



## Committee Meeting Minutes

18/04/2018

ACTION

1. Present: Buzzy Kent, Lisa Smith, Miriam Gary-Baker, Sarah Hayward , Gemma Saunders, Natalie Lloyd, Alice Margaroli

Apologies: Helen Walker

2. The minutes of the last committee meeting (18.01.18)
3. Administrator Report discussed.
4. Accounts Report Discussed.
5. Increase in fees from September 18 as proposed by the Preschool leader & administrator agreed.
6. Increase in salaries as proposed by the Preschool leader and administer agreed.
7. Preschool Leader report
  - Replacement of Sevim with Katie.
  - Thanks for money raised at the last coffee morning.
  - Summer events – Sports day, summer outing, Zoos for you.
  - Additional volunteer at the moment – Emma.
8. Coffee morning at the end of half term will not take place as it is the week after the preschool fete.
9. DATE OF NEXT MEETING – TBC.

# Administrator's Report

## Setting numbers:

Two children have left the setting (17 April 2018) to join a local nursery. I am currently waiting for two families to confirm that they would like their children to take up the places. So, at this point in time we have 23 funded 3 & 4 year old children, 2 funded 2 year olds, 1 fee paying child.

## Waiting list numbers:

Currently there are 45 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.

## Marketing:

We need to continue to let families know about the Pre-school. Word of mouth is not sufficient. We could consider putting our flyer on Facebook, just to advertise the setting. 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.

## FEES 2018/2019

FEES budget for 2018/2019 for funded 2-year olds remains the same as last year at £5.66 per hour. The amount we receive for funded the 3 & 4 year olds has increased by 15p per hour to £4.95. The borough continues to fund the term after the child's birthday for 2, 3 and 4 year olds. This has a significant impact during the autumn term when most of our children turn three.

## Pensions

The Pre-school continues to offer a pension to all existing and new staff. The pension contribution for both the Pre-school and staff increased from 6<sup>th</sup> April. The Pre-school now contributes 2%, and the staff 3%.

## Increase in Fees

I would be grateful if the committee can consider increasing the fees from September 2018. We currently charge £14 per session, and I would like to increase the fee by 50p to £14.50 per session. The Pre-school has recently seen our expenditure increase due to the rise in Pension contribution, an increase in the National Living Wage, Staff Pay Rise.

## Spring Fete

I will be writing to all the families on the waiting list inviting them to join us at our fete on 19<sup>th</sup> May.