

Minutes

Meeting: Committee

Date:5th May 2022, 7.30pm

At: Pre-school

1. Welcome & Introductions

Many thanks to all attending . Apologies received from RC, UM and CS.

Committee Officers	Y/N	General Committee	Y/N	Staff	Y/N
Di Morrison – Chair	Y	Kathryn Varo	N	Jackie Piaf	Y
Trisha Ferguson -VC	Y	Freya Piaf	N	Jackie Herring	Y
Ruth Chesters - Treasurer	N	Cath Scales	N	Ursula Maywald	N
				Caryl Freeman	Y
				Others	
				Debbie Reyland	Y

2. AOB

There were 2 additional items:

- Parent request for a wish list of possible gifts to be put on Amazon Smile so that parents can make a donation to Pre-school if they choose.
- There are several policies suggested by EYA and it was proposed that shorter summaries may be included in a handy reference form for all staff so that staff can then access detailed policies when needed.

ACTION: PRE-SCHOOL STAFF TO DEVISE A SHORT LIST FOR AMAZON SMILE AND INFORM PARENTS

ACTION: PROVIDE THE VICE CHAIR WITH HARD COPIES OF EYA SUGGESTED POLICIES FOR HER TO EXPLORE IDEAS ABOUT ACCESSIBILITY AND BREVITY

3. Admissions from 7 June

Situation as at 3 May (Max spaces for summer term, 24AM, 18 PM). Overall, 99% full. 38 children on roll.

	Morning		Afternoon		Hot lunches
	% full	Spaces	% full	Spaces	
Monday	100	0	100	0	5
Tuesday	96	1	100	0	6
Wednesday	100	0	100	0	5
Thursday	100	0	100	0	6
Friday	100	0	89	2	6

We have two children due to start this month

Waiting list

2 new confirmed starters for Sept 2022

Healthy level of enquiries for Sept 2022 and Jan 2023

3 children possibly deferring reception and staying with us – implications for SEND funding and staffing still unclear.

4. Finances

The committee discussed the current position as shown by the latest management accounts. The Pre-school is viable at this time but there are continuing concerns about increased costs at a national level and a rent rise in September 2022. The longer hours offered to parents are becoming increasingly popular and have helped our sustainability. may prove financially beneficial in the longer term.

5. New changes – how is it going?

The longer hours are proving very useful to staff as there is more planning time (increasing opportunities to plan around the children's interests), supervisions, sorting and tidying.

Providing hot meals at lunchtime is proving popular but challenging in the early days as many children cannot use cutlery and need a lot of support. Staff are tweaking arrangements to make lunches work more smoothly.

6. Covid 19 issues

Staff recommend to parents that, if children are unwell, then they should not attend Pre-school. As there is much less testing now it is difficult to assess levels of Covid 19. Staff are continuing to be cautious.

7. Premises

There are the following concerns about the premises at present:

- Toilets could flush better
- The windows in the Main Room need cleaning
- The Church gate to the car parking area is hazardous (particularly when the bins are left near the gated entrance). The weekly Singing group leads to a larger number of vehicles parked in the area.

ACTION: CHAIR TO WRITE TO THE REVD SARAH BUTCHER TO ASK FOR THE REPAIRS TO BE MADE AND TO GIVE CONSIDERATION TO THE GATE AND HOW TO RESOLVE THE ON-GOING CONCERNS

8. Staffing

The transfer to different hours is running smoothly at the moment and the Manager is consulting staff on hours in September. There is a supply assistant who has been helping out and has a background in dance and drama and has worked in Spain (she speaks Spanish). She is keen to gain Level 3 qualifications and, if extra staff were needed next year, she could be supported to train whilst working and would receive government funding towards costs.

9. Committee issues

It is difficult to recruit parents onto the committee and they are essential for their input into the running of the Pre-school. There was a discussion around the impact of Covid and the timing of meetings.

ACTION: PARENT QUESTIONNAIRE TO INCLUDE A QUERY ABOUT TIMING OF MEETINGS AND AN EMPHASIS ON THE IMPORTANCE OF PARENTAL INPUT

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

There are a high number of SEN children in the current cohort and this has impacted speech and language progress (although understanding is good), these children are currently working at 0 – 3 years. 8 children are working at 3 – 4 years or above and 2 are reading and writing above expectations. Staff are using children's interests and the outdoor environment to enhance learning e.g. a recent visit to a beekeeper in the local area.