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# PLYMTREE PRE-SCHOOL COMMITTEE MEETING

# MINUTES

8pm, 10th January 2019

Blacksmiths, 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/Donna Manser (Fees/Funding Officers) | | EN/DM | |
| Clare Livingstone (Setting Manager) | | CL | |
| Donna Manser (Policies Officer)  Melanie Frier (Committee Member)  Mike Gammage (Chairman of Plymtree Fayre) | | DM  MF  MG | |
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| **1. Apologies**  Angela Simms, Maria Kuczera, Alyse Spicer, Naomi Harris, Lindsay Jones. | |  | |
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| **Minute Ref** | **ITEM HEADING** | | **ACTION BY** |
| **2.** | The Chair welcomed Mr Mike Gammage, Chair of the Plymtree Fayre Committee, raised a suggestion of pooling resources and fundraising for specific things we all utilise in the village. Committee members agreed that a joint approach would be a good step forward. MG stated he will come back to us when he has approached other groups involved.  Mr Gammage thanked the Committee for their time and retired from the meeting. | |  |
| **3.** | Minutes of the previous meeting approved and signed by CM and RG. | |  |
| **4.** | **Chair’s Update – Matters Arising**  DBS & EY2 update – All EY2’s have been completed.  There is an outstanding DBS, CM to check progress.  Parents Questionnaire – CM reported on the results from the questionnaire sent to the parents of all Pre-School Leavers in 2018. We received a 50% response rate (7 out of 14 parents have completed the questionnaire). CM noted that there were a few negative comments but as a whole the majority of feedback was positive. One parent expressed dissatisfaction with the hours offered and was not offered a taster session. Another parent reported that they did not receive enough feedback on their child’s development but as a whole were happy with the setting. There also appears to be a lack of knowledge about the Early Years Foundation Stages. CL to source some parent information so parents can become more familiar with the Early Years Foundation framework. CL will also find the relevant weblink to the Every Child Matters online resource and send to AS for the website. It was noted that some parents were unaware of who the SENDCO Officer is. EN suggested that this information be placed on the noticeboard under the photos of the children as this is frequently looked at by parents. CL will also include this information in the next newsletter. It was agreed that another parent questionnaire be issued to parents just before half term and again at the end of summer term.  Notice Period – It has been noted that some parents are not aware of the required notice period when removing a child from setting. Upon review, it was agreed that the Notice Period Policy should be updated to 4 weeks for all funded and non-funded children. The policy will updated on the website and on all paperwork. Parents to be informed.  New Recruits – CM expressed her concern that several members of the Committee will be stepping down in September. CM suggested that all Committee members speak to current and known prospective parents to encourage them to join the Committee. CM to write to all parents notifying them of the need for new members. | | **CM**  **CL**  **CL**  **CL**  **CM**  **DM/AS/CL**  **ALL**  **CM** |
| **5.** | **Setting Manager’s Report**  CL reported that numbers are looking good and there are 22 children on role, 23 after February and that nearly all sessions are full.  Regarding staffing CL noted that Elaina has settled in well and has a good relationship with both children and staff. Alex has been providing additional staff cover on Wednesdays and Fridays during staff absences for training. CL reported that her main concern is staff cover on a Monday in the event of her being ill. CL suggested that in the event of this happening the first port of call would be Committee members. DM, RG and MF said they would be available to help cover on a Monday if needed.  CL has been working on improving links and communication with other shared settings. The team have also been plotting learning data on each child to track the various cohorts and identify any areas for improvement.  It was agreed that May would be a good time for Bag to School. CL to include in Newsletter and AS to put on Facebook page.  CL also reported that she has applied for additional support for one child through Nursery Plus.  CL listed some items she and the team would like to purchase for Pre-School:-   * Makaton Software (possibly to be funded via the Inclusion Fund) * Large water table * Big black tray with stand * Story sacks   The Committee agreed that there are sufficient funds to purchase all equipment. | | **CL AS** |
| **6.** | **Fees and Funding update**  EN reported that there are no outstanding fees and head count week is next week. | |  |
| **7.** | **Policies**  DM reported that minor amendments have been made to the Policies this year with new names of Committee Members and Chairperson. DM will make an amendment to the Notice Period Policy as discussed. | |  |
| **8.** | **Treasurer’s Update**  SA reported that she has obtained 2 quotes from accountants that are GDPR compliant. It was agreed that SMV associates would be suitable with a view to starting new payroll from 1st April.  SA suggested the contingency fund needs some consideration and discussion to justify amount needed.  SA reported that the Halloween Disco made a profit of £272.45, taking into account the village hall rent was slightly higher than last year and new decorations were purchased. | |  |
| **9.** | **Fundraising**  Race Night  SA has designed a new poster and reported that she has placed an advert in the parish magazine.  It was agreed that CM will e-mail Fiona Shere to advertise the event in the school newsletter.  AS to advertise event on Facebook.  It was agreed that sponsorship of a race should remain unchanged at £50.  It was agreed that all committee members will sell tickets and make cakes.  EN to speak to Tina Gibbons to ask for donation of cheese and pate and order bread from shop.  DM suggested she will speak to Sandford Orchards to ask for possible sponsorship.  CM to speak to Rowan regarding amounts of alcohol purchased from Chris Piper last year.  SA stated that nuts were placed on tables last year and suggested that crisps would be a good alternative to be mindful of nut allergies.  Recipe Book  CM thanked MF for her research into printing costs. CM suggested that we need to create a sub- committee and will ask for volunteers from FOPS if they are keen to be involved as a joint fundraising initiative. | | **CM**  **AS**  **EN**  **DM**  **CM** |
| **10.** | **AOB**  Nothing to report | |  |
| **11.** | **Date of Next Meeting**  To be advised. | |  |

We confirm the minutes are a true and accurate record

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

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