



Meeting MINUTES: Committee **Date:** Tue 2 March 2021, 7.30pm

At: Willaston Pre-school, St Johns Methodist Church Hall

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	N	Freya Piaf	N	Jackie Herring	Y
Lisa Gidman Treasurer	Y	Rose Guy	N	Others	
				Debbie Reyland	Y
				Caryl Freeman	Y
				Melissa Cooper	N

Apologies: NONE RECEIVED

1. Welcome & Introductions

DM opened the meeting and welcomed members, the last face to face full committee meeting had been the previous March 2020. The minutes were circulated at that time and there was no feedback re matters raised at the meeting. Actions had been undertaken where possible. There has been interim information sharing with committee members when face to face meetings were not held due to the restrictions of the Coronavirus.

2. AOB

There was no additional business notified.



3 School nursery: The local Primary school is intending to operate a Nursery for children aged 3+. There was a detailed discussion concerning the distinctive offers made. All present made clear that the Pre-school makes a distinctive offer and has several plus points namely flexibility, a high staff /child ratio, a family feel, experienced staff, excellent home-school links and a recognition of the needs of the individual child and their families. One or two parents have indicated that they will be applying for a place at the school nursery but there have been no decisions made yet. All present compiled a list of positives to highlight some of the main characteristics of Pre-school:

- In comparison with school provision staff/child ratios are high
- A nurturing environment
- Children learn through play
- A small friendly setting
- Not intimidating for young children
- A family like setting
- Flexibility of hours and days
- Experience
- A family friendly feel

It was felt that it would be beneficial to explore a Facebook page for parents to access as parents mixing with friends outside the setting would share their photos and this promotes positive conversation. The administrator is organising new banners and utilising some of the thoughts that have been shared. Banners will be placed in the village and on a tricycle when the weather is more conducive after Easter.

ACTION:COMMITTEE TO EXPLORE USE OF FACEBOOK AND SEEK ADVICE ON SAFE APPROACHES

ADMINISTRATOR TO REVIEW BANNERS AND GET PRINTED WITH A VIEW TO CIRCULATING IN THE VILLAGE

3. Finance

Predicted to make a surplus for 2020/21 which will help us through any difficulties of 2021/22. Admissions figures very buoyant for Summer term (with most children funded). We have finally received confirmation of SEND funding for one child who requires 1 to 1 but does not cover the entire cost. We have the necessary staff to offer cover.

We have one member of staff on longer term sick leave (who is recovering) but we do have cover available.



Staff to receive a 2.2% pay rise from April onwards (which reflects the increase in the National Minimum Wage).
EYPP for year still available to spend – c £600 in all.
We have a strong balance sheet with some reserves to help us should the need arise.
Rent contract from 1 September 2021 outstanding.

Accounts for 31 August 2020 received a clean audit report. Accounts and Trustees Report to be filed by the administrator with the Charity Commission by end of June.
The church has not yet issued a new rental contract for 2021/22. We have an email notification of their intention to hold the rent at the same level for next year.

ACTION: CHAIR TO CONTACT CHURCH AGAIN REGARDING SIGNING NEW CONTRACT

3. Admissions

Admissions from April

(26 spaces AM, 24 spaces PM with reduced capacity for Fri PM (19), with 1 to 1 provided for child with special needs). 99% full overall

	Morning		Afternoon	
	% full	spaces	% full	Spaces
Monday	100	0	100	0
Tuesday	96	1	92	2
Wednesday	100	0	96	1
Thursday	96	1	92	2
Friday	100	0	100	0

Waiting list

6 new starters for Sept 2021 so far (3 rising 5s and 3 x younger), plus another 2 with application form.

Are there any younger children known to staff etc. who may want a space – encourage parents to get in contact sooner rather than later.

ACTION STAFF TO MONITOR ANY FUTURE DECISIONS PARENTS MAKE RE ATTENDANCE AT SCHOOL NURSERY

4. Covid 19 issues

Staff are increasingly confident in implementing Covid 19 protocols to ensure the safety and well-being of staff and children. Staggered start and end times for children are working but make it difficult to deliver some curriculum items at the start of the day. There was discussion around the benefits of increased outdoor learning and staff enthusiasm for developing this further. There was a



discussion around Forest Schools and whether these ideas could be adapted to be used within the Pre-school and other local environments.

ACTION: STAFF TO EXPLORE COSTS AND LOGISTICS AROUND BEGINNING TO INTRODUCE MORE OUTSIDE LEARNING OPPORTUNITIES INCLUDING AVENUES FOR STAFF TRAINING

5. Premises/purchases needed.

The Church have agreed to replace the main hall floor covering when finances permit. There is scaffolding erected for the roof, but little progress now. Staff are concerned about the lack of cleaning in the main hall as there is black mould around the windows. It was recognised that this is a landlord responsibility. Staff want to improve the flagged area and have a soakaway in the outside area, plus move some of the artificial grass. There was discussion around using local contacts initially before contacting Jeff.

ACTION: CONTACT JEFF ABOUT TIMINGS AND COSTS FOR ALTERATIONS TO OUTSIDE AREA IF LOCAL CONTACTS DO NOT HAVE TIME AND SKILLS.

Staff also requested costings for new mats for use for the children to sit on inside and avoid sitting on the carpet.

ACTION: EXPLORE COSTINGS FOR MATS

6. Staffing

Currently the Pre-school is managing staffing well and the child with additional needs is well supported for all sessions attended.

7. Committee issues

It is difficult to find new members for the committee at the moment given the circumstances. There will be new cohort of parents in September, and it is hoped that there will be volunteers. Staff have approached several parents already.

8. Feedback from Manager and Staff on Pre-school achievements and challenges.

The Manager had circulated a detailed written account to members outlining children's progress. All have made expected or above progress and there has been improvements in 2 year olds language. Staff are positive about using the outside learning environment as this is benefitting the children's social and emotional development.

Date of next meeting: TBA when Covid restrictions allow. An AGM is needed and it is hoped that with better weather this could be held later in the Summer term as restrictions allow.