

**Meeting MINUTES:** Committee **Date:** 14<sup>th</sup> June 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	N	Jacqui Piaf	N
Kirsty Gollings – Vice Chair	N	Eve Kettle	Y	Jackie Herring	Y
Ruth Chesters - Treasurer	N			Caryl Freeman	Y
Cath Scales – Secretary	N			Ursula Maywald	N
				<b>Others</b>	
				Debbie Reyland	Y

### Apologies: CS, EK, KG

#### 1. Welcome & Introductions

CT welcomed all to the meeting.

#### 2. AOB

Quote of over £1,250 received from Jeff for new wooden gazebo which seems a high total for fundraising.

Another option is a Rowlinson metal gazebo with retractable roof which is available for less than £400. **Jeff can install into concrete – DR has asked about availability**

We had a mini-Ofsted from the Cheshire East Early Years SEN team – report to be sent to JP. The only issue which came up was the provision by parents of squash and that we should be encouraging the children to clean their teeth after drinking.

Obviously in the hot weather it is vital children remain hydrated. **We will purchase toothpaste and toothbrushes, and feedback to parents the conclusions of the SEN team re oral health and provision of certain types of drinks. ACTION POINT**

EK asked it if would be possible for parents to have a download from 2Simple as a memento – **CF to look into it – ACTION POINT**

### 3. Admissions

Sept situation as at 10 June (Max spaces for Autumn term, 22 AM, 16 PM) –

Most existing children confirmed their attendance pattern - two leavers to Little Acorns. Max spaces for autumn term (22 AM, 16 PM). 4 new starters so far (2 year old and 3 year old). 16 children will be rising 5s.

	Morning		Afternoon		Hot lunches
	% full	Spaces	% full	Spaces	
<b>Monday</b>	77	5	81	3	6
<b>Tuesday</b>	82	4	94	1	7
<b>Wednesday</b>	96	4	100	0	7
<b>Thursday</b>	86	3	75	4	4
<b>Friday</b>	86	3	88	2	4

Weston dates are being followed for 2023/24.

### 4. Finances

Year ended 31 August 2023 – projected surplus of about £5,000. We are funding 1 to 1 supervision of 2 SEN 2 year olds from our own resources as SEN funding is inadequate (1 child has been given 3 hours per week, another 8 hours per week, just for 6 weeks of this term at £9 per hour).

About £700 of EYPP will be received in this year – staff to decide how to spend. Fees set at following levels (proposed by CT, seconded by JH):

- sessional rate of £16.95 (to keep it affordable) - (£5.65 per hour or £4.52 per hour with tax-free childcare);
- snack fee of 45p;
- hot lunch of £3.30; and
- enrichment activities £6.50.

### 5. Covid 19 issues

New Covid 19 policy to be written by staff in time for autumn term. ACTION POINT

### 6. Premises

Church have looked at the plug socket (which will be dealt with in full in a few weeks – electrician says it is safe in the meantime). Plumber has tried to improve the staff toilet – most of the time it is better.

Since the storms of Mon 12 June, there has been a large pool of water on the carpark – Margaret was informed on 13 June. DR to chase up what is being done to sort it out ASAP. ACTION POINT

Replacement freezer drawer - still outstanding

## **7. Staffing**

JP now off until September.

Sports day set for 11 July. BBQ party last week of term.

DR to ask parents when their child's school transition dates are so we can plan events/staffing needs in the next few weeks. ACTION POINT

Next year's staffing being planned – will depend on SEN funding decisions.

Staff wellbeing sessions to start – once a term to include trips.

## **8. Feedback from deputies about pre-school achievements and challenges**

Staff are managing very well in the absence of JP and pulling together. DR and CT offered help and assistance if needed.

**Date of next meeting:** TBA – late Sept 2023