



Committee Meeting Minutes

6th March 2019

ACTION

1. Present: Alpesh (Chair), Helen, Buzzy, Jess, Lisa
2. Apologies - Janet
3. The committee thanked Lisa for her service to the school and wished her all the best. Lisa will leave 22nd March.
4. The minutes of the last committee meeting (30.1.2019) were agreed.
5. Administrator Report.

5.1 Received and noted. The committee agreed a rise in fees to £15 per session. This rise is agreed to offset the increase in our expenditure. This is due to an increase in expenditure of Pension contribution, an increase in the National Living Wage, Staff Pay Rise, and there will be an increase in the cost of staff training over the coming months due to recruiting new staff.

Ruth

6. Preschool Leaders Report.

6.1 To note Katie Osborne has resigned and will be leaving on the 22nd March.

6.2 To note Janet Cushing will be taking over as Preschool Leader and we have appointed a new deputy, Louise Paul who will hopefully be joining us on 1 April. We have also recruited 2 new preschool assistants, Gemma Hodgekin and Zoey Rolfe Bransfield who will be starting next week.

6.3 Allocation of keychildren and additional roles are currently reallocated and parents are to be advised asap.

Lisa

6.4 To note the school has been granted £5k for the construction of an outdoor canopy.

7. Next Fundraiser:

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| 7.1 21 st March Holi/Colour Festival - we need to promote | All |
| 7.2 Summer Fete | |
| 7.2.1 Date principally agreed for 18th May, alternatively 15th June. Ruth to confirm halls/space availability. | Ruth/All |
| 7.2.2 We need volunteers / and to strongly encourage parents to volunteer to help with organising the fete. Organising committee to meet 3rd April in Royal Oak 8pm - please diarise this. | All |
| 7.2.3 Buzzy to forward list of stalls at previous summer fete. | Buzzy |
| 7.2.4 We need ideas for stalls/activity ideas. | All |
| 7.2.4 We need information about revenue from each stall at previous summer fete(s). | Ruth |
| 7.2.5 We cannot store gift donations on the school premise, so need a committee member to volunteer hold items (currently 3 bags). Buzzy to explore. | Buzzy |
| 7.3 Last day of term - Coffee morning/Easter egg hunt 5th April - 11.30. Ruth to confirm hall space is available. Volunteers needed to help with bake/other donations. | All/Ruth |
| 8. Treasures report - | |
| 8.1 Snacks need to be promoted | Lisa/All |
| 8.2 Request for none perishables (e.g. baby wipes) and long-life snack to sell. | All |
| 9. AOB. | |
| 9.1 The committee nominated and elected Jess to be the staff Health and well-being officer. The role is to get feedback from pre-school assistants direct to the committee regarding working conditions, if necessarily anonymously. Lisa to put on staff meeting agenda with contact address (jessica_loach@yahoo.co.uk). | Lisa |
| 9.2 There is a clear need to involve of more parents with committee work, e.g. fete. Committee members to encourage via: WhatsApp group and events e.g. coffee morning chats. Lisa to include date and agenda in book bag reminder as part of the newsletter. | Lisa/all |
| 10. Date of next meeting. 12th June 2019, 8pm | |

Preschool Leaders Report – 6 March 2019

Staffing changes

I have resigned as Preschool Leader and my last day will be Friday 22 March.

Katie Osborne has also resigned and will be leaving on the same day.

Janet Cushing will be taking over as Preschool Leader and we have appointed a new deputy, Louise Paul who will hopefully be joining us on 1 April. We have also recruited 2 new preschool assistants, Gemma Hodgkin and Zoey Rolfe Bransfield who will be starting within the next week or so.

Allocation of key children and additional roles are currently undergoing discussion and parents will be advised accordingly.

Grant

Our grant application for a fixed canopy in the garden has been agreed in principle by the borough (we just need to submit for more quotation for the proposed works). Hopefully building will get underway in the Summer Term.

Summer Fete – Toy donations

We have already received some toy donations for the Summer Fete which we are currently storing in the bunker area just off of the main hall. Since we are not the only users of this space, the church has requested that these items be removed until nearer the time. If a member of the committee could look after them in the meanwhile this would be greatly appreciated.

Sponsored Colours Day

We are holding our sponsored colours day on Thursday 21 March (in line with Holi). Information sheets and sponsorship forms have gone out to parents this week. Funds raised will go towards Summer Activities.

Last Day of Term: Friday 5th April 2019

- We will be finishing at the earlier time of 11.30am and will be celebrating the end of term with a Teddy Bears Picnic – hopefully in the garden!

Think that is all for now, if anything else springs to mind I'll cover it within AOB.

Regards

Lisa

Administrator's Report – 6 March 2019

Numbers:

The setting is currently full. The numbers are the same as mentioned in my report at the end of January. We have 5 funded 2-year olds, 22 funded 3 or 4 year olds and 1 fee paying child.

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Waiting list numbers:

Currently there are 56 children on the waiting list. We have seen a rise in the numbers applying to put their children's details on the waiting list. This is partly due to Handsworth Nursery now only offering 30 hours and also to our new location.

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 do not currently have any children who are eligible for Early Years Pupil Premium.

Free Early Education Entitlement (FEEE) 2019/2020

The Local Authority have confirmed our FEEE payments for 2019/2020.

We will receive 5.66 per hour per funded 2 year old, (this is the same for 2018/2019). For funded 3- and 4-year olds we will receive 4.92 per hour per child. However, this is a reduction of 3p per hour per child. This reduction is due to having fewer children from the deprivation areas which is included in the formula for our FEEE payment.

Pensions

The Pre-school continues to offer a pension to all existing and new staff. The Pre-school is currently contributing 2%, and the staff who pay into the scheme contribute 3%. From April 2019 the Pre-school will be required to contribute 3% and the staff 5%.

National Minimum Wage

From 1st April 2019 the National Minimum Wage will increase from £7.83 per hour to £8.21 per hour. This will have a financial implication on the Pre-school along with the increase in pension contribution.

Increase in Fees

I would be grateful if the committee would consider increasing the fees from September 2019. We currently charge £14.50 per session, and I would like to increase the fee by 50p to £15.00 per session. The Pre-school will see an increase in our expenditure due to the rise in Pension contribution, an increase in the National Living Wage, Staff Pay Rise and there will be an increase in the cost of staff training over the coming months due to recruiting new staff.