



## Minutes of Willaston Pre-school Committee Meeting held at Pre-school.

Date: 24<sup>th</sup> June 2021 7.30pm

### 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
Lisa Chivers Treasurer	Y				
				<b>Others</b>	
				Debbie Reyland	Y
				Caryl Freeman	N
				Ursula Maywald	Y
				Ruth Chesters	Y
				Laura Ferguson	Y

#### 1. Welcome & Introductions

DM opened the meeting and welcomed new members who are undergoing the required Ofsted and DBS checks.

#### 2. AOB

There was no AOB brought to the meeting.



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

The minutes were agreed for accuracy, and decisions taken formally agreed.

### 4. Finances & Decisions

The financial status was summarised. The funds are in line with expectations. There are increased costs because of Covid – increased hours and PPE etc. Redundancy contingency funds will also need to be increased due to tenure and age. This will be put to the meeting when the end of year accounts are considered. The Accounts and Trustees report for year ended 31 August 2020 have been submitted to the Charity Commission.

### 5. Admissions

#### Admissions from September 2021

	Morning		Afternoon	
	% full	Spaces	% full	Spaces
<b>Monday</b>	70	6	64	5
<b>Tuesday</b>	75	5	71	4
<b>Wednesday</b>	80	4	93	1
<b>Thursday</b>	70	6	71	4
<b>Friday</b>	70	6	86	2

#### Waiting list

7 new starters for Sept 2021 so far (2 rising 5s and 5 x younger). 1 new starter (30 hours) from Jan 2022.

The committee discussed looking into nearby areas to offer places at the Pre-school for children in the surrounding areas. The Manager has approached a nearby school who can promote our facility. All committee members agreed to promote the excellent staff/child ratios as a major asset.

Parent questionnaires reflect a high degree of satisfaction. However parents are seeking more information sharing about activities and progress. The staff are to receive training in the use of electronic learning journeys which will allow for a greater exchange of information. Staff will be vigilant in terms of protecting individual data. The electronic system will go live in September.

### 6. Premises

The handyman will be attending in the summer holiday to lay some paving slabs to improve the outside area in poor weather. The staff also agreed to



look at sleeping options for very young children who may need quiet time in the day. The landlord has agreed to lay new flooring in the main area over the holiday. The blinds in the smaller room need some attention.

The Chair will approach the new Minister over the summer to raise concerns over the state of some of the windows in the main room.

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

Staff are in place and shifts sorted ready for September 2021. There is a need for 1/1 support for one child and this will be shared between current staff. There was a discussion around the availability of SEND funding. There has already been e mail correspondence on this with the Cheshire East team.

It is a real plus to have new committee members who will give a new positive dimension to the committee discussions. There will be an AGM in September and officer posts allocated.

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

The Manager shared data on child progress showing that all older children are achieving in line with or above expectations. The younger children are proving more difficult to assess as they are less verbal but this is entirely usual.

The Pre-school has received grant funding from the Cheshire Community Fund Covid Recovery. The staff have identified the children with greatest need and have focussed on improving progress to compensate for the impact of Covid and lockdowns. They are compiling a progress report and sharing progress with individual parents. The Manager reported that the emphasis on outdoor learning has had a positive impact on learning in all areas and increased child engagement.

The Committee discussed issues around the need for staggered start and finish times in relation to Covid. It was pointed out that staggered start times allow for more contact with parents at drop off times, but staggered finish times are proving less helpful. There was a discussion around shortening the space between start times and encouraging all parents to stick to a finish time.

**Date of next meeting:** TBA and AGM to be agreed (as Covid restrictions for September are clarified).