

Committee Meeting Minutes - 13/11/19

1. Present: Jonny Cooper, Elizabeth Kent, Janet Cushing

2. Apologies: NA

3. The minutes of the last committee meeting were agreed

4. Administrator's report discussed. Decision to defer social media posting until Spring term.

5. Preschool leader's report discussed. Committee informed that pre-school is subject to impact on finances from increase in fee paying pupils at the start of this academic year. Agreed to defer any changes in administration policy until Spring term, when we'll have a better sense of the year's budget.

Committee given formal notification of departure of staff member Vicky.

6. Fundraising. EK reported continued success of coffee mornings, which raised circa £47 this term. In future, EK would appreciate the support of a fellow parent for the duration of the event.

The Nativity is set for Friday 13. Ruth Mattison (RM) is buying books to gift to children; EK and JC will arrange wrapping. EK will arrange mince pies and non-alcoholic drinks to sell to parents. JC will arrange raffle prize - one hamper filled with goodies.

7. AOB. Committee discussed the poor (/non-existent) turn-out of parents on the night. Decision to hold February's committee meeting in the pub, as possible enticement (JC to check with parents beforehand re any objections). If that fails, we can try moving committee meetings to the daytime and co-inciding with the coffee mornings, as a way of reaching more parents.

8. Date of next meeting: Wednesday 28th, 8pm, Royal Oak.

Business Managers Report

Setting numbers:

The setting is currently full. We have 11 funded 3- or 4-year olds and 17 fee paying children. A majority of the children turn 3 during this Autumn term and therefore at the start of the Spring term we will have 22 funded 3 and 4 year olds.

Waiting list numbers:

We have 31 children on the waiting list. This has reduced since my last report, as I have offered places to children for September's intake and other children have already been placed at other settings and no longer want to be on the waiting list.

Marketing:

We need to continue to let families know about the Pre-school. Can we put our flyer on Facebook? or any other social media? Could Bea Taylor put the flyer on the Highams Park web page? We would need to make sure that the flyer is seen regularly on these mediums.

Pupil Premium

We currently have 1 child who is eligible for Early Years Pupil Premium.

Task and Finish Group

I am currently a PVI Rep on the Task and Finish Group (T&FG) which is run by the Early Years team at Waltham Forest Council. The aim of the T&FG is to set the budget for the FEEE for 2020/2021.