

Meeting MINUTES: Committee **Date:** 25th Jan 2023 8pm

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

Attendees & Apologies

Committee Officers	Y/N	General Committee	Y/N	Staff	Y/N
Chris Taylor – Chair	Y	Kathryn Varo	Y	Jackie Piaf	Y
Kirsty Gollings – Vice Chair	N	Ursula Maywald	N	Jackie Herring	Y
Ruth Chesters - Treasurer	N	Eve Kettle	N	Others	
Cath Scales – Secretary	N			Debbie Reyland	Y
				Caryl Freeman	N

Apologies: KG, CS, RC, UM, CF, EK

1. Welcome & Introductions

JP welcomed all to the meeting and all present introduced themselves to CT (new Chair).

2. AOB

Agreed to transfer broadband contract to BT who are offering the same deal as we have with Plusnet who are ceasing to provide the service.

Author coming in for reading week (2nd or 3rd week after half-term).

3. Admissions

April admissions as at 13 Jan (Max spaces for Summer term, 24 AM, 15 PM excluding SEN-supported children). Overall 100% full.

	Morning		Afternoon		Hot lunches
	% full	Spaces	% full	Spaces	
Monday	100	0	100	0	8
Tuesday	100	0	88	2	6
Wednesday	100	0	100	0	6
Thursday	100	0	100	0	7
Friday	100	0	88	2	5

Waiting list

4 new starters for April/May 2023

Discussion:

The enrichment activities have been very successful and these will continue on Wed and Thur afternoons.

JP asked if we could urge parents to pick-up their children promptly at 11.30am – late pick-ups create difficulties for staff and those going for their own lunch cannot even leave the car park.

Action: DR to email parents and if that doesn't work, impose late arrival fines.

3. Finances

Year ended 31 August 2022 – Audit taking place in early Feb.

Year ended 31 August 2023 – projected surplus of around £6,000 to £7,000.

New rent contract will need to be negotiated for Sept 2023.

About £500 of EYPP will be received in this year.

SEND funding received for Spring term for 3 children who have deferred school entry by a year and have various needs. Still waiting for Spring term money re two 2 year olds who will also get some funding.

4. Covid 19 issues

Children born during lockdown are often exhibiting delayed speech development and sometimes other behavioural issues. There are the usual winter illnesses amongst the children. Covid-19 not presenting as a challenge at the moment. The Pre-school continues to follow national guidelines and be kept informed of any new developments. There are policies in place which support the implementation of Covid 19 measures as appropriate to the setting.

5. Premises

Food safety did a spot check visit in December and we were awarded grade 5 again!

Jeff visiting on 20 February – to make good the big barn (supplier has agreed a £285 refund in lieu of work needed), and fit a new bolt to the back ramp gate.

The drainpipe from the kitchen sink is leaking, possibly into the wall.

Action: JH to contact Margaret for church to assess and arrange repairs, and also for permission to put up a notice board on the outside of the back room.

6. Staffing

One member of staff handed in their notice at the end of Nov and left in Dec. We welcome our new domestic who is doing a fabulous job on every afternoon. SEN support has been bolstered by undertaking a NVQ level 3, and 2 hours per week will be made available for study/training.

From Sept 2023, possible return to normal session times (with staggered times from 7.30am or after 3.15pm by prior arrangement – all children in by 9am):

8.30am to 11.30am

12.15pm – 3.15pm

Lunch time 11.30am to 12.15pm

7. Committee issues

Still waiting for CT's DBS to come back.

Action: CT to inform DR when DBS received. Ofsted to be notified via EY2 and update service to be subscribed to. DR to prepare EY3 re KH and CT.

Date of next meeting: 8pm Thursday 16th March 2023 at pre-school