



## Minutes of meeting held at Willaston Pre-school

Date: Thursday 27<sup>th</sup> April 2017

### Attendees & Apologies (as indicated below):

Committee Officers	Y/N	General Committee	Y/N	Staff	Y/N
Robert Swindells -Chairperson	N	Sarah Morland	N	Ann Darlington	Y
Di Morrison – Vice-chair	N	Dawn Price	Y	Jackie Herring	Y
Toni Brookshaw - Secretary	N	Helen Dunnett	Y		
Steve Bell – Treasurer	Y	Liz Driver	Y		
				<b>Others</b>	
				Debbie Reyland – admissions and admin	Y
				Margaret Trott – church representative	N
				Kathryn Varo	N
				Lyndsay Gregson	N
				Dominique Helmoe-Larsen	N
				Charlotte Thornbury	Y
				Stacey Brown	Y
				Betsy-Anne Maher	Y

**Apologies:** Rob Swindells, Di Morrison, Toni Brookshaw, Kathryn Varo

### **MINUTES / ACTIONS:** -

#### 1. Minutes of previous meeting and any matters arising

##### DR walked us through the previous meeting's minutes

- Future of pre-school
  - Currently investigating whether to form a partnership with an Academy Trust. RS and DM to make informal approach in the medium term.
- 30 hours free childcare
  - Some parents will use the scheme. The pre-school must make sure that we have enough spaces for the children who turn 3 during the year who then become eligible for the 30 free hours. DR will keep an eye on the situation and update the committee accordingly.
  - Information on 30 free hours system is now on the website. DR is attending a council seminar on 28 April which will enable her to update the parents and staff.
- Parents evening went well
- DR has put on the website how the pre-school has spent the EYPP.

#### 2. Update on financial situation

- SB reviewed the financial documents.
  - Still on course for breaking even for this year
  - We are filling all available places which has helped
  - In a good position to deal with fluctuating costs.
  - Parents have been flexible in changing the days so all spaces can be filled. DR will look to create a list of parents who are willing to be flexible from Sept 2017
  - Crewe Football club collection - all enjoyed doing the fundraising event.

#### 3. Update on admissions



- DR talked through admissions
  - The pre-school is now full
  - 20 children are expected to leave
  - Out of the perspective parents that have recently visited the pre-school none have decided to have their child attend. When asked, parents said that they could not make our opening hours.

Action: All committee members who are parents, please can you put a review on Mumsnet/Netmums/Day Nurseries/Good Care Guide. It is not only good for marketing but also nice for the staff to hear the positive comments.

#### 4. Update on fundraising

- Talked through by DR
- Crewe Football club collection went well £247
- Pennies for Pots raised £174
- Rag Bag- DR is happy to continue to do this as it is minimal work.
- Easyfundraising website- DR has sent this email to parents and has been noted in the newsletter

Action: all to sign up to it please

- Thank you to all parents who have continued to make voluntary donations

New fundraising activities

- Worm charming event - Saturday 24 June from 1pm, talked through by DR
  - Will be doing an activity for the tots as well as obstacle course (praised by FWSA and school)
  - Need volunteers for the day, setting up and cleaning up, and need at least 3 people at once between 1pm and 3pm (half-hour or hour slots)
  - DR will e-mail round details of how many volunteers are needed and what they will be doing

Action: could committee please let DR know if can volunteer

- Sports Day
  - Willaston Primary Academy is still to confirm dates of transition sessions and story time for rising 5s

Action: AD to confirm the date of the pre-school sports day once the school has issued dates.

- Leavers Photo
  - AD suggested doing it this half term
  - All agreed to take the photo on the afternoon of the 17<sup>th</sup> May so pictures can be purchased and distributed in a timely manner. Thanks to AD's husband for offering to be the photographer.

Action: Letter re photos to be distributed to leavers' parents.

- Pound in pots
  - Encourage the children to collect the old pound coins – DR to provide pot on the door
  - Also use some kind of picture that connects our current theme of the "The Very Hungry Caterpillar" e.g. caterpillar or flower and the children to place the coins on the relevant parts.

Action: JH to design appropriate picture.

- Siemens CAST
  - DR to apply via:

Siemens plc (CAST)

Digital Factory

Varey Road

Congleton

CW12 1PH.

United Kingdom

Action: DR to send a letter to the above-mentioned address for support.



- Guess the name
  - Have at the local chip shop. StB has already asked and has prize.

Action: StB to confirm timing with chip shop

#### 5. Feedback from staff

- Staff and children are currently growing caterpillars, which the children are enjoying.
- Hope for better weather soon as the children really enjoy being outside.
- Staff have created a questionnaire and will shortly be sending it round to parents for their feedback
- Tuesday 6<sup>th</sup> June will be an INSET day for the pre-school
- Currently have a note on the black board requesting items for the pre-school
  - CD player, role play and kitchen bits and pieces

#### 6. AOB

- Stockley Farm trip coming up for the over 3 year olds
  - 4 replies have been received already
  - Staffing and volunteers to be finalised once better idea of numbers attending
- Discussion around 30 hours free childcare offer and the issues that the pre-school might have following their introduction.
  - Many parents cannot make our current opening hours.
  - Some parents needs may change re extended work and the pre-school will need to offer what people want so we can survive
  - However, we may be able to continue without making any changes – we shall have to see how 2017-18 goes
  - Will have to continue to discuss the situation and to be pro-active.

Action: DR to keep under review.

- Confirming new members to committee
  - Great to have all the interest
  - Charlotte, Stacey, Betsy, Kathryn, Lyndsay and Dominique nominated to be on the committee
  - StB and HD agreed to share the Secretary role over the next few months at least
  - Some committee members may need to become trustees, there is no obligation to become a trustee however the pre-school must ensure it has at least 3 to comply with Charity Law.

Action: New committee members to look out for an e-mail from AD detailing how to register on Ofsted, please complete asap. Disclosure and Barring Service application will also need to be completed.

Action: AD will update Ofsted on the new committee members

Action: TB is sorting out the trustee requirements

Action: TB to send a guide around

- Fees for next year are on the website and we are offering a discount to families if their child attends 2 sessions per week - £25.00. Now no different price for children of different ages as the needs of children are not necessarily reflected by their age.

**Meeting ended – 9pm**

**Next meeting – 8pm, 15<sup>th</sup> June at 5 Moorfields.**