

# PLYMTREE PRE-SCHOOL COMMITTEE MEETING



## MINUTES

8pm, Monday 16<sup>th</sup> April 2018

Normans Green House, Plymtree

Meeting Chaired by Ellie Hibberd - Chairperson

### Present

Ellie Hibberd (Chairperson)	EH
Georgie Cole (Treasurer and Fundraising)	GC
Rowan Pettitt (Secretary)	RP
Elizabeth Newson (Fees/Funding Officer)	EN
Clare Livingstone (Setting Manager)	CL
Melanie Frier (Safeguarding Officer)	MF
Angela Simms (Charities Commission Officer)	AS
Sarah Anning (Parent)	SA
Donna Manser (Parent)	DM
Charlotte Martin (Parent)	CM

### 2. Apologies

Sarah Hume (Website and Social Media Officer)	SH
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Minute Ref	ITEM HEADING	ACTION BY
3.	Minutes of the previous meeting approved - to be printed and signed by RP/EH.  Matters arising: Enquiry regarding whether Pre-school funds should be put towards a defibrillator for the village. This is ongoing.	RP

4.

#### Chair's Update

EH has now received a DBS and confirmation of suitability letter from Ofsted for AS. DBS received for MF, EH has chased Ofsted for confirmation of suitability. EH to follow up again and to ask MF to do so as well.

EH/MF

The Pre-School Learning Alliance Membership has been renewed although GC confirmed that the full rate has been deducted from the bank account. EH to query this with PSLA as they agreed a preferential small setting rate previously. This would mean we pay approximately £30 less on the annual fee.

EH

The Ofsted membership renewal has been completed.

The ICO registration renewal has been processed and paid for. This is only applicable until 25/05/18 when the GDPR comes into force, however we believe we are obliged to be registered with ICO until this point.

#### GDPR Update

EH, GC and CL have been working on data mapping in preparation for GDPR. EH has produced a spreadsheet showing what data we store and how we store it, for different user groups (Employees/Committee/Parents/Children). EH has also produced a Privacy Notice for each user group. Staff privacy notices to be issued after a few minor amendments, other user groups to follow.

CM provided information on storing data securely. Hard copies should be stored securely in a locked place which is inaccessible to anyone not requiring access to data. CL confirmed current Pre-school data is locked in the Pre-school cupboard. CL/Staff have a key. Staff data is kept in a locked box, only CL has a key.

Data stored and shared on a computer must be password protected. It was suggested emailed committee information should be password protected going forward.

We must be taking reasonable steps to ensure the privacy and security of our data and ensuring any changes to data storage and security are notified to the relevant parties.

GC

A query was raised over data stored with third parties, ie Dance teacher/Rugbytots etc. CL confirmed that no children's data is provided to these external parties. We also need to check with Michelle on her data storage arrangements - GC will check that.

EH

EH is working to update the staff handbook with GDPR information and Privacy Policy. EH will also review the registration form CL issues to parents.

#### Expenses

EH/GC queried the process for Pre-school expenses with CL. CL confirmed that small expenses (under £10) were paid via Petty Cash, with income from sales of uniform added as it is sold.

For larger expenses, CL buys the item/s and provides GC with her receipts. GC then reimburses CL.

CL confirmed she is buying fruit and veg from Plymtree Community Shop weekly, but she is supplementing this with more exotic purchases (mango/pineapple etc). CL confirmed she is happy to continue doing this.

GC queried whether CL/staff felt they could ask for money for larger expenses and whether they felt the system was working. CL confirmed she is happy with the current system and staff are spending for activities as they require

<p>5.</p>	<p><b>Setting Manager's Report</b></p> <p>CL confirmed that numbers are currently looking good with 20 children registered for places starting in the Autumn Term. Most of the sessions are full. CL confirmed that we will take up to 24 children. A parent has informed staff that Clyst Hydon Primary School may be opening a Foundation Stage Unit in September 2018, which may have a negative impact on numbers if it goes ahead.</p> <p>In light of this development, CL believes we need to remind parents of the notice period and fees laid out in the Payments and Funding Policy, as some parents are claiming not to be aware.</p> <ul style="list-style-type: none"> <li>- RP to check policy regarding charging funded children the notice period</li> <li>- CL to add to confirmation of registration letter</li> <li>- Admins to add to facebook page</li> <li>- EN to add to Invoices</li> <li>- EN to send out email to parents informing them of headcount week as standard each term, detailing cancelation fees.</li> </ul> <p>CL requested a change to Friday hours from 9am - 12pm to 9.15am - 12.15am in line with our start time on Monday and Wednesday as lots of children are late due to school drop offs and confusion over start times. This was agreed, commencing in September 2018. EN to add to letter to parents/staff and EH to update Ofsted. RP to update facebook page. SH to update website. CL to update welcome pack/board/DISC etc.</p> <p>CL requested a change to staff job titles. Request for Alex and Angela to be called 'Pre-school Assistants' and Elaine to be 'Pre-school Leader' in line with the setting name. This was agreed by the committee. EH to confirm the change to staff. CL to update boards/welcome pack etc. SH to update website.</p>	<p>RP</p> <p>CL RP/GC/ SH EN EN</p> <p>EN/EH/ RP/ SH/CL</p> <p>EH/SH/ CL</p>
<p>6.</p>	<p><b>Treasurer's Report</b></p> <p>GC reported that at the end of the financial year the Pre-school account shows a surplus of circa £5000. This is up from the last financial year which showed a deficit. GC believes this is mainly due to lighter numbers last year with good numbers this year. We have seen an increase in the funded fees and we increased our non-funded rate in line with this in September 2017. Expenses have been very similar to last year with no increase to our rent.</p> <p>The academic year also shows a surplus, again largely due to higher numbers on roll.</p>	
<p>7.</p>	<p><b>Fees and Funding Update</b></p> <p>Payments are up to date and the account is in credit by £30.</p> <p>CL to provide EN with list of names for invoices this term.</p>	<p>CL/EN</p>

8.	<p><b>Fundraising</b></p> <p><b>Race Night</b> GC provided the committee with posters and tickets. Committee to report back on sales by the end of April. It was agreed as last year that the committee would pay the entrance fee but not be included in the actual ticket sales.</p> <p>GC to email RP poster to go on facebook page.</p> <p>Tote rota - EH to arrange.</p> <p>Bar - Husbands and partners volunteered - EH to arrange rota.</p> <p>GC to finalise drinks orders at end of April and inform RP of amounts of wine to order from Chris Piper. EH will collect from Otter the Friday before.</p> <p>Request for committee/parents to make cakes.</p> <p>EN to order bread from the shop and contact Gibbins Meat.</p>	<p>ALL</p> <p>GC/RP</p> <p>EH</p> <p>EH</p> <p>GC/RP/ EH</p> <p>ALL</p> <p>EN</p>
9.	<p><b>Policies</b></p> <p>No update at present save as noted above in relation to GDPR.</p>	
10.	<p><b>Website/ Social Media</b></p> <p>SH has paid for the renewal of the website plan. SH has added committee members as administrators for the facebook page. SH will be handing over to AS in due course.</p>	SH/AS
11.	<p><b>Any Other Business</b></p> <p>None.</p>	
12.	<p><b>Date of Next Meeting</b></p> <p>July - date TBC</p>	EH

We confirm the minutes are a true and accurate record

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

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