



Minutes of meeting held at The Lamb

Date: Thursday 17th November

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
		Sarah Morland	N	Jackie Herring	Y
Toni Brookshaw - Secretary	Y	Dawn Price	Y		
Steve Bell – Treasurer	N	Helen Dunnett	Y		
		Liz Driver	Y	Others	
		Sian Parry	N	Di Morrison	Y
		Lisa Parry	N	Margaret Trott	N
		Mark Williams	N	Kathryn Varo	N
			N	Lyndsay Gregson	N
				Debbie Reyland – Admin and admissions	Y

Apologies: Steve Bell, Sarah Morland, Rebecca Jackson-Jones

MINUTES / ACTIONS: -

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

- Proposed by Jackie, seconded by Ann.

2. Feedback from staff (AD)

- Weds 21st booked Boogie Beats – when will photo's be delivered? Volunteers to deliver. Toni to ask Sarra if she can help.
- DBS to be updated.
- Monday PM – Caryl and Amanda may be interested in this. Ann may swap Monday for Thursday.
- Ann looking at items that need replacing or replenishing. Ann will address this with Debbie.

3. Update on financial situation (DR/SB)

- Monday afternoon – 9 children interested. Financially we can cover this, but it is our option. Some parent would like this very much, but it is in the hands of Ann and the staff. From September, we have to offer Monday all day anyway. This was agreed subject to Ann securing commitment from the staff – this will be deferred to April if not January.
- £6 surplus for year ended 31 August 2016. Clean audit report – Steve will present accounts at AGM.
- Should break-even OK year end 31 August 2017 due to high numbers of children. Donation of £5 per half-term requested from parents to cover costs of replacements, art materials etc – very good response so far.
- Year ended 31 August 2018 looking OK with approximately 20 children staying on next September, and another 14 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 (government still to provide details) – we will need to assess likely impact on our provision i.e. keeping enough capacity for younger children.

4. Update on admissions (DR)

As at 10 Nov

	Morning		Afternoon	
	% full	spaces	% full	Spaces
Monday	85	3	n/a	n/a
Tuesday	95	1	88	2
Wednesday	91	2	81	3
Thursday	80	4	69	5
Friday	90	2	63	6

- Projected 90% full by March (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 until Easter.

Waiting list

Nov 2016 – 2 x two year olds

Dec 2016 – 1 x two year old

Jan 2017 - 1 x three year old, 2 x two year olds

Feb 2017 – 1 x two year old

Apr 2017 – 2 x two year olds

Sept 2017 – 14 new starters and 22 leavers

5. Update on fundraising (TB)

- Raffle and photos at Christmas.

6. AOB

Relationship with the church

- There has been a new minister, and she has requested to reset the contract. A discussion followed, including an update from Willaston Primary Academy.
- The contract issue will be an agenda item for the next meeting – the proposed contract will be circulated to members in advance to give time for due consideration. (Jan 12th)
- Debbie to email Rob the Safeguarding policy to the new Reverend, and ask for a copy of theirs.
- The proposed rise in fees (to £21) would negate our surplus and we may just about break even. We will need a fee increase in April.

Premises

- Refurb continuing – builders absent for last 4 weeks but have returned w/c 8 Nov. Now anticipated to finish sometime in January. Church not able to say why the delay has occurred.



Vans parked on our side of the fence due to large skips etc required at the moment - parents seem to be understanding. Very frustrating for us.

- Margaret has promised that any need to cut power or water will be done outside pre-school hours.
- Boiler has a sporadic fault which has been looked at by engineers – we have back up heaters and are keeping our fingers crossed.

Committee issues

- Toni wants to step down from being Secretary sometime this year.
- Steve may want to step down as treasurer in July.
- Di Morrison expressed a strong interest in joining committee. She has a wonderful CV and most crucially has the time to devote to pre-school. DR suggested Di is proposed for Vice-Chair. Formal vote proposed by Rob and seconded by Toni – this was agreed unanimously.

Meeting ended – 9.20pm

Next meeting – 12th January 2017