

PLYMTREE PRE-SCHOOL COMMITTEE MEETING



MINUTES

8pm, Monday, 23rd January 2017

Norman's Green House, Plymtree

Meeting Chaired by Ellie Hibberd – Chairperson

Present

Ellie Hibberd (Chair & Officer)	EH
Georgie Cole (Treasurer and Fundraising)	GC
Charlotte Martin (Secretary)	CM
Elizabeth Newson (Charities Commission & Fees/Funding Officer)	EN
Clare Livingstone (Setting Manager)	CL
Rowan Pettitt (Policies & Safeguarding)	RP
Sarah Hume (Website Officer)	SH

Apologies

Christina Gunn (Committee Member)	CG
Steph Stevens (Committee Member)	SS

Minute Ref	ITEM HEADING	ACTION BY
1.	Minutes of the previous meeting approved.	
2.	<p>Chair's Update</p> <p>2.1 All DBS and EY2 are up to date with the exception of CM which has been delayed due to her having been overseas.</p> <p>2.2 Devon County Council have recently announced the proposed EY Funding rates for 2017. From April 2017, the rate for three year olds will increase from £3.70 to £3.98 per hour. In line with this, the Committee agreed to a fee increase from £3.70 to £3.98. This will apply to all funded and non-funded places from September 2017. A letter to all parents advising them of the fee increase once DCC confirm the increase.</p> <p>2.3 The Committee agreed term dates for 2017/18:</p> <ol style="list-style-type: none"> 1. Wednesday, 6th September– Friday, 15th December 2017 2. Wednesday, 3rd January – Wednesday, 28th March 2018 3. Monday, 16th April – Monday, 23rd July 2018 <p>Half Terms:</p> <ol style="list-style-type: none"> 1. Monday, 23rd October – Friday, 27th October 2017 2. Monday, 12th February – Friday, 16th February 2018 3. Monday, 28th February– Friday, 1st June 2018 <p>These will be put on our website.</p> <p>2.4 The Committee agreed to the draft Plymtree Pre-school Parent/Carer Questionnaire. EH to include a question relating to satisfaction of hours offered by the pre-school and to adjust the</p>	<p>CM</p> <p>EH/EN</p> <p>SH</p> <p>EH</p>

	<p>wording of the child section slightly to encourage their involvement. EH to distribute to all parents and carers next week.</p> <p>2.5 The Committee acknowledged the tremendous achievement of the staff following the recent Ofsted Inspection on 5th December 2016. Plymtree Pre-school were found to be Good in all areas. The inspector highlighted two areas where further improvements were needed. CL is working with staff, parents and children to rectify these including changing the induction policy to include a more formal introductory meeting with parents and carers when new children commence and better recording of activities used to monitor the learning of particular groups. CL highlighted that staff were limited in this as Plymtree Pre-school does not have many children of different ethnic backgrounds, disabilities etc.</p>	
<p>3.</p>	<p>Setting Manager's Report</p> <p>3.1 CL confirmed that there are currently 16 children on the roll. Two new children are expected to commence attendance later this term, increasing the roll to 18.</p> <p>3.2 Angela Rogers should complete her apprenticeship at the end of March 2017 and has indicated that she would like to continue working at Plymtree Pre-school.</p> <p>3.3 The children all enjoyed the recent Rugby Tots session and CL is planning a further four sessions. CL has also planned a session for the children with East Devon Dance. The Committee also approved the purchase of new tables, furnishings, toys and books.</p> <p>3.4 Training: CL will be undertaking an EYPP course and Elaine Gubb is planning to attend a Letters and Sounds course.</p> <p>3.5 The children are continuing their visits to Plymtree Primary School with three more planned this half term. It is intended that all visits will take place on a Wednesday.</p>	
<p>4.</p>	<p>Fees and Funding Update</p> <p>EN advised that due to receiving an over-payment last term, the funding was less than expected this term. £6,000 funding has been received plus an additional EYPP of £112 and £450 in unfunded fees. A claim for £6,200 for this term as been submitted plus EYPP of £92.22. £1,800 has been invoiced for all unfunded hours. To date, £859 has been received with £941 outstanding.</p> <p>The Charity Commission Annual Return has been submitted.</p>	
<p>5.</p>	<p>Treasurer's Report</p> <p>GC reported a predicted surplus of £1,000 by year end following the Race Night on 4th March. Income this term is currently down £6,000 compared to 2015/16 due to fewer children on role.</p> <p>Michelle Cotterill has completed her independent examination of the accounts.</p>	

6.	<p>Policies</p> <p>CL advised that Devon County Council have produced an update to the Smoke Free Early Years Provider Policy. RP to update Plymtree Pre-school Policy.</p>	RP
7.	<p>Website/ Social Media</p> <p>The Committee thanked SH for keeping the Facebook page up-to-date with details of all planned Plymtree Pre-school activities. The website is excellent but could benefit from more up-to-date photographs. CL/SH to liaise and speak to SS regarding some professional photography.</p>	SH/CL/SS
8.	<p>Fundraising</p> <p>Race Night is confirmed for Saturday, 4th March 2017 at Plymtree Village Hall. GC has booked the Race Night Organiser to run the proceedings. 90 tickets have been printed and are available from all Committee Members at £5.00 each. Race Sponsorships available for local businesses at £25 and horses available to purchase at £5.00 each (Winning owner receives £20.00). A Tote will also be available on the night.</p> <p>GC highlighted the need to strictly record all money collection. Tickets have been distributed to Committee Members with a sheet for recording names and sponsors. Committee Members to return record sheets and all monies collected to GC by 24th February.</p> <p>GC has put an advert in the February edition of the Plymtree Parish Magazine and the Community Shop.</p> <p>GC to purchase cider, lager and ale for bar.</p> <p>RP to contact Chris Piper regarding wine order and glass hire.</p> <p>EN to order the Bread and Cheese.</p> <p>Committee to provide cupcakes.</p>	<p>ALL</p> <p>ALL</p> <p>GC</p> <p>RP</p> <p>EN</p> <p>ALL</p>
9.	<p>Any Other Business</p> <p>The Committee discussed possible additional fundraising activity including a Summer Ball. Further consideration required before finalising including potential venue, licensing etc. To be discussed further at next Committee Meeting.</p> <p>CM asked if the Pre-school would consider extending their opening hours given the planned increase to funded hours in September 2017. Unlikely due to staff availability and also likely uptake though it was suggested adding a question to the Parent/ Carer questionnaire to gauge interest (see 2.2.4)</p>	
10.	<p>Date of Next Meeting</p> <p>April 2017 (Date TBA)</p>	

We confirm the minutes are a true and accurate record

SIGNED (Chair)..... 

DATE..... 25.03.17

SIGNED (Secretary) 

DATE..... 28/3/2017

