



**Minutes of Willaston Pre-School Committee Meeting held at 5 Moorfields
Date: 13 June 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
				Kayleigh West	Y
				Caryl Freeman	N
Jo Barrow - Secretary	Y	Melissa Cooper	N	Others	
Fiona Wainwright - Treasurer	Y			Debbie Reyland	Y
				Faye Cooke	Y
				Lisa Chivers	N

Apologies: KV, BAM, LC

MINUTES/ACTIONS

1. Welcome & Introductions

DM opened the meeting and welcomed Maureen Webster who is acting in a consultancy capacity for fund-raising.

2. AOB

The Committee discussed the parking problem in the car park and outside in the road. The children are preparing posters to display in the area asking for considerate parking.

3. Minutes of the previous meeting & any matters arising

All photographs have been done by Lisa Price, a professional photographer. She sends photographs digitally and the Pre-school charges parents. It was proposed to send flowers to Lisa as a thank you for her services

ACTION: DR to arrange to send flowers.

No progress has been made on transition visits as yet. JP has spoken to Miss Phenton from the Primary School but because of time pressures on her no actual arrangements have been made. The dates of 2-4 July are formal transition visits for all reception children.

ACTION: JP to report on any action at the next meeting.

4. Finances & Decisions

DR presented the current state of affairs:

Hopeful breakeven position this year as admissions figures through the roof. Four children qualify for EYPP at the moment. Balance of EYPP to spend is just over £500.

JP now set up as signatory on bank account – online banking registration to be actioned.

Cheshire East Free Funding Audit undertaken recently with no problems identified – they examined all the funding forms for this Summer term.

ICO fee paid late (but not so as to incur any penalties) as no reminder found its way to DR. Registration details updated for DR contact info so can't happen again.

Pension Regulator requirements re re-enrolment of employees in NEST all met in good time.

Thanks to DR re IOC and Cheshire East Audit

5. Admissions

September admissions as at 8 June (22 spaces AM, 16 spaces PM).

	Morning		Afternoon	
	% full	spaces	% full	Spaces
Monday	64	8	64	7
Tuesday	100	0	94	1
Wednesday	91	2	63	6
Thursday	82	4	75	4
Friday	100	0	69	5

6. Premises

A new toaster is being acquired. A new Windows 10 operating system is in hand.

7. Staffing & Committee Issues

Administrator checking that all EY2s and DBS checks are in hand and/or are completed.

ACTION: DR to report back to the next meeting.

Staff working hours have been sorted for September.

JP has asked all staff to sign the relevant form to say they have read, understood and agreed all current Pre-school policies.

8. Fundraising

A letter of thanks will be sent to Stacey for the donation of an adult watch which will be used in a raffle in the future.

ACTION: DR to send letter of thanks.

MW has collated a letter to circulate for funds for specific items to be purchased for Pre-school. She discussed possible fund-raising activities and stressed the importance of making these realistic and manageable. MW also discussed asking parents for donations for 'GIFT A BACKPACK' project to support children in Malawi and Liberia to get to school.

A rota for our stall at the forthcoming Willaston Worm-Charming was discussed.

9. Feedback from Manager & Staff on Pre-school Achievements & Challenges

JP has provided data on school starters to Weston, Mablins Lane and Church Lane Primary Schools.

JP updated the meeting and all children have made value-added progress from their starting points. The expected 'level' is now related to the child's birthdate. JP explained that there is variance in speech & language and writing. All other areas are consistent. This variation is a direct reflection of the wide ability span within Pre-

school. The designated language leads are JP and CF who are developing strategies to address variance.

Date of next meeting: Provisional dates agreed for next year are as follows:

19 Sept
21 Nov
23 Jan
12 Mar
7 May (May Day now Fri 8 May)
18 June