



COMMITTEE MEETING MINUTES

09/02/2017

ACTION

1. Present:

Lisa Smith (Pre-School Leader), Lucy Johnson (Treasurer), Karen Holland (Chair), Rachel Tappin (Secretary), Ruth Mattison (Administrator), Anna Devereux Krause, (Committee), Buzzy Kent (Parent)

Apologies:

Sarah Hayward, Helen Walker, Cheryl Palmer (Committee) , Parem Sagoo, Natalie Lloyd (Parents)

2. The minutes of the last meeting were agreed

3. Matters arising from minutes of last meeting:

Admin fee – the committee confirmed that they were in agreement that an admin fee was a good idea. Ruth to research what other pre-schools in the area do about admin fees

RM

4. Staff Reports:

i) Pre-school Leader's Report (see below)

ii) Administrator's Report (see below)
Ruth to provide Anna with flyers

RM / ADK

5. Treasurer's Report

Current Account - £12,605.85

Deposit Account - £32,459.60

Agreed and possible for pre-school leader and administrator to have access to the bank account

<p>6. Fees Agreed to increase from £13.50 to £14.00 per session.</p>	
<p>7. Fundraising</p> <ul style="list-style-type: none"> - £35.50 was raised at Cake Meeting on 9th Feb. - See notes against AOB: <i>Setting relocation</i> 	
<p>8. Diary Dates</p> <p><i>Thu 9th March – fete planning, venue Royal Oak pub</i></p> <ul style="list-style-type: none"> - <i>Karen/Rachel to send reminder on WhatsApp group</i> - <i>Re fete date: Handsworth School: 20th May, Selwyn (Anna to find out), Oakhill (Rachel to find out).</i> <p><i>Thu 30th March – Teddy Bears’ Picnic</i></p>	<p>KH/RT ADK/RT</p>
<p>9. Photos</p> <ul style="list-style-type: none"> - Agreed to arrange these for Summer graduation - Karen to follow up contact provided by Ruth - Rachel to send pricing from Busy Bees photographer to make comparison 	<p>KH RT</p>
<p>10. AOB</p> <p>Easter:</p> <ul style="list-style-type: none"> - <i>Karen to supply eggs for everyone (agree funding source with Lisa)</i> - <i>Karen to arrange luxury Easter egg for raffle</i> - <i>Rachel to print raffle tickets</i> <p>Setting Relocation:</p> <ul style="list-style-type: none"> - <i>Anna to give Selwyn School Liaison contacts to Ruth</i> - <i>Funding ideas for artificial grass:</i> <i>Anna to get good recommendations of local companies for sponsorship</i> <i>Families to ‘adopt’ a square meter</i> 	<p>KH/LS KH RT ADK ADK</p>
<p>11. DATE OF NEXT MEETING: Thursday 30th March 2000 at Malvern Church Hall</p>	<p>RM</p>

Pre-School Leader's report: Lisa Smith

Staffing - At the end of the Autumn Term, Ayse Drew tendered her resignation. We have decided not to recruit another member of staff at this time due to the forthcoming relocation of the setting and have divided her key children between the remaining staff. As ever, I appreciate everyone's commitment to the role and the extra work they have recently taken on.

Relocation of Premises - Due to the uncertainty of the future of the United Reformed Church, a decision was made in the interest of the preschool and families who attend the setting to relocate at some point during this academic year. After viewing several halls, we felt that Highams Park Baptist Church in Cavendish Avenue met our needs best in terms of space and facilities and advised Malvern that we were planning to move. At this present time, myself, Janet & Ruth are ploughing our way through a mountain of paperwork and once we are nearing the point of completion we will be able to set a moving date and offer more information.

We have recently employed an additional person to be on our book as cover staff. Now that we only have 4 permanent members of staff working the shop floor it is important that we have a couple of people who can come in to cover sickness & training. So we now have Karren Janata as well. You may recognise her when you see her as she lives locally and used to run a children's karate class at E4 fitness and is currently still running a class with her daughter Polly at Handsworth Primary school.

Administrator's Report – Ruth Mattison

Setting numbers:

We currently have 19 funded 3 & 4 year olds, 5 funded 2 year olds and 4 fee paying children in the setting.

Waiting list numbers:

Currently there are 44 children on the waiting list.

Pupil Premium

We currently have three children who are eligible for Early Years Pupil Premium.

Visit to toddler groups:

It still remains imperative that we visit the local toddler groups in our area during the spring term to raise our profile and to ensure we have enough children on the waiting list for the September's intake and to ensure new families to the area are aware of the Pre-school!

FEEE 2017/2018

I am waiting for the FEEE budget for 2017/2018 to be announced by the Borough. I am hoping that we will still receive £6.00 per hour for the funded 2 year olds and more than £4.62 per hour for the 3 & 4 year olds.

Pensions

As discussed at a previous committee meeting, we are required by law to offer our staff a pension scheme. Our staging date was 1 November 2016. All full-time staff have received a letter informing them of the scheme and if they are automatically enrolled into the scheme or if they have to opt in.

In the first year of the scheme both the Pre-school and staff will pay 1% each into the scheme. This percentage will increase for both the staff and the Pre-school over the next two years.

The Pension scheme has been running for three months now and some staff have decided to take up the offer of the pension scheme. So far, no problems!

Universal Health Checks

A consultant on the behalf of the Local Authority will be conducting a Business Audit on 9 March 2017. She will be checking to make sure that all the processes around the Free Early Years Entitlement (FEEE) for the 2, 3 and 4 year olds are followed correctly as laid down in our FEEE contract. She will also be looking at staff recruitment, safeguarding.

Relocation of the Pre-school

There has been a lot of paper work involved with the move for both Ofsted and the Borough and it is still work in progress.