

**Meeting MINUTES:** Committee **Date:** 17 January 2024 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			Jacqui Piaf	N
		Alice Niemczyk	N	Jackie Herring	Y
Ruth Chesters - Treasurer	N	Rachel Bridgett	Y	Caryl Freeman	Y
		Molly Mannion	N	Others	
		Alexis Hesketh	Y	Debbie Reyland	N

**Apologies: RC, DR, JP, MM, AN**

#### 1. Welcome & Introductions

CT welcomed all to the meeting.

#### 2. Committee issues

AH agreed to become Secretary – proposed by JH and seconded by CF. Voted unanimously.

RB agreed to become Vice-Chair - proposed by JH and seconded by CF. Voted unanimously.

#### 3. Admissions

Situation as at 14 Jan (Max spaces for Spring term, 24 AM, 17 PM excluding SEN children). Overall 90% full. Another visit scheduled for later this week – 3 year old.

	Morning		Afternoon		Hot lunches
	% full	Spaces	% full	Spaces	
<b>Monday</b>	79	5	94	1	5
<b>Tuesday</b>	83	4	100	0	5
<b>Wednesday</b>	96	1	100	0	5
<b>Thursday</b>	75	6	82	3	5
<b>Friday</b>	96	1	100	0	6

### **Waiting list**

3 new starters for April 2024 (2 year olds)

2 new starters for Sept 2024 (2 year old)

## **4. Finances**

**Year ended 31 August 2023** – surplus of just over £5,000. Audit arranged for Feb.

So far this year (y/e 31 Aug 2024) – as expected deficit at Christmas but this is caused by SEN overrun – see below. Probably small deficit for the year overall depending on SEN funding. SEND funding of £6,300 received in respect of 4 children so far this year - this equates to 38 hours at our salary rates but we are actually paying for 50 hours creating a shortfall of funding. Even more SEN demand for the Spring term. Cheshire East only just confirmed amounts for Spring term yesterday (and that is not for all identified children). CT should receive letters to sign by email from Cheshire East next week then they will release the money.

After discussion, all voted to reduce the hot lunch price to £3 a day (to take affect from Spring 2) as our costs have reduced, to try and make more affordable for our families.

## **5. Premises**

JH has already given a list of jobs to DR who has liaised with the Church. DR to contact Jeff to arrange moving the doorway to the barn as staff often hit their heads.

Cost of phone calls out being closely monitored as BT so expensive – Giffgaff phone now used in preference.

## **6. Staffing and pre-school issues**

New children have settled in well. Lots of offsite visits planned for this term – restaurant, Cheerbrooks, Mick the Chips, Co-op – all related to finding out where our food comes from.

Children are enjoying the enrichment activities.

JP has started Level 3 SENCO course.

JH has moved to the Bees room with a child who needs support. Butterfly room more settled with less adults (many less children at the moment) – most parents of 2 year olds now waiting until funding kicks in in April.

It was agreed that KV and UM will leave the committee due to continued absence from meetings.

Date of next meeting: March 2024