# 

# PLYMTREE PRE-SCHOOL COMMITTEE MEETING

# Minutes

8pm, 28th March 2019

Orchard Farm, Plymtree

Meeting Chaired by Charlotte Martin – Chairperson

**Present**

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| Charlotte Martin (Chairperson) | | CM | |
| Sarah Anning (Treasurer and Fundraising) | | SA | |
| Rachel Grandfield (Secretary) | | RG | |
| Elizabeth Newson (Fees & Funding Officer) | | EN | |
| Clare Livingstone (Setting Manager) | | CL | |
| Angela Simms (Charity Commission Officer/ Website and Social Media Officer) | | AS | |
| Donna Manser (Policies/ Fees & Funding Officer) | | DM | |
| Naomi Harris (Safeguarding Officer) | | NH | |
| Melanie Frier (Committee Member) | | MF | |
| Maria Kuczera (Committee Member) | | MK | |
| Alyse Spicer (Committee Member) | | AS | |
| Rebecca Whitfield (Parent)  Stacey Bishop (Parent)  Emma Board (Parent)  Lucy Berryman (Parent)  Anna Shelbourne (Parent)  Jo Brooks-Rowse (Parent) | | RW  SB  EB  LB  AS  JB-R | |
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| 1. **Apologies**   Lindsay Jones | |  | |
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| **Minute Ref** | **ITEM HEADING** | | **ACTION BY** |
| **2.** | **Welcome**  CM welcomed everyone to the meeting and thanked all non-committee members for attending. | |  |
| **3.** | **Minutes of last meeting**  Minutes of the previous meeting approved and signed by CM and RG. | |  |
| **4.** | **Chairs’s Update- Matters Arising**  2019 Parents’ Survey  CM reported there has been a good response to the questionnaire with a total of 8 responses so far. CM will forward on all responses to CL for review.  Contingency Fund  CM reminded the Committee that we need to set aside a Contingency Fund. This is money that can be reserved for unforeseen future expenses (eg. Should something catastrophic happen to the Village Hall and we need to seek alternative premises). SA to discuss with the Accountant and seek their advice.  AED  EN has been in touch with Heartswell South West which are a charity who provide defibrillators at much reduced rates. She reported that a defibrillator can be purchased with a coded cabinet for £950. It was agreed that it would be located at the village hall so there will be easy access for pre-school and also available for public use. EN has spoken to the Parish Council who have agreed to contribute £500 towards the cost. The Village Hall Committee have agreed to fund any subsequent and on-going maintenance costs. There will be additional installation costs as the cabinet requires an electricity supply. James Moore Electrical have agreed to install the cabinet at minimal cost. The Committee agreed to fund the remaining £450 plus any additional installation costs charged by James Moore Electrical.  EN has organised two AED Training sessions on 14th and 21st May 2019 at the Village Hall. These training sessions are available to all members of the community and will be advertised in the Parish Magazine. EN suggested that we ask for a donation on the door with any funds raised to be split between the National Life Saving Charity and Heartswell. EN also suggested that the money raised from pre-schools next sponsored event be donated to Heartswell.  CL stated that all pre-school staff are fully qualified in operating the AED. | | **CM/CL**  **SA**  **EN** |
| **5.** | **Setting Manager/Senior Play Leader Report**  CL reported that there are 24 children enrolled for the Summer term bringing Pre-School to full capacity.  CL expressed her concern for the need to recruit more bank staff. Currently we have one bank member of staff to cover in the event of staff absence through sickness or whilst undertaking training. They have indicated that they do not intend to renew their DBS certificate when it expires in November. CL advised that she had someone in mind who would suit the position and will invite her to apply for the role with a view to interview. CL requested that if anyone knows of suitable candidates could they let her know.  CL requested the following items be purchased for Pre-School:-   * Outdoor resources (inc. a waterwall - £150) * New sleep mats - £250-300 * Balance bikes - £150 * Art easel - £150   The Committee agreed that there are sufficient funds to purchase all equipment.  EN raised a suggestion of investing more money on extra-curricular activities. It was agreed that more outdoor activities would be beneficial. CL reported that she has been looking into Forest Schools and Escot. AS suggested Lingo Tots and EN mentioned Mark Chattey could be approached with view for a farm visit. | | **CL**  **CL** |
| **6.** | **Fees and Funding Update**  Current Fees position **–** DM reported child numbers are high and figures are in a good position:-  Autumn income £14,500  Spring £12,500 (with an outstanding £118.80)  Summer projection £13,500-£14,500 (based on 20 funded children and approximately 3 unfunded).  Total estimated income from fees and funding for 2018-2019  = £40,000  CL stated that there are 13 children on role for September and 2 for January.  It was agreed AS to put a post on Pre-Schools Facebook page to encourage parents who are thinking of enrolling their child to apply for a place to ensure we achieve maximum intakes for next year.  Funding update  There is no increase to the EYF this year. The Committee discussed raising the non-funded fee but agreed the hourly rate would remain at £4.28/hr. To be reviewed at a later date. | | **AS** |
| **7.** | **Policies**  Nothing to report | |  |
| **8.** | **Treasurers Update**  Appointment of New Accountant  CM has given formal notice to Michelle Cottrell that Plymtree Pre-School will no longer require her services from 31st March 2019. All payroll services, independent examinations and charity commission returns will now be handled by Shaun at SMV Associates. SA to arrange handover.  Pensions  Pre-School offer all staff access to a pension scheme with NEST. To date no staff have taken membership of the pension scheme. Every three years eligible staff who meet the earning threshold must be re-enrolled.  CM to draft appropriate letters to staff notifying them of the pension and re-enrolment. | | **SA**  **CM** |
| **9.** | **Charity Commission**  Nothing to report | |  |
| **10 .** | **Social Media/ Website**  Nothing to report | |  |
| **11.** | **Fundraising**  Race Night – SA thanked everyone for all their help on what was a very successful event and reported that profit from the night was a total of £2181.18. SA stated profits have increased year on year with less tickets being sold than previous years.  SA reported the total fundraising amount for the year to date is £3168.82.  CL noted there will be a Bag2school collection in May and has applied for Rotary Club raffle tickets. It was agreed that the raffle tickets would be distributed to parents in July for the November draw.  Recipe Book – CM thanks MF for all her research into the costs associated with producing a recipe book. CM attended a FOPS meeting to gauge interest in a joint School/ Pre-School initiative to produce the book. Due to lack of resources FOPS are unable to contribute time at the moment. CM suggested that this may be an initiative that would appeal to the whole village with the aim of raising money for the village as a whole. To be reviewed again next year. | | **CL** |
| **12.** | **AOB**  Nothing to report | |  |
| **13** | **Date of Next Meeting**  June 2019 (Date to be confirmed) | |  |

We confirm the minutes are a true and accurate record.

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

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