | **SH**  **SS** | | |
| **PS/16/18** | **Facebook**  GC requested that we change the homepage of the account so that people do not get confused when searching for the preschool page.  SH will speak to GL re who is responsible for updating the page. RP happy to take this on. | | | **SH/GL** | | |
| **PS/16/19** | **AOB**  **Leaver Presents**  CG to order bags as previously.  **Committee 2016/2017**  SS confirmed she will be leaving the Committee. We will need to find a new secretary. EH, EN, GC, SH and RP will stay on. GL and CG to confirm. Of those, GC, SH, RP and GL would have children at pre-school and EH will do at some point during the year.  EH to check if whether a % of the Committee must be parents with children in the preschool.  RP – 6 years on the Committee – check 7 year allowance. | | | **CG**  **EH**  **EH** | | |
|  | **Date of the Next Meeting**  Final Meeting of the Year in July – TBC by email  It was also noted that the date of the AGM needs to be fixed and then advertised in the Parish Magazine in August. | | | **EH** | | |

We confirm the minutes are a true and accurate record

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

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