



Minutes of meeting held at 5 Moorfields

Date: Thursday 12th January 2017

Attendees & Apologies (as indicated below):

Committee Officers	Y/N	General Committee	Y/N	Staff	Y/N
Robert Swindells - Chairperson	N	Rebecca Jackson-Jones	N	Ann Darlington	Y
Di Morrison – Vice-Chair	Y	Sarah Morland	Y	Jackie Herring	Y
Toni Brookshaw - Secretary	N	Dawn Price	Y		
Steve Bell – Treasurer	Y	Helen Dunnett	Y	Others	
		Liz Driver	Y	Kathryn Varo	N
		Sian Parry	N	Lyndsay Gregson	N
		Lisa Parry	N	Debbie Reyland – Admin and admissions	Y
		Mark Williams	N		

Apologies: Rob Swindells, Toni Brookshaw, Rebecca Jackson-Jones

MINUTES / ACTIONS: -

1. Minutes of previous meeting and any matters arising (DM)

- Proposed by Di, seconded by Steve.
- Monday PM postponed for now due to lack of actual demand and also staffing capacity.
- Refurb continuing – builders are there most days, but looks unlikely to finish by 10 February (date given to DR by Reverend when penalty clause kicks in).
- DBS checks undertaken for 3 members of staff and DR, at a total cost of £240.
- Toni wants to step down as Secretary – please have a think whether you yourself would like to have a go (say for a period of 2 years) or can think of someone else to nominate – the role does not have to be a parent.
- SM would also like to leave the committee in July. SM has been a valued member of the committee especially as she has also looked after the pre-school garden for the last 2 years.

2. Church contract

- RS met with Reverend on 28 November and a long productive discussion was held.
- DR read out RS's report of that meeting.
- To date no amended contract, incorporating the terms as agreed at the meeting (including a term's notice for termination), has been received.
- As committee members have had no opportunity to consider any amended contract, this issue will be tabled as an agenda item for our next meeting on 9 March, on the proviso that the necessary paperwork is made available in time for committee members to review in advance.

3. Update on financial situation (DR/SB)

- £1,200 deficit for Autumn term – as expected due to less children in Autumn term.
- Anticipate deficit of £1,600 for year ended 31 Aug 2017 as a whole, including the increased costs from point 2. above. DR has looked at raising fees from April – this gives us an extra income of only £100 for the Summer term (with 1 % rise for 3 year olds, and 3.7% rise for 2



year olds), as 96% of our children are funded by the council. Committee decided not to raise fees for this year as this only upsets parents without giving us any material income. We will raise fees from September, but commercially this can not exceed £14 for a session. Lunch club fee could be raised. DR and SB to look at a budget for 2018 in readiness for April's meeting.

- We are now reliant on fundraising to cover essential costs.
- Statutory redundancy reserve will need to increase by a further £2,000 at the end of this year, so our unrestricted reserves will be very low as at 31 August 2017. This is not sustainable year-on-year.
- Year ended 31 August 2018 looking OK with approximately 22 children staying on next September, and another 11 children on the waiting list to start.
- From 1 September 2017, 30 hours' free childcare is being introduced for certain 3 and 4 year olds where both parents work. Funding will be at least £12 per session (which is a very disappointing rise after 6 years at £11). Brief overview already given to parents, but government still to provide many details, including how eligibility will be checked. DR to question parents about how many funded sessions they will want from September, and then run a few scenarios, so we ensure we keep enough capacity for younger children and those who do not qualify for the 30 hours funding. We have a maximum of 24 children per session based on floor area. Ideally we want to get to a situation where we are almost always full and have an actual waiting list of children wanting to start when a space becomes available.

4. Update on admissions (DR)

As at 12 Jan

	Morning		Afternoon	
	% full	spaces	% full	Spaces
Monday	86	3	n/a	n/a
Tuesday	95	1	81	3
Wednesday	95	1	88	2
Thursday	91	2	81	3
Friday	91	2	75	4

We have had a couple of leavers, but have been able to make this up with new children starting.

Projected 88% full by end of Jan (assuming 22 children in morning sessions with maximum of 4 x 2 year olds, and 16 children in afternoon sessions)

Should have enough staffing capacity to cater for increased session requests from existing children plus those on waiting list from Easter hopefully – we can only increase capacity to 24 children anyway.

Waiting list

Apr 2017 – 2 x two year olds

May 2017 – 1 x two year old

Sept 2017 – 11 new starters and 22 leavers



5. Update on fundraising (AD)

- Raffle and photos at Christmas was very successful. DP commented on how good the photos were. Thanks to Paul, Ann's husband, for taking and processing the photos, and DR and Ann for delivering them.
- Pennies in Pots decorating competition to be held, with pots judged on 29 March (at parents evening). Please collect pots (cardboard or plastic with removable top e.g. custard, cocoa, drinking chocolate, gravy). Thorogoods have 3 little pots of Pringles for £1 at the moment – very good pots.
- We have a date booked at Crewe Alex for bucket fundraising on 1 April (first Saturday after we break up on 31 March). Whoever volunteers can watch the match (against Cambridge) for free. We need to arrive by 1pm (NOTE CHANGE OF TIME). We need at least 8 volunteers (the more we have, the more money we raise). Please let Ann know if you are interested.
- Ragbag and Easyfundraising are also continuing (we received £126 last month from Easyfundraising).
- Parental donations have been very kind – DR written personally to every donor, and gift aid claims have been made.

6. Feedback from staff (AD)

- Ann looking at items that need replacing or replenishing. Ann will address this with Debbie
- One member of staff is taking a leave of absence due to family circumstances – other staff can cover her hours, although this leaves us tight for sickness cover etc. DP and DR volunteered to help where necessary.
- We have received a couple of CVs from people. Ideally we would have another assistant on our team to help with SEN issues e.g. where one-to-one is needed, or to cover for staff absences.
- We will receive over £670 of Early Years Premium for this year, and we may use at least some of this to offer one-to-one support, which will free up staff for the remainder of the children.

7. AOB

- Date of AGM set for Wednesday 29 March (at 8pm at the pre-school), with parents evening to be held beforehand from 6pm. We will need some new committee members so enough have children at pre-school from 1 Sept 2017, as required by our constitution.
- We have a A1 board at the Social Club – thanks to Mick for giving his permission. DR has removed banner at pre-school due to church request. 2 year old funding banner may need to be removed, although council asks that it is prominently displayed as part of our agreement to take funded 2 year olds.
- Agreed to DR approaching Parish Council about displaying our other A1 board on Crewe Rd, at Jackson's corner. We will probably need to pay for this.
- LD mentioned she has a friend who lives on Crewe Rd who may let us display a banner (we have a spare one available). LD to confirm with DR.
- Willaston Primary Academy will not be commencing any building work until at least 2018.
- DM wondered whether the new Co-op may be interested in supporting pre-school as a local charity, and whether Social Club may also hold an event to help us. DR to approach.

Meeting ended – 9.45pm

Next meeting – 9th March 2017