



Minutes of meeting held at Willaston Pre-school
Date: Thursday 11th January 2018

Attendees & Apologies (as indicated below):

Committee Officers	Y/N	General Committee	Y/N	Staff	Y/N
Di Morrison –Chairperson	Y	Dawn Price	Y	Ann Darlington	Y
Stacey Brown – Vice-chair	Y	Betsy-Anne Maher	N	Jackie Herring	Y
Helen Dunnett – Secretary	Y	Liz Driver	N		
Steve Bell – Treasurer	Y	Dominique Helmoe-Larsen	Y	Others	
		Charlotte Thornbury	Y	Debbie Reyland	Y
				Kathryn Varo	N
				Kayleigh West	Y

Apologies: BAM (no apologies from LD, KV, LG)

MINUTES / ACTIONS: -

1. Minutes of previous meeting and any matters arising
Matters arising/actions talked through by DM
 - Vice Chair
 - SB now has DBS clearance and was formally appointed as Vice Chair, SB nominated and DH-L seconded.
 - Questionnaires from parents
 - In addition to speech bubbles tree, JH has started doing a 'feelings' board for the children.
 - Research on pre-school being attached to a primary school
 - DM has still had not reply from The Berkeley School re their pre-school despite chasing them. **ACTION: DM will try and contact another school with a pre-school attached.**
 - Matters arising re Finance and Admissions covered as part of the main agenda.
 - Committee Membership/Appointments
 - As a result of AD resending the link and providing paper copies for DBS check to Kathryn still has not confirmed whether this has been done, Stacey has a completed DBS and Lyndsey is no longer on the committee. **ACTION: the Health and Safety Rep appointment has not been made and is to be included on the agenda for the March 2018 meeting**
 - Finance
 - Change of bank account almost complete, DR awaiting signatory and form from Steve Bell. **ACTION: SB provided the form at the end of the meeting.**
 - Rental Contract
 - DM circulated and asked for comments pre-xmas. DM met with the Reverend who was clear that she wanted the pre-school to be a success and that Church finances were also tight with pressure to raise funds. The Church will therefore make a similar increase in rental costs in the next time period. Time was negotiated for staff to sort out the school cupboards without extra cost. In the spirit of collaboration pre-school made the 3 Magi decoration for xmas in the church.
 - Fundraising
 - DR received email from Siemens with a list of what they will fund. **ACTION: DR to prep list of items and ask for funding for them.**



- Christmas Party – most parents purchased photos and the Decorate a Tree with £1 coins went down very well as did the entertainer (parent).
- Staffing
 - A letter has been sent to relevant staff members as per the standard 30 day contractual arrangement for sick leave
 - AD has put together a letter and job description for Pre-School Manager. It was decided that there should be a sub group from the committee (ideally an odd number) to undertake the recruitment process and that it should be the same people for the whole process to interview. DR/HD/SB/KW/DM volunteered.
- Staff Feedback
 - DM mentioned Church Café idea and the Reverend welcomed the idea.
 - AD sent email to parents reminding them of the need abide by the morning start time and AR noted that is has improved to a degree.
- AOB
 - Pre-school shed was cleared and tidied before xmas. AR to provide the committee with a date to undertake tidying of the inside storage cupboard.

Minutes ratified

2. Update on financial situation

- SB went through the management accounts:
 - Still on track to break even for this year, but there have been additional staffing costs so overspent at the current point in the FY but this will be made up by the end of the FY
 - Staff sick leave is having an effect and a strain on the remaining staff and as such isn't sustainable. Ultimately it will feed into costs and since the last meeting a number of volunteers have been required as cover including DR, DH-L and another mum. SB, DP also offered to provide cover if needed. Cover will have to remain on a volunteer good-will basis.
 - Admissions are on track, fundraising is reasonable.
 - A formal vote was taken to agree the rental contract up to September 2018 and for the following year.

3. Update on admissions

As at 9 Jan – overall 86% full (rising to 91% full from April which will rise further)

	Morning		Afternoon	
	% full	spaces	% full	Spaces
Monday	86	3	88	2
Tuesday	91	2	94	1
Wednesday	96	1	88	2
Thursday	86	3	75	4
Friday	73	6	88	2

- Catchment is having an effect on admissions as parents want their children at a pre-school that is near to the school their child will go to.
- Quite a bit of movement of children mostly due to moving out of/into the area.
- The 30 hour funding has proved to be very difficult for one particular parent, on whose behalf DR wrote to our local MP, the PLA, local councillor and HMRC. A resolution thankfully was reached without the loss of £700 in fees. There is a cross-party investigation into the problems surrounding the government's childcare implementation which will hopefully see vital improvements. The need



to reconfirm circumstances every 3 months is a risk to both parents and pre-school, as is the reliance on 30 hour children if they move to another pre-school.

Waiting list

Feb 2018 1 x three year old

Sept 2018 – 22 leavers and 18 staying on

Easter 2018 - 1 x three year old

Sept 2018 – 2 new starters – 2 years old

4. Fundraising activities

- Ragbag collection 14 September & 5 Dec raised over £96 in total. Thanks to SB for leafletting local area to encourage bag donations which resulted in 2 extra bags. Got £5/bag this time.
- Easy Fundraising donations are now about £400 per annum.
- Aviva Community Fund – We are guaranteed at least £300. They added £100 due to problems some people had with voting. Thanks to all who took the time to vote. **ACTION: DR to complete a due diligence form and return to Aviva reporting what money was spent on.**
- Pennies in Pots will take place after half term. DR has collected 20 pots already. DP has volunteered to judge the pots and award the prizes.

5. Staffing

- NoodleNow training is online and some staff aren't able to access it properly as it doesn't work on tablets. AD asked if pre-school might help with purchase of a laptop that staff might take home.
- For a combination of reasons (sick leave, staff leaving etc) pre-school is having to rely a lot on volunteers to cover. AD note that staff cover is needed for the 2 weeks after half term. **ACTION: AD to contact DP and KW to cover during this period.**
- JH is on jury service during March. It was agreed that pre-school would top up the Court payment made to JH's usual rate of pay for the period.

6. Feedback from staff

- Sainsbury's are no longer doing the Active Kids vouchers which is a significant loss in terms of providing new equipment.
- There is a problem with the paving in the garden area – gap between fence and paving – which needs concreting. SB has offered relatives to help either in February half term or March to undertake the repair.
- DR asked parents for review about pre-school and got some really good ones for the website
- Xmas nativity performance went very well. A great success and lots of parents/grand parents attended.

7. AOB

- Trustees have now been updated on the Charity Commission website – thanks to HD. Issue arose pre-xmas with accounts being 'qualified' on Charity Commission website as result of on an error on last year's annual return luckily, following a tel call it was quickly corrected by the Commission. **ACTION: HD to chase Toni for the Pre-school files and pen drive to be returned.**
- DR spoke to the Charity Commission regarding setting up an Honoraria for the Administrator. They were not keen to do this and would rather the post was made salaried. This is not possible at the current time.
- AGM date set for 2 weeks after the next committee meeting (8/3) on 22 March at pre-school.
- Fundraising – **ACTION: SB asked that the Committee add discussion of a Fundraising plan at the next meeting to map out actions on a month by month basis.** SB has already made a number of contacts including Nantwich Rotary who can't help now but will consider again in June. Seiko, where SB works, will donate a watch for a prize and suggested that pre-school consider asking Reaseheath students to include pre-school in their fundraising for charity.



Meeting ended – 10pm

Date of next meeting – 8 March 2018, 8pm

Recruitment Sub Committee – 26 Feb 2018, 8pm