

# PLYMTREE PRE-SCHOOL COMMITTEE MEETING



## MINUTES

8pm, Wednesday 15<sup>th</sup> January 2018

Normans Green House, Plymtree

Meeting Chaired by Ellie Hibberd - Chairperson

### Present

Ellie Hibberd (Chairperson)	EH
Rowan Pettitt (Secretary)	RP
Elizabeth Newson (Fees/Funding Officer)	EN
Clare Livingstone (Setting Manager)	CL
Sarah Hume (Website and Social Media Officer)	SH
Melanie Frier (Safeguarding Officer)	MF
Angela Simms (Charities Commission Officer)	AS
Sarah Anning (Parent)	SA
Donna Manser (Parent)	DM

### 2. Apologies

Georgie Cole (Treasurer and Fundraising)	GC
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Minute Ref	ITEM HEADING	ACTION BY
3.	Minutes of the previous meeting approved.	

<p>4.</p>	<p><b>Chair's Update</b></p> <p>Committee photos - all committee to submit photos to MF for the committee board. Deadline is half term.</p> <p>AS has confirmed that the Charities Commission annual return has now been submitted.</p> <p>DBS &amp; EY2 update - Ofsted have advised that they are conducting additional checks for MF. Ofsted have said that they do not have the DBS for AS and require the original copy. EH/AS to arrange.</p> <p>Safer Recruitment - There is a course on Weds 7<sup>th</sup> February 2018 6-9pm in Exeter. At least one person who will be on the committee next year will need to do this at some point preferably prior to September 2018.</p> <p>GDPR:</p> <ul style="list-style-type: none"> <li>• CL is auditing the Pre-school paperwork.</li> <li>• GC (by email) reported that the GDPR course she attended was useful. GC thinks we are on the right track by starting to map our data/ using Bcc for emails etc.</li> <li>• We will need to look into different online storage platforms (Google/Dropbox) to ensure that they are compliant.</li> <li>• EH has been working on a schedule for the data mapping exercise and will circulate it to those committee members who hold data (EH, GC and EN) and will also check Constitution to see if it records how long we should be storing committee meeting minutes.</li> </ul>	<p>ALL</p> <p>EH/AS</p> <p>GC</p> <p>GC/EH</p> <p>EH</p>
<p>5.</p>	<p><b>Setting Manager's Report</b></p> <p>The Pre-school laptop is now password protected. CL is in the process of moving data from her personal PC to the laptop. Uploading documents to Microsoft OneDrive.</p> <p>Staff cover - CL raised that she does not think that Nicky Morgan really wants to cover anymore. CL raised whether we could form a 'staff bank'. People coming in would not have to be qualified as they now have enough staff to ensure the ratio is correct. However, it would be preferable to have qualified staff. It was discussed that we could approach some of the nannies in the village. SA said she could ask her Mum who is qualified. CL/EH to follow up.</p> <p>CL reported that we will have 21 children on roll, rising to 24 in the summer term. Pre-school will then be working with 4 staff per session. 11 children will be going up to primary school in September 2018. We have 14 children on roll already for September 2018, which is very healthy at this point.</p>	<p>CL</p> <p>CL/EH</p>
<p>6.</p>	<p><b>Treasurer's Report</b></p> <p>GC reported (by email) that we are in a good financial position, with the bank accounts showing a surplus in both the academic and financial year. GC confirmed that Michelle Cottrell has completed her independent review of the accounts.</p>	

7.	<p><b>Fees and Funding Update</b></p> <p>Headcount week is current week - w/c 15/01/18.</p> <p>Invoices have been issued as required. We are expecting to receive £11,000.00 this term in funding.</p>	
8.	<p><b>Fundraising</b></p> <p>Race Night has been set for Saturday 12<sup>th</sup> May 2018. The hall and the race vendor have been booked.</p> <p>The school are running an Easter Egg colouring competition. The school will visit the Pre-school to present prizes on 23<sup>rd</sup> March 2018.</p> <p>The next Ragbag collection will be after May half-term - date TBC.</p> <p>EN raised that she has been involved in discussions regarding the village funding an automatic external defibrillation machine. EN asked if the Pre-school would be willing to part fund as it would be beneficial to children, staff and the wider community. EH to investigate whether the Constitution would allow this.</p> <p>We usually have at least one sponsored event - CL to organise.</p>	<p>CL</p> <p>EN/EH</p> <p>CL</p>
9.	<p><b>Policies</b></p> <p>RP confirmed that the policies have now been reviewed. The committee, staff and parents need to sign to confirm that they have read these. CL to prepare signing sheets.</p> <p>The Emergency Plan is being reviewed. Pre-school have requested a new plan of the Village Hall - this will be chased at the next hall meeting.</p>	<p>CL</p> <p>CL/EH</p>
10.	<p><b>Website/ Social Media</b></p> <p>SH has updated the dates on website.</p> <p>SH to add a link to Tax Free Childcare and update the 2017 fundraising totals. Pictures are to be added, particularly of the East Devon Dance sessions.</p>	<p>SH</p>
11.	<p><b>Any Other Business</b></p> <p>Committee - EN would like to handover the Fees &amp; Fundraising role. AS suggested that the role of the committee is discussed by CL at the very first meeting with parents so they understand its importance. Agreed that roles can be discussed at the Drinks Night at the pub.</p> <p>PAT testing has still not been done. Disabled toilet light still not working. The village hall committee has been emailed but no response as yet. Pre-school have been informed that the boiler is being replaced during half term. EH to message Josh Waite regarding PAT testing.</p> <p>Diary date: Drinks at pub - all welcome - Thursday 22<sup>nd</sup> February 2018. EH to invite prospective parents.</p>	<p>EN</p> <p>CL</p> <p>EH</p> <p>EH</p>
12.	<p><b>Date of Next Meeting</b></p> <p>Monday 16<sup>th</sup> April</p>	

SIGNED (Chair).....

DATE.....

SIGNED (Secretary) .....

DATE.....