



Minutes of Willaston Pre-school Committee Meeting held at 5 Moorfields

Date: 19 September 2019

Attendees & Apologies

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

Apologies: FW, FC

MINUTES/ACTIONS

1. Welcome & Introductions

DM opened the meeting and welcomed members.

2. AOB

The vicar asked if the Pre-school would like to have a free stall at the Community Fair. The committee was very grateful for the opportunity to participate but unfortunately we could not take advantage of it this time.

Pre-school Chair has signed and delivered rental contracts for the next two years and is awaiting a response.

Kidscope Art & Craft Suppliers have generously donated materials to the Pre-school.

ACTION: Jacqui will organise and deliver a thank you card to the Managing Director of the organisation.

ACTION: Jo to provide contact details.

The agreed Lock-down Policy requires the Pre-school to have a mobile in order to message parents.

ACTION: Debbie to investigate costs.

The Pre-school garden needs maintenance. One Saturday will be organised to clear the garden. A letter will be circulated asking for support.

ACTION: Debbie to circulate the letter to parents via the usual channels.

The following policies have been agreed:

Looked after children

Staffing - group provision

Managing children who are sick

Recording and reporting of accidents

Nappy changing

Promoting positive behaviour

Making a complaint

Staff are aware of all updated policies and are required to sign to confirm agreement. Committee agreed that any concerns would be raised directly with the Manager within the next two weeks.

ACTION: DR and JP to ensure staff have signed and include any relevant policies on website in the General Policies document on the 'Other Information' page of our website for anyone to look at.

3. Minutes of previous meeting and any matters arising

The Minutes were agreed as an accurate record.

DR sent flowers to photographer.

JP reported on action she had taken with Primary School partners and has provided relevant records. There were challenges involving one local Primary School but the Pre-school will continue to maintain the highest standards. During discussion several parents raised issues for some children relating to the first few days at Primary School.

All DBS and EY2 checks are either in progress or in place for staff and committee.

4. Finances & Decisions

Committee reviewed and agreed current and predicted future budgets.

5. Admissions

As at 11 Sept (22 spaces AM, 16 spaces PM for autumn term)

| | Morning | | Afternoon | |
|------------------|---------|--------|-----------|--------|
| | % full | spaces | % full | Spaces |
| Monday | 68 | 7 | 69 | 5 |
| Tuesday | 95 | 1 | 88 | 2 |
| Wednesday | 86 | 3 | 69 | 5 |
| Thursday | 91 | 2 | 75 | 4 |
| Friday | 95 | 1 | 88 | 2 |

Figures are buoyant and there are several enquiries for next September already.

6. Premises

Correspondence with the local Primary School was shared at the meeting. There was a detailed discussion about future action with regard to premises suitability and finances. The committee will explore actions over the next few months to secure the Pre-school into the future.

ACTION: DM to email Primary School Head acknowledging his correspondence.

7. Staffing & Committee Issues

The Pre-school is currently fully staffed but the committee need to include more current parents to ensure quorum.

ACTION: Current committee members and DR to canvass more parental involvement at committee level.

8. Fundraising

Current fundraising includes a pyjama day inviting a voluntary parental contribution.

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

The Manager discussed Reading Week beginning 14 October. She asked for reading volunteers and a librarian from Nantwich Library will be leading a session.

Currently there are no significant issues with children attending Pre-school. Manager will be submitting data on 25 October with regards to children's progress.

All staff are now working with all children across the setting.

Date of Next Meeting: 21 November 2019