

PLYMTREE PRE-SCHOOL COMMITTEE MEETING



MINUTES

8pm, Wednesday 15th November 2017

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
Sarah Hume (Website and Social Media Officer)	SH
Melanie Frier (Safeguarding Officer)	MF

2. Apologies

Angela Simms (Charities Commission Officer)	AS
Christina Gunn (Committee member)	CG

Minute Ref	ITEM HEADING	ACTION BY
3.	Minutes of the previous meeting approved.	
4.	<p>Chair's Update EH reported that the pre-school Egress account was now set up.</p> <p>EH reminded the committee about the setting up of a committee noticeboard and reported that she has yet to receive any photos – please could all committee members look for a professional looking photo of themselves and forward on to EH.</p> <p>MF and AS DBS checks have now come back. EH has emailed Ofsted to add them to the registration. Staff DBS checks are now all up to date and everyone is signed up to the update service. EH communicated that a DBS has been done for RG but she is unable to join the committee at present. RB has decided not to join the committee at this present time.</p> <p>MF has now completed the Level 2 Safeguarding course online for her new role as Safeguarding Officer.</p> <p>CG has emailed to make us aware of a Safer Recruitment Course. EH has asked if someone could do this in preparation</p>	ALL

	<p>for next year when all those who have done it will be stepping down. To be discussed further when we have more idea of new committee members.</p> <p>The Christmas party for staff, committee and parents has been booked for 7th December at The Wyndham Arms in Kentisbeare.</p> <p>CL has arranged the children’s Christmas Party for the session on Wednesday 13th December. A bouncy castle has been booked and £80.00 cash will be required on the day to pay for this. It was agreed that children not normally booked into this session will be invited to attend with no additional charge. Staff ratio is adequate for this session.</p> <p>The majority of the committee will be stepping down at the next AGM in September 2018. In order for the Pre-school to remain open we need a committee in place and discussed ways we could involve those parents who are not currently part of the committee. EH will compose a letter to parents detailing the importance of the committee and inviting them to get involved in various ways this year. It was discussed that all parents have been invited to the Christmas meal, which is a great informal way to get to know the staff and committee. EH also suggested that non-committee members were invited to assist with Race Night which was agreed. It was also suggested that we have an informal drinks evening, possibly somewhere like The Merry Harriers as this is midway for most people.</p> <p>GDPR – There is a free course on 12th December. GC has agreed to look into whether she could attend. CL has commenced mapping the data she keeps for Pre-school; GC believes that this should be our starting point. GC will discuss GDPR with Michelle Cottrell who runs our payroll and check if we need to action anything. GC has suggested that the Pre-school purchase a laptop for CL solely for Pre-school purposes which was agreed. It was also suggested that a procedure is put in place for committee members joining/leaving the committee to ensure that data is kept securely/destroyed as required.</p> <p>The term dates for 2018-19 have now been set. CL to distribute to parents.</p> <p>Alex has requested one week’s holiday during term time to go on honeymoon in June 2018. CL said that we are covered for ratio purposes but if she requires any help she will ask Nicky Morgan. This was agreed by the committee, CL/EH to feedback to Alex.</p>	<p>GC</p> <p>EH</p> <p>GC</p> <p>CL</p> <p>CL/EH</p>
<p>5.</p>	<p>Setting Manager’s Report</p> <p>CL reported that all is going well in setting and the number of children on roll is good.</p> <p>CL informed the committee of the new Universal Inclusion Funding, which equates to 4p per child per hour for all 3 and 4 year olds on roll. Additional funding is received for children</p>	

	<p>with additional requirements still and the Pre-school can apply for grants for children with specific needs. CL has to document inclusivity within setting.</p> <p>CL raised that there is a 'grey area' within our policies about children with temperatures. CL has stated that some children are brought to setting with temperatures and asked if we could include something in our policies about this. This will be looked into as part of the policy review.</p> <p>CL has been researching mobile phones for the setting. It was discussed that EE may be the best network with a variety of payment options. CL believes the best option is to get a Pay As You Go contract. GC suggested a phone that can hotspot with a laptop to allow internet access on the laptop. GC suggested looking into Black Friday deals. EH has said she will ask Tom to do this.</p>	<p>RP</p> <p>EH</p>
6.	<p>Treasurer's Report</p> <p>GC reported that the final total profit raised at the Halloween Party was £335.00.</p> <p>The accounts for the financial year are in surplus to date, however, the fruit and veg boxes, Music Seeds and Rugby Tots are not included within this as we have yet to be invoiced.</p> <p>The committee agreed to continue using the village shop for fruit and veg deliveries.</p> <p>More than £1000 has been raised through fundraising in the financial year; this includes the Rotary Club Raffle, Rag bags and donations of £30 and £50 from Phoenix Cards.</p> <p>The accounts for the Academic Year show a surplus of more than £700.</p>	
7.	<p>Fees and Funding Update</p> <p>EN reported that fees have all been paid to date, except the two invoices that have just been sent out for next term. We have received the first funding payment and EN is waiting for the DCC remittance slip. We are also awaiting the balancing payment now that the headcount information has been submitted via the portal.</p>	
8.	<p>Fundraising</p> <p>CL has emailed a company regarding an IT grant and is waiting to hear back as to whether we are eligible to apply.</p> <p>It was raised that we should consider the Tesco fundraising for a grant for outdoor equipment. CL stated that she cannot immediately think of anything we require; however she would discuss this with staff. We are limited as to what we can do outside as it is not our property.</p> <p>The date for our next Race Night was discussed. FOPS are</p>	<p>CL</p> <p>CL</p> <p>GC/EN</p>

	<p>hosting a Ball in March 2018, so it was agreed Race Night would be pushed back to a suggested date of 12th May. GC to check with the race man, EN to check the hall is free.</p> <p>CL agreed that she would schedule another Rag Bags collection for after the Easter holidays.</p>	CL
9.	<p>Policies</p> <p>EH has agreed that policies can be divided between the committee for their annual review. RP to email the committee stating which policies they are to review. The aim is to ensure all policies have been reviewed by the beginning of the Spring term.</p> <p>CL noted that she would like to add a Bottles, Cups and Dummies policy to the current set and this will be looked into as part of the policy review.</p>	RP
10.	<p>Website/ Social Media</p> <p>SH has taken photos in setting to update the website. SH is regularly updating the Facebook page with photos and information and will continue to do so.</p> <p>SH to arrange a handover with AS.</p>	SH SH/AS
11.	<p>Any Other Business</p> <p>EN reminded the committee that we need to submit our Charities Commission return by the end of January 2018. GC said she would provide Michelle Cottrell with the accounts for independent review.</p>	EN/GC
12.	<p>Date of Next Meeting</p> <p>January 2018 – date TBC.</p>	

We confirm the minutes are a true and accurate record

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

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