

# PLYMTREE PRE-SCHOOL COMMITTEE MEETING

# MINUTES

8pm, 3rd July 2017

Normans Green House, Plymtree

Meeting Chaired by Ellie Hibberd – Chairperson

**Present**

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

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| Christina Gunn (Committee Member)  Steph Stevens (Committee Member) | | CG  SS | |
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| **Minute Ref** | **ITEM HEADING** | | **ACTION BY** |
| **3.** | 3.1 Minutes of the previous meeting approved.  3.2 Article promoting Plymtree Preschool to be sent to Clyst Hydon magazine for publication.  3.3 Information sheet explaining who the Committee are and their role to be prepared over the Summer ready for new parents in September. SS to take photographs of all Committee Members once new members are in place (See 4.2).  3.4 RP to send link to Ofsted website and Google business page for the Committee to add reviews.  3.5 RP to contact the Gazette about possible promotional feature. | | **EH**  **EH/SS**  **RP**  **RP** |
| **4.** | **Chair’s Update**  4.1 End of Year thank you gifts for Mr Webster, Ruth and Leah to be purchased and cards made by the children. CL to purchase gift for Leah and GC to purchase National Garden Scheme vouchers for Mr Webster and Ruth.  4.2 EH, EN, RP, GC and SH to continue as members of the Committee for 2017/18. CM has regretfully resigned so a new Secretary is needed. EH raised the need to be mindful of the ratio of ‘Family’ members to ‘Non-Family’ members (ie. parents of children who actually attend the preschool). There need to be 60% Family members. Committee to approach new preschool parents including Aida Hodder and Rachel Grandfield.  4.3 The AGM will take place at 8pm on Tuesday, 19th September at the Blacksmiths Arms, Plymtree. SH will post a note on the Facebook page and EH will post a notice in the August issue of the Plymtree Parish Magazine. Information about the committee and AGM will be prepared by EH in time for the start of the new term. | | **CL/GC**  **ALL**  **SH/EH** |
| **5.** | **Setting Manager’s Report**  5.1 Currently 20 children on roll. 10 will be leaving at the end of term. 16 children are on the roll for September with an additional 2 children expected to start in October and December. This brings us almost to capacity (20) at the start of the year.  5.2 All staff appraisals have been completed.  5.3 CL reported that the Village Hall was filthy on Monday morning. CL to contact Richard Shelbourne regarding the cleaning as this is an ongoing issue particularly following weekend events and staff often have to clean before sessions commence.  5.4 Plymtree Country Fayre is taking place on Monday, 28th August. CL to coordinate the Preschool entries in the children’s competition in the Flower and Produce Show. The entries will be based on a sea topic they have been learning about this term. Preschool will pay for each child’s entry fee. | | **CL** |
| **6.** | **Treasurer’s Report**  6.1 GC commented on the pre-school accounts, with YTD for 2016/17 showing a deficit of £2,363.57 however figures based on the Academic Year showing a surplus of £623.18. These figures compare less favourably than 2015/16 largely due to a necessary increase in equipment expenditure and there being two Race Night fundraisers in 2015/16 (June and March).  This year has also been a tough year in terms of the number of children on the roll but there are already 16 children on the roll for September 2017 and it is likely that all places will be filled by the end of the year.    Some money is still to come in from fundraising initiatives (see 8.) and we are also expecting an invoice from East Devon Dance. It is therefore expected we will breakeven by the end of the academic year.  A balance of over £20,000 is in the bank so a good cash surplus is available to begin the next academic year.  EYPP funding for this term to be spent on Rugby Tots which has been a successful and popular activity with all children.  6.2 GC advised the committee that she is seeking a new Fruit and Vegetable supplier as current supplier Kellands have become unreliable in their deliveries. EH to speak to the Plymtree Village Shop about supplying the fruit. | | **EH/GC** |
| **7.** | **Fees and Funding Update**  7.1 EN and GC explained the new system for claiming Tax Free Childcare which is replacing Childcare Vouchers for new joiners. Plymtree Preschool has signed up for this and parents wishing to claim will need to ask preschool for a code which they can then use to link to their HMRC account.  7.2 A letter has also been sent to all parents explaining the new 30 Hours Free Childcare. This letter will also go out to all new parents be in their starter pack. Parents wishing to apply for funding for next term will need to do so by 1st September 2017. They will receive a code which they will need to provide to Plymtree Preschool via the new funding form. This will be provided to all parents in the starter pack. If parents do not provide a code then they will be invoiced.  7.3 Plymtree Preschool are to sign a New Provider Agreement and return to Devon County Council by 14th July. As part of the agreement it is necessary to review the admissions policy and fees and funding policy to make sure they are up to date with the new funding process.  7.4 Over £9,000 has been received in EYF this term with EYPP of £96.99.  An additional £3,000 has been invoiced and paid.  One overpayment has been made and will be refunded. | | **EN**  **EN/RP**  **EN** |
| **8.** | **Fundraising**  8.1 The Committee discussed holding another Halloween Party in October. Last year’s event did not receive a great turnout and so was not as financially successful as hoped. It also required a lot of organisation. An alternative suggestion would be to have a more straightforward disco with a ticket charge and a fancy dress competition. To be discussed again at the next meeting.  8.2 £64.00 was raised from the last Bag2School collection.  8.3 Sponsor money is still to be collected from the Obstacle Race on 28th June.  8.4 Money raised from the sale of Rotary raffle tickets is expected to be received this week.  8.5 £50.00 has been kindly donated by Phoenix Cards and we are awaiting advice from Laura regarding money raised from orders in June.  8.6 The Committee decided it is not the right time to organise a Ball. There is not currently the resources to organise such a large event.  8.7 Additional fundraising suggestions were Christmas Cards and Recipe Books. To be discussed again at the next meeting. | |  |
| **9.** | **Website/ Social Media**  9.1 SH to update the website with minutes of the Committee Meeting and details of new Tax Free Childcare and 30hrs Free Child Care.  9.2 SH has been regularly updating the Facebook page with information and will schedule ongoing posts over the Summer holidays. SH to also post links to Rugby Tots and Music Seeds to help increase ‘Click Through’. More photographs to be posted, provided parents are in agreement. There is an ideal opportunity for parents to take photographs of their own children at Axe Valley Wildlife Park and upload to the Facebook page.  9.3 The Preschool mobile phone is quite outdated and does not take very good photographs. GC to look into purchase of new mobile phone. | | **SH**  **SH**  **GC** |
| **10.** | **Policies**  RP to review and make any necessary updates to policies by September, including admissions policy and fees and funding policy to bring it in line with the new funding available. | | **RP** |
| **11.** | **AOB**  Nothing to report | |  |
| **12.** | **Date of Next Meeting**  AGM – Tuesday, 19th September 2017 – 8pm, Blacksmiths Arms. | |  |

We confirm the minutes are a true and accurate record

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

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