



Committee Meeting Minutes

18th June 2019

ACTION

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| <p>1. Present: Alpesh, Sara, Issy, Buzzy, Sarah, Janet, Alpesh Maisuria (Chair),</p> <p>1. Apologies: Helen, Jess, Anna</p> <p>2. The minutes of the last committee meeting (30.1.19) were agreed.</p> <p>3. Preschool Leaders welcome: background and vision for the school</p> <p>3.1. Janet has had a number of roles in education, at both national and local level and been at the school since 2010. The committee were pleased to see the appointment of a well-qualified and experienced preschool leader.</p> <p>3.2. Janet and the committee members shared a desire to maintain the child-centred approach with an emphasis on learning through play and holistic development. There was recognition of the necessity to manage external pressures to make this approach feasible.</p> <p>3.3. Discussion centred on revitalising the school's activities with more variety and harnessing the skills and interests of the new members of staff.</p> <p>3.4. A strong desire existed among the membership to retain the flexible approach to attendance.</p> <p>4. Preschool Leaders Report. Verbally received.</p> <p>4.1. Ofsted and the successful Fete were the main themes.</p> <p>4.2. Fete money will be used for end of term events, and in relation to 3.3 above, there will be enhancements to the availability of ICT toys, role play facilities, tactile/sensory equipment; this can also be aided by calls for donations/establishing an amazon wish list.</p> <p>4.3. Advertise school poster on online forums.</p> <p>5. Administrators Report. Received and noted.</p> <p>5.1. A special note of gratitude to Ruth for working on the recruitment of 3 members of staff and covering to ensure that the pupil ratio was maintained.</p> <p>6. Financial Report. Received and noted.</p> <p>6.1. Noted: the somewhat significant fluctuation in wage expenditure was due to a payment-by-hours system.</p> <p>7. Next Fundraiser</p> | <p></p> <p></p> <p></p> <p></p> <p>Janet</p> <p>Janet</p> <p></p> <p>Janet</p> <p></p> <p>All</p> |
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7.1. An opportunity exists for fund raising at the 22nd July graduation where celebratory drinks can be sold and a raffle administered:

7.1.1. **Sara** drinks flutes and bunting

7.1.2. **Buzz** general decorations

7.1.3. **Issy** Hamper basket, general decorations

7.1.4. **Sarah** cake, hamper wrapping, finding out about alcohol policy

7.1.5. **All** Donations for the hamper prize of the raffle

Specified

8. AOB.

8.1. The committee retrospectively approved the change to Ruth's title to Business Manager

8.2. The committee also discussed personnel matters, and it was decided that changes to titles should be processed by the committee for the purpose of transparency

8.3. Due to relocation, Alpesh will stand down as Chair of the Board Governors at the end of term, and the process to recruit a new chair to begin asap

All

Business Manager's Report

Setting numbers:

The setting is currently full. We have 25 funded 3- or 4-year olds and 3 funded 2-year olds.

Waiting list numbers:

We have 27 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 continue to put our flyer on Facebook. 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.

September 2019

There are 8 children staying with us in September the other children are either leaving to start school or join a nursery attached to a school.

There are 9 Funded 3 & 4-year olds and 8 Fee paying children joining the Pre-school in September. I have 3 places to offer to children which I will be doing over the coming weeks.

Ofsted

We were inspected on Thursday 21 March 2019 by Ofsted and received a rating of Good. I am sure Janet will talk about the inspection at the meeting.

Grant

I managed to receive a grant of £5003 from another Pre-school in the Borough which closed and had to dissolve all its assets. (The process was overseen by the Borough). Some of the money was used to purchase a canopy for the garden area, so that the children could play outside in wet weather. The rest of the money will be used to purchase resources for the children both indoors and out. Janet will have further information on the items she wishes to purchase.

Staffing

As you are aware, we lost three members of staff, one in January and two in March. Janet and I successfully recruited two Pre-school Assistants and one Deputy Pre-school Leader. All staff have settled and are working well with the existing team. Janet may discuss further at the meeting.

Fete

Firstly, I would like to thank Alpesh and all the committee members who worked hard before the event and worked even harder on the day. The day was well attended by parents and families from the setting, the church and the local community. The committee managed to raise a staggering **£441.11 profit. Thank you all very much**