



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

Date: 16th March 2020

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	Freya Piaf	N	Jackie Herring	N
Jo Barrow - Secretary	N	Faye Cooke	Y	Others	
		Lisa Chivers	N	Debbie Reyland	Y
				Caryl Freeman	N
				Melissa Cooper	N
				Kayleigh West	N



Apologies: JH, JB, LC

1. Welcome & Introductions

DM opened the meeting and welcomed members

2. AOB

DM introduced a Covid 19 Business plan which was adapted to the setting from Cheshire East and took account of government guidance. The document will be made available on the website and information about how to access this circulated to parents and carers.

ACTION: publish Covid 19 business plan and inform parents and carers how to access.

3. Minutes of previous meeting & any matters arising

The minutes were agreed for accuracy. Matters arising:

- DM has contacted FW who has resigned from the committee. Thanks were sent to FW thanking her for her contribution
- The Pre-school has a PAYG phone and personal data from the previous owner is being deleted
- All staff have now signed and agreed policies up to date.
- JP is actioning banking registration and forms have been requested for KV.
- KV has researched balance bikes and scooters and they are available ranging in price from £20-40 which is similar to the cost of a new bike. The Pre-school are seeking to purchase up to 5 bikes etc and will peruse Facebook and new purchasing for this
- All actions re deep cleaning and kitchen repairs have been actioned.
- All forms re committee membership now completed.



- LC has agreed to take over as Treasurer. She was duly elected by the voting committee.

ACTIONS: Ensure online banking completed successfully by KV and JP.
Continue to research and locate bikes etc for outside play. DR to include LC as Treasurer for the committee

4. **Finances & Decisions**

The Administrator reported that - hopeful breakeven position this year as admissions figures very buoyant, even with 25% increase to rent and 5% increase in staffing costs imposed by minimum wage and obligatory pension contributions. EYPP for year plus amount brought forward now spent. We have a strong balance sheet with some reserves to help us should the need arise.

Accounts for 31 August 2019 to be agreed at forthcoming AGM on 25 March.

Pay rise letters re April have been sent out to staff with a small contract addendum attached.

No new funding announced in the recent Budget.

Cheshire East auditing us on 23 March.

Need to discuss fees for next year – funded 2 years to remain completely free

	Current	From Sept 2020	% increase	Comment
Single weekly session	£15.50	£16.75	8%	No one pays this
More than one session – per session	£13.50	£14.10	4.4%	Reasonable
Standard lunch club	£2.50	£2.60	4%	No rise before
Concession lunch club	£1.25	£1.30	4%	No rise before
Snack fee	25p	35p	40%	Costs really increasing



Whole day	£29.95	£31.50	5%	Very competitive
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There was a full discussion around the proposed rises and committee felt that the charges remain very competitive and reflect increasing costs.

MOTION; That fees as outlined above be agreed for the coming year to take effect from September 2020.

AGREED UNANIMOUSLY

5. Admissions

Admissions from 20 April

As at 11 March (24 spaces AM, 18 spaces PM) overall 99% full.

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

Waiting list

1 possible start for May 2020 (in care probably able to wait til Sept)

2 new starters for June 2020 (1 prepared to wait)

8 new starters for Sept 2020

1 new starter for Oct 2020

1 new starter for Sept 2021

6. Premises

Jeff has visited pre-school twice (due to inclement weather) in order to carry out everything we required. £140 of monies raised will be set against his costs as preparation for the mud kitchen area.



Bin put over upstanding tree root.

Jeff looking out for suitable coverage for gazebo to make this into a quasi-shelter.

7. Staffing & Committee Issues

The term date consultation with parents has been completed and there is no overall agreement.

Feedback from questionnaire on term dates:

No of responses 19 overall

Parents: 8 responses in total, 7 for Willaston, 1 didn't mind

Staff: 10 responses in total, 1 for Willaston, 3 for Church Lane, 5 for Cheshire East

The committee proposed that term dates be aligned with Willaston Primary School for next year

MOTION: That term dates for 2020/21 be aligned with Willaston Primary School.

AGREED UNANIMOUSLY

There is currently an application for one child to have support for up to 30 hours a week for next year

ACTIONS:

DR to include new term dates for next year on the website.

Committee to be updated re progress of application for support

8. Fundraising

The following has been raised

Stikins label commissions £54

Ragbag collection £56



Easyfundraising £127
Amazon smile £15
Nativity – donations and tickets - £143.20
Raffle - £84
Bentley £100
Pennies in pot to come
Donations from parents continue to be very generous

There was a discussion around attending the Willaston Worm Charming event and it was agreed that we would not attend as a Pre-school this year.

ACTION; To decline invite to attend Willaston Worm Charming Event in June 2020

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

The manager updated the meeting with regard to children's progress and shared that she had no immediate concerns which were not being addressed through direct interventions. It was reported (and agreed) that evidence from 2 year olds is difficult to collect since language skills are sometimes limited.

Progress in the later part of the year as language becomes more fully developed is easier to ascertain.

Date of next meeting: This is the AGM on 25th March 2020 to be held at the Pre-school