



Minutes of Committee Meeting held at The Lamb

Date: Wednesday 13th April

Attendees & Apologies (as indicated below):

Committee Officers	Y/N	General Committee	Y/N	Staff	Y/N
Robert Swindells-Chairperson	N	Jane Holding	Y	Ann Darlington	Y
		Rebecca Jackson-Jones	N	Jackie Herring	Y
Toni Brookshaw - Secretary	Y	Siobhan Brown	N		
Steve Bell – Treasurer elect	Y	Sarah Morland	Y		
		Sam Clarke	N	Others	
		Dawn Price	Y	Margaret Trott	N
		Helen Dunnett	Y	Debbie Reyland	Y
		Liz Driver	Y		
		Sian Parry	N		
		Lisa Parry	N		
		Mark Williams	N		

Apologies: Rebecca Jackson-Jones, Sam West, Rob Swindells, Siobhan Brown

MINUTES / ACTIONS: -

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

- Proposed by AD, seconded by LD

2. Update on financial situation (DR/SB)

- Little change from last month – slight loss for the year but progressing quite well. Much brighter picture than earlier in the year.
- Still some challenges ahead.
- Budget for next year – opening on a Monday and two tiered funding.
- Approx. 95% of children next year will be funded, so we won't be in control of this.
- Suggested that we should consider a two tiered pricing system – charging more for 2 year olds. We are already very competitively priced, so this would be a logical next step.
- Proposed £13.50 for 2 year olds, £12.75 from 3rd birthday – this was agreed by the committee.
- Disadvantaged children for lunch club – left to DR discretion. Currently leaving lunch club at £2.50.

3. Update on admissions (DR)

- Numbers are very good! Approx. 6 spaces over the week.
- 10 going to school in September.
- 34 children starting in September – 82% full in Autumn rising to 100% by summer.

As at 9 April

	Morning		Afternoon	
	% full	spaces	% full	Spaces
Tuesday	100	0	100	0
Wednesday	95	1	88	2
Thursday	96	1	100	0
Friday	100	0	75	3



- a. 35 chargeable lunches per week
- b. Staffing increased for Weds PM and Thurs PM, so capacity for children is now 16. Staffing also increased for Thurs AM due to demand – Caryl returned – capacity 24. Volunteers helping out on Fridays (Chris and Karen) as this is a very difficult day given the age profile of the children. Need at least one extra assistant and domestic for 2016-17 – adverts prepared.

4. Feedback from staff (AD)

- Policies still being updated – thanks to Helen and Debbie for their help. This will be adopted at the next meeting.
- Staff illness this week – cover is needed. Sarah, Jane, Sian (possibly) and Debbie have agreed to help.
- Parent questionnaire due to be published – committee agreed the format, adding a question about gift aid and Easyfundraising.
- Email from PLA – AD needs a verification process for her committee membership. This has been actioned by AD.
- Toolkit ordered for speech and language from PP budget.
- Paving flag sticking up – Colin to fix.

5. Update on fundraising (TB)

- Pennies in Pots £222
- Easyfundraising and Stikins, please use.
- Worm Charming and Rose Queen approaching – ask for prizes if you know of any!

6. AOB

- Staffing: adverts have been posted for domestic and Pre-school assistant, TB to liaise with AD.
- Still awaiting confirmation of building works at the church, although we may be able to run Pre-school while this happens.
- Stockley Farm trip 5th May – letters gone out.

Meeting ended – 8.50pm

Next meeting – May 11th 2016