

## Committee Meeting Minutes

**Date: Thursday 16<sup>th</sup> January 2025, 8pm**

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

### Attendees and Apologies

<u>Committee Officers</u>	<u>Y/N</u>	<u>General Committee</u>	<u>Y/N</u>	<u>Staff</u>	<u>Y/N</u>
Chris Taylor	N	Abigail Bevan	Y	Jacqui Piaf	Y
Rachel Bridgett -Vice Chair	Y	Duncan Bevan	N	Jackie Herring	N
Ruth Chesters -Treasurer	N			Caryl Freeman	Y
Alexis Hesketh -secretary	N			Other	
Molly Mannion – Health and Safety	N			Debbie Reyland	Y

### Admissions

Concerns were raised over recent admissions. The Pre-school has experienced two cases, where parents have applied for a place, arrangements have been made and places secured. On the start date, these children have not arrived and through contacting the family, the Pre-school has been informed that alternative arrangements have been made. This has meant that time spent; planning for these students, preparing resources and ensuring sufficient staffing is in place, could have been avoided. A discussion was had around the possibility of charging a small deposit, to secure a place. This deposit would then be deducted from the first payment. This has not yet been decided, as there is concern that requesting a deposit could deter some parents.

### Finances

DR provided the latest financial reports. No questions were raised by committee members regarding this. JP confirmed that we do have a slightly fewer head count at present but most children are doing longer hours. Hot lunches are doing incredibly well as most parents choosing this option. DR reported that Pre-school has a healthy reserve of £22,000 and a strong balance sheet.

### Staffing

The Pre-school has no current staffing concerns. JP assures the committee that they are fully staffed at present, and the children's needs are being met. A new temporary member of staff has been appointed and is a great asset to the team. CF is currently completing her level 5 in management in Early Years and is receiving non-contact time to observe, complete training and projects and to meet with Jacqui on a weekly basis.

### Premises

Church - The church's aging congregation has contributed to a decision to stop worshipping. There have been no suggestions of selling the site and DR has been reassured that this will not happen. Conversations have been had around the Parish Council's involvement and interest in taking over the chapel and the possibility of it becoming a village hall. JP will inform staff about this state of affairs at the earliest opportunity.

Phone/broadband - BT are providing an update, and CF is waiting for confirmation on a date for the engineer to complete the switch over. This will incur no additional costs.

### Committee organisation

Abigail Bevan and Duncan Bevan have both completed their DBS/EY2 process and Abigail is now an authorised bank signatory. The committee meets the requirements for the percentage of parents needed on the committee.

### Supervisor's report/Achievements

Children are all making progress. The organisation of classes works well. JP confirmed that the Ladybird group has a high number of SEN, however, is well supported. The Busy Bees group provides challenge for the higher ability. Differentiation across both classes is evident and some children are accessing phase 2 phonics, segmenting and blending and working on numbers up to 20.

Date of next meeting: 6 March 2025, 8pm