



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

Date: 23rd January 2020

Attendees & Apologies

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

Apologies: JB,LC,FP,CF

1. Welcome & Introductions

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

2. AOB



There has been a notification from Ofsted that FW has not completed an EY3 form. The committee advised that the Chair should contact FW with a view to her leaving the committee.

ACTION: DM to contact FW re her position on the committee

3. Minutes of previous meeting & any matters arising

The minutes were agreed for accuracy. Matters arising:

- A Pay as you go phone is being provided by KV which has £20 credit. Many thanks to KV for this
- JP and JH have discussed tripping risks and risk assessments are on going. Action is being taken to improve safety in the garden
- JP has ensured all staff have access to policies and most staff have now read and signed that they are up to date with these.
- JP is still completing on line banking registration and KV has agreed to become an additional signatory. JP can already sign cheques
JP is not installing XP program as it is not necessary and is costly

ACTIONS: Retain policies as agenda item until all staff signed. Ensure online banking completed successfully by KV and JP

4. Finances & Decisions

The financial status was summarised. It is predicted that finances will break even by the end of the Spring Term. There may be a small surplus by the end of the year. Central government is giving a small increase in funding but the Minimum wage increase (6%) will come into effect from April 2020. This effectively means that all staff will receive a 6% pay rise in order to secure differentials. The long term effects will need monitoring. As most children use funded hours increasing fees will not have much financial impact.

MOTION: ALL STAFF RECEIVE A 6% PAY RISE WITH EFFECT FROM APRIL 2020.

Proposed: DM Seconded: KV

All committee members not affected by salary changes voted in favour.

5. Admissions

Admissions from February



As at 27 January (24 spaces AM, 18 spaces PM) overall 99% full. One child changing pattern from April which will free up a couple of mornings for younger starters.

	Morning		Afternoon	
	% full	spaces	% full	Spaces
Monday	100	0	94	1
Tuesday	100	0	94	1
Wednesday	100	0	94	1
Thursday	100	0	94	1
Friday	100	0	100	0

Waiting list

1 new starter for June 2020 (prepared to wait)

7 new starters already for Sept 2020

1 new starter for Oct 2020

1 new starter for Sept 2021

There will be no more new starters until April 2020.

6. Premises

There was an extensive discussion around the outside area and priorities. It was agreed that Jeff (a local handyman) could complete several maintenance tasks regarding an uneven path, ground around the shed and spikes. It may be possible to cover the pagoda as well.

There are more resources needed to develop the outside area. A new mud kitchen is being developed using generous donations and support at no additional cost. Thanks to all for their generosity. Staff have proposed a 'wish list' for new resources and priorities are being agreed. It is planned to use £142 funding which is available.

The kitchen has been given a 5star rating for food hygiene (Cheshire East inspection by Environmental Health 15th Jan 2020). There were 3 points for improvement which need addressing:

- A deep clean of the floor and walls behind equipment within one week. The staff are now using an alternate kitchen on the premises, but this is not ideal as the kitchen is shared with other users on 2 mornings each week. The committee consider that this is a landlord's responsibility.



- Add acrylamide to the Pre-school policy within 2 weeks. This is already completed.
- Add sealant to areas where it is missing or has perished within 4 weeks. This is partially completed

The church have employed an electrician to fit new sockets in the main hall. There was discussion around timing of this and possible detrimental effects for the safety and welfare of staff and children.

ACTIONS:

KV is provide details of community bike repair centre in Crewe and committee to look for balance bikes

JP to liaise with church maintenance to ensure that sealant is completed and a deep clean is undertaken.

JP to liaise with church maintenance to ensure the safe fitting of new sockets in the main room.

7. Staffing & Committee Issues

Staff have been consulted about term dates and alignment with other educational establishments (there are several differing arrangements). Staff had no clear shared view and therefore it was proposed that a parent/carer consultation should be undertaken so that a majority view could be agreed.

The final committee membership was discussed, and it was agreed to ask two potential new members to complete the relevant forms (DBS and EY forms). A change of evening was agreed to see if more parents could attend on a different night. The committee need a Minuting Secretary and a new Treasurer.

ACTIONS:

DR to draft a brief consultation for circulation.

DR to support parents to complete forms and attend committee.

DM to call for election of new post holders at next meeting

8. Fundraising

JH requested pots for the Pennies in Pots competition to supplement supplies

Fund raising was discussed and it was decided to focus on local and known organisations for fund raising at present and retain larger organisations for future proposals.



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

Details of the Ofsted report and actions planned were shared. The committee expressed their thanks to the staff for their hard work and successful Ofsted outcome.

Date of next meeting: Monday 9th March 2020