# PLYMTREE PRE-SCHOOL COMMITTEE MEETING

# MINUTES – 8pm on 4 January 2016

Norman’s Green House, Plymtree

Meeting Chaired by Ellie Hibberd – Chairperson

**Present**

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| Ellie Hibberd (Chair & Officer) | | EH | Steph Stevens (Secretary) | | SS |
| Georgie Cole (Treasurer and fundraising) | | GC | Clare Livingstone (Setting Manager) | | CL |
| Elizabeth Newson (charities Commission & Fees/Funding Officer) | | EN | Gemma Lindsay | | GL |
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| **Apologies**  Christina Gunn  Sarah Hume (Website Officer)  Rowan Pettitt (Policies & Safeguarding) | | CG  SH RP |  | |  |
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| **Minute Ref** | **ITEM HEADING** | | | **ACTION BY** | | |
| PS/16/01 | Minutes of the last meeting were approved. | | |  | | |
| **PS/16/02** | **Chair’s Update**  Karin Forsyth has resigned her post as Play Assistant so the role is being advertised locally to replace her and Elaine Gubb (now Senior Play Leader). EH will now request that the role is advertised on Devon Jobs as well. We will continue to try and get someone qualified however we will now consider apprentices, subject to funding. EH talking to a company called GP Strategies Training Ltd as they can assist with apprentices although they must meet their criteria (work 16 hours, have lived in the UK for longer than 3 months and do not have a degree). This company has offered to come and talk to preschool and CL will investigate further.  Closing date for applicants is 22 January. CL asked if we can interview if someone applies before closing date.EH confirmed. Once we know what applicants we have, we can discuss who might be able to interview together with CL.  **DBS Checks / EY2**  Alex Miles and CL – done  Elaine Gubb - not in the update service but it is fine for now. Will have to subscribe to update service when next applying.  Nicky Morgan – has run out and has been reminded. CL will mention again as Nicky is due to assist at another session soon.  RP – runs out this month and is in the process of reapplying.  GL – still outstanding and she will progress.  **Music Claire**  Claire currently runs music on a Friday morning. Committee agreed we would like to replace her if possible. She currently only charges £10 and the committee acknowledged that it is likely that we will have to pay more. EH will contact some possible replacements including Tumbletots, Music with Mummy, a lady in Payhembury, Moo Music and any other local franchise and see what price these will charge.  **Disclosure of minutes**  Any items under fees and funding which refer to specific children should not be on the main set of minutes; similarly behavioural issues. Any staffing matters, including pay, should also be in confidential minutes. The non confidential minutes will be displayed on the notice board. EH to pass copies to CL.  **Term dates**  EN reported we have to follow the Devon school term dates so we have to offer 570 hours for funding purposes. On EN’s calculations before the meeting left us three hours short so it was agreed that three hours on Friday 2nd September is the only option. Term dates to be confirmed and sent round.  TTerm dates need updating on the website. EN to confirm dates to SH. | | | EH  CL  CL  RP  GL  EH  EH/SS/CL  EN  EN/SH | | |
| **PS/16/03** | **Setting Manager’s Report**  We are now operating at full capacity with 20 children taking 15 hours. As they are at full ratio staff will need extra hours to carry out paperwork. Committee agreed to pay for these hours.  Karin Forysth is leaving – leaving present to be organised through parental contribution. Her last day is 27th January 2016. EH to write a letter advising parents. CL will then email parents to ask if they want to contribute. SS or GL will collect the money. Karin is key person to 2 children. These will be given to other Play Assistants.  CL’s wish list:   1. We have gaps in technology so CL would like to purchase a BeeBot Robot plus some accessories. It teaches basic programming and enables children also to learn things like direction, shapes, numbers. Basic robot is £55 plus the programmes/accessories you buy extra. These are approx. £30. Committee approved this purchase. 2. CL would also like a weatherproof cover for the outdoor play area cupboard. Committee approved purchase.   CL will organise the next Ragbag for after Easter. | | | CL  EH/CL/SS/GL  CL  CL  CL | | |
| **PS/16/04** | **Fees and Funding**  Headcount week is 18th January 2016.  We don’t get 2gether funding until beginning of February.  We have had an expression of interest to fil the space on a Friday – this is also with 2gether funding.  See confidential minutes for other matters discussed. | | |  | | |
| **PS/16/05** | **Fundraising**  Race night – need to set a date. GC will check with the man we used last year to check his availability. Format agreed to be as last year. 5 March was finally agreed after the meeting.  Phoenix Cards – EH to distribute brochures in trays. We will get 15% of sales.  GL suggested a shopping day with various stalls. It was agreed that this might be better in the summer when we have less on. | | | GC  EH  GL | | |
| **PS/16/06** | **Policies**  RP not present. In communications after the meeting the Committee agreed that the Staffing Policy needed changing to mention that the Preschool cannot employ anyone who has a child in the setting. | | | RP | | |
| **PS/16/07** | **Treasurer’s Update**  The accounts look healthy. GC to send accounts to SS.  Pension Scheme – we have to choose a pension scheme for auto-enrolment. Need to do data cleansing on staff and inform staff what automatic enrolment is about and if they are eligible. Some staff are eligible and some are not. It was agreed that we need someone to manage the pension scheme for us as there is a lot involved. We could ask Michelle who is doing Payroll, or we find a pension scheme that offers a service to manage it too. EH has a client who might be able to do this and she will investigate further. GC has 3 scheme options at present: Government pension scheme (Nest), the People’s Pension Scheme and [ ]. This has to be in place by 1 July 2016. GC will continue to look into this.  EN is now set up to online banking. | | | GC | | |
| **PS/16/08** | **Website**  SH was not present but had sent an email update on the progress of website. EH had some feedback on this to give to SH. | | | EH/SH | | |
| **PS/16/09** | **Any Other Business**  At present Nicky Morgan does not have a contract even though she is doing occasional shifts. EH will do a zero hours contract.  All Committee Members are to be registered with the Charity Commission. EN to send out forms for everyone on the Committee to sign.  EH has completed a registration details form for Ofsted and is waiting for the final version back from them.  GL brought the latest version of the updated logo to the meeting and various final changes were discussed and agreed. GL will progress and arrange for an updated version to be circulated. | | | EH  ALL COMM  GL | | |

We confirm the minutes are a true and accurate record

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

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