



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

Date: 21 November 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<br>– Vice Chair | Y   | Freya Piaf        | N   | Jackie Herring | Y   |
| Jo Barrow - Secretary                    | Y   | Faye Cooke        | N   | <b>Others</b>  |     |
| Fiona Wainwright -<br>Treasurer          | N   | Lisa Chivers      | N   | Debbie Reyland | Y   |
|  |     |                   |     | Caryl Freeman  | Y   |
|  |     |                   |     | Melissa Cooper | N   |
|  |     |                   |     | Kayleigh West  | N   |
|  |     |                   |     |                |     |

Apologies: KV, FC, LC, NH

### MINUTES/ACTIONS

#### 1. Welcome & Introductions

DM opened the meeting and welcomed members. She pointed out that two members of the Committee are also employed at the local Primary School and that there may in future be a pecuniary conflict of interests.



## 2. AOB

A request for a used mobile is to be circulated and costs for sim card are being explored.

**ACTION:** Retain item until resolved.

## 3. Minutes of previous meeting & any matters arising

Garden maintenance completed. Thanks to all for support. There was a discussion re tree roots and children managing risk.

**ACTION:** JP and JH to risk assess the situation.

All relevant policies have been seen by staff. Staff will be asked to sign during their appraisals.

**ACTION:** JP to update next meeting.

DM contacted Head of Primary School by email.

DR is to update Minuting Secretary re membership and circulation details.

**ACTION:** DR to contact JB.



#### 4. Finances & Decisions

The financial status was summarised. The position is currently strong for this time of year. There is a small loss. Books will be audited in December.

There is to be a small funding increase from Central Government.

JP is in the process of completing the business banking registration.

#### 5. Admissions

##### Admissions from January 2020

|                  | Morning |        | Afternoon |        |
|------------------|---------|--------|-----------|--------|
|                  | % full  | spaces | % full    | Spaces |
| <b>Monday</b>    | 83      | 4      | 67        | 6      |
| <b>Tuesday</b>   | 100     | 0      | 94        | 1      |
| <b>Wednesday</b> | 100     | 0      | 72        | 5      |
| <b>Thursday</b>  | 96      | 1      | 94        | 1      |
| <b>Friday</b>    | 100     | 0      | 89        | 2      |

##### Waiting List

5 new starters already for Sept 2020

1 new starter for Oct 2020

1 new starter for Sept 2021



Pre-school is 90% full from January 2020.

## **6. Premises**

The local Primary School is planning to take 3/4 year-olds from September 2020. No business plan has been shared as yet. There was discussion around consultation and numbers to sustain the facility. The Committee discussed potential impact.

In Pre-school premises new sockets are being installed in December.

JP is trying to get a compatible XP programme installed.

## **7. Staffing & Committee Issues**

JP awaiting OFSTED reply re Committee membership.

One member of staff still needs to be registered for the update service.

## **8. Fundraising**

A letter has been received from Maureen Webster reporting on her fundraising efforts which are outlined below:

Morning Foods have donated a shopping bag full of their products for the Christmas Draw.

Tesco Head Office have offered Nappies, Nappy Wipes, Tissues, etc. for the use of Pre-school. The local store will let us know when the items are available.



The local CVS has been contacted with regards to the toys they have as surplus after the Christmas Appeal. They have replied saying that they will keep our contact on file and will let us know after Christmas what if anything is available. Any goods will be used for the Toffee & Toys Tombola stall which is being organised for 2020.

'Men in Sheds' have offered to make us some chairs, benches etc., a new light weight top for the sandpit and some raised garden troughs for the children to plant out in the Spring together with anything else we may want doing in the garden. A representative will be coming to the Pre-school on the 28 November to discuss requirements. Maureen will canvass widely in the local community for financial support for the work if needed. It is hoped the work will start in February/March 2020. JP has already prepared a list of required equipment.

All the information regarding the Christmas Draw to take place on the day of the nativity play has been sent out with three strips of draw tickets to each family along with a reminder that backpacks are now due. Pre-school is charging £1 per ticket for evening performances.

**ACTION:** Updates at next meeting.

## **9. Feedback from Manager & Staff on Pre-school achievements & challenges**

Pre-school has established a community link with a local choir.

The Committee were pleased to hear that Pre-school children have settled quickly at the local Primary School and are accessing the curriculum confidently particularly numbers and phonics.



Two year-olds data are to be included in the Red Book. All 2 year-olds within the provision are working at or above expectations. The 3 year-olds data show that most children are working at or above expectations. Some children are working below currently. These children have previously attended other provisions or been at home.

It is proving challenging to provide free-flow play activities and include outdoor areas given the geography of the premises.

Individual child weaknesses are shared with parents and focused activities are developed in Pre-school. Parents receive suggestions for home activities.

**Date of next meeting:** 23 January 2020