

PLYMTREE PRE-SCHOOL COMMITTEE MEETING



MINUTES

8pm, Monday 13th July 2020, Plymtree Village Hall

Meeting Chaired by Alyse Spicer in Daryl's absence

Committee Members

Daryl Spicer (Chairperson)	DS	
Sarah Anning (Treasurer)	SA	PRESENT
Emma Board (Secretary / Charity Commission Officer)	EB	PRESENT
Donna Manser (Fees & Funding Officer)	DM	PRESENT
Clare Livingstone (Setting Manager)	CL	
Becky Whitfield (Safeguarding Officer)	BW	PRESENT
Danielle Thomas (Health and Safety)	DT	PRESENT
Maria Kuczera (Website and Media)	MK	
Alyse Spicer (Committee Member)	AS	PRESENT
Lucy Berryman (Committee Member)	LB	PRESENT
Kelly Le Page (Committee Member)	KLP	

Minute Ref	ITEM HEADING	ACTION BY
1.	Apologies Daryl, Maria, Kelly and Clare	
2.	Minutes of the previous meeting approved and signed.	
3.	<p>Chair's Update – Matters Arising</p> <p>Thank you all for attending and to Anna Shelbourne for kindly joining us this evening.</p> <p>Members discussed their current roles, who are stepping down and any potential new members.</p> <p>Committee Member - Updates</p> <p><u>Stepping down:</u> Daryl – Chairperson Alyse – Committee Member Maria – Website and Media Danielle – Health and Safety *Sarah – Treasurer and Fundraising *Donna – Policies and Fees and Funding Officer</p> <p>*will however stay on as Committee Members and use the year to handover</p> <p><u>Remaining:</u> Becky, Emma, Lucy, Sarah, Donna</p> <p><u>Committee Member - New</u> Anna Shelbourne – Policies and Health & Safety</p>	

	<p>Suggestions: Hayley, Laurial</p> <p>Roles filled (to be confirmed at next meeting)</p> <table border="1" data-bbox="378 279 1179 751"> <thead> <tr> <th colspan="2">2020 - 2021</th> </tr> <tr> <th>Role</th> <th>Name</th> </tr> </thead> <tbody> <tr><td>Chairperson</td><td></td></tr> <tr><td>Treasurer</td><td></td></tr> <tr><td>Secretary</td><td></td></tr> <tr><td>Fees and Funding Officer</td><td></td></tr> <tr><td>Website</td><td></td></tr> <tr><td>Fundraising</td><td></td></tr> <tr><td>Policies</td><td></td></tr> <tr><td>Health and Safety Officer</td><td></td></tr> <tr><td>Safeguarding Officer</td><td></td></tr> <tr><td>Committee Member 1</td><td></td></tr> <tr><td>Committee Member 2</td><td></td></tr> <tr><td>Committee Member 3</td><td></td></tr> </tbody> </table> <p>Becky put herself forward for the Website and Media role Lucy may share the Treasurer role but tbc Emma mentioned she is happy to keep the Secretary role</p> <p>DBS automatically reviews, therefore current members do not need to complete again. New members to complete.</p>	2020 - 2021		Role	Name	Chairperson		Treasurer		Secretary		Fees and Funding Officer		Website		Fundraising		Policies		Health and Safety Officer		Safeguarding Officer		Committee Member 1		Committee Member 2		Committee Member 3		
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<p>4.</p>	<p>Setting Manager's Report N/A</p>																													
<p>5.</p>	<p>Fees and Funding Update Funded = 3&4 year olds have gone up by 8p per hour 3 and 4 year olds were £4.08 now £4.16 2 year olds were £4.90 now £4.98</p> <p>All funding received.</p> <p>Half price hall costs</p> <p>Staff continued to be paid and worked from home to support pre-schoolers during lockdown.</p> <p>Two members of staff salaries were increased by minimum wage amendment by 6%. Other staff to also be amended by 6% in September. (Daryl to send letter confirming this) All to be reviewed again in April.</p> <p>Currently £9,500.00 in the bank.</p>	<p>Daryl</p>																												
<p>6.</p>	<p>Policies Nothing to report.</p>																													
<p>7.</p>	<p>Treasurer's update £10,000 in £8,700 out In profit.</p>																													

	Report to be advised £3,363.00 Deficits	
8.	Charity Commission Now falls under the accounts.	
9.	Website / Social Media Nothing to report.	
11.	Any Other Business Thank you end of term gifts for staff = wine and flowers.	
12.	Date of Next Meeting Thursday 17 th September 2020 – online (See Alyse email dated 15.09.20)	All to attend

We confirm the minutes are a true and accurate record

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

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