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# PLYMTREE PRE-SCHOOL COMMITTEE MEETING

# MINUTES

8pm, 27th September 2018

Rectory Oaks, Plymtree

Meeting Chaired by Charlotte Martin – Chairperson

**Present**

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| Charlotte Martin (Chairperson) | | CM | |
| Sarah Anning (Treasurer and Fundraising) | | SA | |
| Rachel Grandfield (Secretary) | | RG | |
| Elizabeth Newson (Fees/Funding) | | EN | |
| Angela Sims (Charities Commission/ Website and Social Media) | | Angela | |
| Donna Manser (Policies) | | DM | |
| Maria Kuczera (Committee Member) | | MK | |
| Melanie Frier (Committee Member) | | MF | |
| Alyse Spicer (Committee Member)  Georgina Cole (Outgoing Treasurer) | | Alyse  GC | |
|  | |  | |
| Apologies | |  | |
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| Naomi Harris (Safeguarding) | | NH | |
| Lindsay Jones (Committee Member) | | LJ | |
| Clare Livingstone (Setting Manager) | | CL | |
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| **Minute Ref** | **ITEM HEADING** | | **ACTION BY** |
| **2.** | **Welcome**  The Chair welcomed new committee members. | |  |
| **3.** | **Minutes of last meeting**  Awaiting minutes of the AGM from Outgoing Chair and Secretary. | |  |
| **4.** | **Chairs Update- Matters Arising**  CM noted that all new committee members will need to complete DBS checks and an EY2 form with Ofsted as soon as possible. These have already been emailed to LJ, NH, MK, and DM. CM to email to Alyse.  CM raised that it seemed unfair to distribute feedback questionnaires in September as new parents will not have had time to form an opinion regarding the setting. It was suggested that questionnaires be sent to parents of any leavers now and to all current parents in the Spring/ Summer Term. CM to investigate using a digital format eg. Survey Monkey which can be emailed to parents and may be quicker and easier for them to respond.  CM also asked for volunteers to undertake the Safer Recruitment training. DM and AS volunteered. CM to send DM and Angela details of the course. | | CM  CM  CM |
| **5.** | **Setting Manager/Senior Play Leader Report (provided by CM on behalf of CL)**  Pre-school have recently purchased the following   * A Mud Kitchen for the outdoor area * A new camera (£67) * A small shed for outdoor equipment (£150) * Some new Phonics ICT equipment   New uniform samples have been ordered for both staff & children.  Staff CPD – Courses booked as follows:  CL – Safeguarding (October)  CL and Elaine – First Aid (January)  First Aid course – Angela (January)  Elaine is looking into completing a two day Makaton course - to help children whose first language may not be English.  Elaine will also attend the termly SENCO Forum | |  |
| **6.** | **Fees and Funding Update**  The headcount claim has been submitted.  All invoices have been issued. A couple of the parents have asked to split their payments but EN is confident all monies will be cleared by the end of term.  We are expecting to receive an estimated £14,000 this term in funding.  Term dates to be set for 2019/2020. CL to advise. | |  |
| **7.** | **Fundraising – All**  Halloween Disco  A date has been set for Sunday 28th October.  SA to book village hall & put together a ‘to do list’ to e-mail to committee members.  CM to look into whether we can use Upton Barns disco/lights as per last year.  RG has template for posters and will print copies to be displayed in the village/school/preschool/toddler group/newsletters etc.  It was agreed that the party would run from 10.30am- 12am.  Entrance fee for disco- £2.50 per child.  There will be the usual refreshments, teas and coffees served for £1 and committee members each to donate a round (12) of cupcakes which will be 50p each.  It was discussed that the usual games will be available as of previous years and raffle tickets will be used for games, 50p per raffle ticket per game.  Competitions: pumpkin carving, fancy dress etc.  Sweets will be given as prizes.  GC brought along some items left over from last year and it was agreed that we will invest in new decorations and battery operated lights for pumpkins.  A final planning meeting to take place on Monday, 15th October 2018.  Christmas Cards  CL is in the process of making them and parents will be receiving order forms.  Cookbook  CM proposed that we create a Plymtree Recipe book. It was discussed that the book wouldn’t be created in time for Christmas but could be seasonal and we could target Mother’s Day or Easter. It was agreed that we would approach local businesses such as the Bakehouse, the 5 Bells etc. for recipes and ask if they would assist with sponsorship for printing costs.  EN, MF and CM were happy to be involved in co-ordinating.  It was agreed that we would sell more copies if we created a joint one with the school and we would need to research cost of production, volume costs etc.  GC to speak with FOPS to see if they would be interested and SA to look into printing costs. | | SA  CM  RG  ALL  ALL |
| **8.** | **Policies**  DM has reviewed all policies.  DM flagged that the E-Safety Policy identifies an Acceptable Use Agreement relating to the use of images. CM to check who is required to sign this.  DM also pointed out that in line with the Health, Safety and Environmental Policy an in-setting register will need to be updated with all new committee members’ telephone numbers. CM also to discuss with CL.  CM to review DMs suggested amendments before Policies distributed to all Committee, Staff and Parents for reading. A final copy to be posted on the website and given to CL for parents and staff to read.  GC also mentioned that all Committee Members must read and sign the Privacy Policy for Committee Members. CM to email. | | **CM**  **CM**  **Angela/CL**  **CM** |
| **9.** | **Treasurers update**  SA had little new to report as this was covered by the report during the AGM and GC reported that we were in a good financial position.  It was discussed that we need 2 new signatories for the bank accounts and DM and SA would take this on. EN is already a signatory. Current signatories will remain active until new signatories arranged with the bank. GC mentioned that previous signatories were removed if they weren’t shown to be active on the account and advised that they would need to keep logging in or would possibly be taken off.  GC recommended that given our current financial position, a contingency fund be set-up to ring fence funds in the event of any unexpected events. A new bank account would need to be created and a declaration made stating why we were setting aside funds. SA to investigate further. | | **GC/SA**  **SA** |
| **10.** | **Charity Commission**  All new committee members to sign Charities Commission Trustee Eligibility Declaration Forms. Angela to obtain signatures from LJ and NH.  CM to e-mail Angela a list of names of all the Committee members and their titles. | | **Angela**  **CM** |
| **11.** | **Social Media/Website**  CM requested that the committee forward a photo of themselves to Angela which can be used to update the notice board at the village hall.  Angela to take camera to pre-school for committee members that are happy to have their photo taken at drop off.  Angela to update website with photos of new committee members.  Angela to post Halloween Poster to FB page. | | **ALL**  Angela  Angela  Angela |
| **11.** | **Any Other Business**  A date was set for the Race Night – 9th March 2019. | |  |
| **12.** | **Date of Next Meeting**  Monday 15th October | |  |

We confirm the minutes are a true and accurate record

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

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