



**Minutes of Willaston Pre-School Committee Meeting held at 6 Moorfields
Date: 7 March 2019-03-15**

Attendees & Apologies

Committee Officers	Y/N	General Committee	Y/N	Staff	Y/N
Di Morrison – Chair	Y	Kathryn Varo	N	Jackie Piaf	Y
Dominique Helmoie-Larson – Vice Chair	Y	Betsy-Anne Maher	N	Jackie Herring	Y
Jo Barrow - Secretary	Y	Melissa Cooper	N	Others	
Fiona Wainwright - Treasurer	N			Debbie Reyland	Y
				Caryl Freeman	N
			N		

Apologies: FW, BAM, CF

MINUTES/ACTIONS

1. Welcome & Introductions

DM opened the meeting and welcomed members. It was confirmed that Dawn Price, Sarah Gilsonan and Charlotte Thornbury were no longer members of the Committee. Thanks for their contribution to the work of the Committee.

2. AOB

There was no other business.

3. Minutes of previous meeting & any matters arising

DM visited Rode Heath Pre-school with the Head of Willaston Primary School. It was a productive meeting. The school initially took the pre-school as a separate financial entity. It is now accounted within the school budget but monies are ring-fenced.

The Minister provided a contract and hours were updated.



The Administrator updated the meeting with reference to DBS checks. All staff have current DBS. If staff wish to use the update service the committee have agreed to cover the costs.

The Manager is raising the Sick Pay Policy at the next staff meeting.

ACTION: Manager to minute staff comments in staff meeting.

After discussion between Manager, Administrator and staff, it was decided that there will not be an annual trip due to cost restraints and reluctance of venues to take 2 year olds. The Manager is exploring the possibility of outside visitors coming to pre-school to hold enhancing learning sessions, e.g. African drumming.

ACTION: Manager to report back to meeting.

Willaston in Bloom were approached through mutual contacts. In the interim a parent and grandparent have come forward to maintain the garden and involve children in planting.

The date of the AGM is set for Wednesday 27 March at St John's following a Parents' Evening.

4. Finances & Decisions

The Administrator provided a summary of the Management Accounts and a forecast for next year. The finances are very tight. Adjustments to premises rental will impact in September 2019, as will changes to the National Minimum Wage. The Committee discussed changes that needed to be approved in order to achieve some financial stability.

MOTION: Rent increase from £5.25 to £7 per hour to take effect from September 2019 until August 2021.

CARRIED UNANIMOUSLY

MOTION: Changes to fees, lunch club and snacks to be:

Single weekly session: £16

Two sessions including snack & lunch club: £31.25

Two sessions (not including snack & lunch club): £28

If more than 2 sessions, each session charged at £14

Snack fee: 30p

Lunch Club fee: £2.75

CARRIED UNANIMOUSLY



5. Admissions

Admissions are very healthy and pre-school is virtually at capacity.

6. Premises

Various items need attention. An initial contact is being made with the church with regard to coat hooks.

ACTION: Deputy Manager to contact a church representative.

The administrator will organise handyman to refelt shed in garden.

ACTION: DR to contact Handyman.

7. Staffing & Committee Issues

Some staff are working extra sessions temporarily until September 2019. Contracts will be updated once commitments are clearer.

It is hoped the AGM will attract more committee members.

8. Fundraising

Pennies-in-Pots working well.

ACTION: DR to circulate a reminder to parents.

An initial list for Crewe Alex collection was compiled.

9. Feedback from Manager and staff on pre-school achievements & challenges

The Manager shared anonymised data showing all children are working at age-related expectations. The percentage of progress is lower with the youngest children (Butterflies) due to the difficulty of gathering evidence when children are not confident to speak. Two of the oldest children are not achieving their literacy targets. There has been discussion with parents and supportive activities sent home. Phonics and Maths are addressed daily. The staff have received in-house training on questioning techniques to focus on a challenging curriculum. The administrator highlighted the possibility of additional training if this is needed/wanted.



10. AGM arrangements

The AGM will be held in St John's Church Hall on Wednesday 27 March at 8 pm. Light refreshments will be provided.

ACTION: Administrator to provide refreshments.