



Committee minutes

Meeting:Committee

Date: Thursday 29 April 2021, 7.30pm

At: 5 Moorfields, Willaston

1. Welcome & Introductions

The meeting was not quorate in terms of members attending so all decisions will need to be formally agreed at the next meeting.

2. Minutes of previous meeting

Minutes agreed for accuracy. Matters arising from the minutes:

- The Administrator has investigated the use of Facebook. It can be set up as a business page with closed groups and parents asked to join. It takes several hours to set up (6 to 7), and it needs to be agreed what level of input from the staff is reasonable and does not take time away from direct contact with the children.
- The Administrator has had new banners printed and these have been placed strategically around the village.
- The Chair has attempted to contact the Church several times and now has a letter signed by both parties confirming the rent for next year.
- A small number of parents are moving their children to the school Nursery but numbers are still buoyant.
- The staff are beginning to explore possibilities to promote more outside learning and there is to be a question on the parent questionnaire about this topic.
- Jeff is being booked for maintenance and repair work in the summer holidays.
- New mats are being ordered for the large Hall area to provide hygienic seating alternatives for the children at group times.



3. AOB

Several matters were brought to the meeting:

- Concerns about a telephone line that is rarely used but appears not to be working (possibly a flat battery).

ACTION: CAROL AND DEBBIE TO COORDINATE TO RECHARGE THE PHONE BATTERY

- A second back up mobile phone for emergencies needs a new SIM.

ACTION: CAROL WILL INVESTIGATE HOW TO PROGRESS THIS WITH EE

- Insurance documents to be reprinted for the current time and posted.

ACTION: DEBBIE TO HAVE DOCUMENTS PRINTED OFF AND STAFF WILL DISPLAY

4. Admissions

Admissions from April – practically full with addition of new sibling 2 year old starter in May.

Waiting list

6 new starters for Sept 2021 so far (4 rising 5s and 2 x younger). 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.

5. Finances

Fees for Sept 2021

- 3 year olds+ - £12.60 per session (£4.20 per hour);
- 2 year olds - £14.70 per session (£4.90 per hour). If booking single weekly session, £16.80 per session (£5.60 per hour);
- Lunch club (half hour when children eat their packed lunch) – either covered by funded hours or charged at usual hourly rate depending on child's age.



The accounts were shared and agreed.

6. Covid 19 issues

There are no additional concerns and a clear pattern of Covid measures has emerged.

7. Premises

There are several areas of remedial work which will be fully itemised for Jeff for work on in August. The ongoing landlord concerns are: mould on windows, floor covering and boxing in pipes.

Additional resources are needed for the Pre-school.

ACTION: STAFF TO PROVIDE DEBBIE WITH A COSTED LIST OF RESOURCES

8. Staffing

Current staffing levels are working well and future planning shows adequate staffing for September.

9. Committee issues

At the present time it is difficult to hold committee meetings and we need to improve committee membership. It may be that grandparents are more available and could be contacted re being involved. It is not possible to organise an AGM currently, and it is thought that this needs to be revisited early in September if possible.

ACTION: STAFF TO APPROACH RELEVANT INDIVIDUALS INFORMALLY TO GUAGE INTEREST

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

The children have returned to Pre-school and are enjoying their time there. Staff are monitoring progress and will be using catch up funding to target areas of weakness for individual children. The area of greatest concern is language development in the



younger cohort (in total 7 out of 34 children are below expectations in this area). Staff feel that the increased use of outside learning is supporting the children's well being and social development. The children transitioning to school in September – 6 are working above expectations, 6 are achieving at expected levels and 6 are currently below. Of those working below - 1 has special needs, 2 have had poor attendance, and 1 is weak in number recognition.

THE NEXT MEETING IS TBA