

**Minutes of Willaston Pre-School Committee Meeting held at 5 Moorfields
Date: 2 May 2019**

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
				Faye Cooke	Y
				Lisa Chivers	Y

Apologies: FW, BAM, CF

MINUTES/ACTIONS

1. Welcome & Introductions

DM opened the meeting and welcomed Faye Cooke and Lisa Chivers as potential new parent members of the Committee.

2. AOB

Jackie Herring is looking into possibilities for providing photographs or videos of leavers. There is a lot of interest amongst families for this. She has found someone who could offer a video for approx £12-£15 per child. She is currently looking for a photographer. It was suggested that DH's husband or FC's contact might be interested.

ACTION: DH and FC to pursue possibilities and report back to next meeting.

JP talked about transition visits for our children from Pre-School to Primary School.

ACTION: JP to approach Miss Phenton at the Primary School to make arrangements.

3. Minutes of the previous meeting & any matters arising

JP introduced the new Sick Pay Policy which was discussed at the last Staff Meeting. It was emphasised that in reporting sickness members of staff should speak to someone on the phone and not rely on answer phone, email or text communication. Some minor adjustments were made to the Policy but otherwise there was agreement.

It was agreed at the last Committee Meeting that there would be no annual trip this year because of cost constraints. JP reported that the Minibeasts Experience costing £120 had been a great success. There is still the possibility of an African drumming session at Christmas and also of taking advantage of free Dance Workshops next term.

JH reported that Jeff our handyman had completed numerous jobs over the holidays including putting up coat hooks in the back room, refelting one of the sheds, and boxing in all of the hot pipes in the back room.

JP is continuing to involve parents in fundraising.

The AGM was held on 27 March following Parents' Evening. Two parents have now joined the Committee as a result.

4. Finances & Decisions

DR presented her Administrator's Notes, the Balance Sheet as at 30 April 2019, Management Accounts and the Bank Reconciliation.

She reported that the Pre-school would be 80% full from SeptemberW.

She presented the Committee with revised figures for fees, lunch club and snacks which constituted a change from those agreed by the Committee at the meeting on 7 March and are as follows:

Single weekly session: £15.50 – previously agreed at £16
Two sessions including snack & lunch club: £29.95 – from £31.25
Two sessions without snack & lunch club: £27.00 – from £28
Snack fee: 25p – from 30p
Lunch club: £2.50 – from £2.75

The Committee accepted the revised figures and the changes were proposed by DH and seconded by JP.

DR talked about the difficult situation surrounding one child who has now left but whose parents still owe £202 to the Pre-school. Warning letters have been sent to the parents to no avail and the Pre-school could now go down the legal route to pursue payment by applying to the Court. We have 6 years to recover the debt. The actual loss to pre-school was abated as the child was

suspended for non-payment after 10 weeks but the funding received for the spring term was actually for 12 weeks. The actual monetary loss is therefore reduced to £52. As parents' other children attend school (requiring interaction twice daily for most committee members), we should reserve the right to pursue action.

5. Admissions

In September there will be at least 36 Pre-school age children attending. Very buoyant admissions figures.

6. Premises

DM and DR are to meet the Head of the Primary School on 3 May as part of ongoing discussions. He has a proposal to present to them about a future direction. The School's Business Manager will be present.

ACTION: DM and DR to report back at the next meeting.

7. Staffing & Committee Issues

New Committee members will have to complete the DBS and EY2 documentation and instructions were given about this procedure.

ACTION: Check on progress at next meeting.

Hayley has left since the last meeting and Gemma is covering her hours. The Pre-school is now fully staffed. Staff have been consulted on hours from next September. DH will come on the staff in order to provide afternoon cover should it be needed. DR will devise a contract for her and clarify all staff's working hours.

ACTION: DR to present schedule to JP to check.

8. Fundraising

Fundraising continues to go well. Several Committee members turned up at Crewe Alex despite the wet weather and found the public were very generous. Pennies in Pots has gone well. Both endeavours were very successful and raised a significant amount. The Pre-school will have a presence at the Worm Charming event and various ideas were discussed, such as, an obstacle race and play area although they both would rely on good weather. JP suggested a fruit machine game and guess the number of sweets in a jar which could go ahead indoors in case of wet weather.

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

JP presented her Half Term Feedback paper. She stated that all targets were being met and independent learning was being encouraged.

Date of next meeting: 13 June 2019