



Committee Meeting Minutes

28/11/2018

ACTION

1. Present: Elizabeth Kent (Chair), Gemma Saunders, Sarah Hayward
2. Apologies: Helen Walker, Ruth, Lisa, Alpesh Maisuria, Sara Doyle, Anna Sabit
3. The minutes of the last committee meeting (18.04.18) were agreed.
4. Administrator Report discussed.
5. Waiting list numbers and priority. Given that numbers on the waiting list have risen, should the way that priority on the waiting list be reviewed?
6. Election of a new Chair and Vice Chair

Nominated Alpesh Maisuria for Chair – Buzz & seconded by Gemma.
Nominated Sara Doyle for Vice Chair – Buzz & seconded by Gemma
Nominated Ruth Mattison for Co-Opted member – Buzz and seconded by Gemma.
7. Nativity coffee morning & raffle.
This is taking place on Friday 14th December. Buzz will arrange the flyers, refreshments, music & raffle tickets. Committee to be asked if they can help with raffle prizes and to help on the morning.
8. Christmas – Father Christmas
 - Lisa has already purchase the books and given them to Buzz. She will wrap and label them in preparation for the day
 - Grandad Saunders can be Santa if needed.
9. DATE OF NEXT MEETING – 30th January 2019.

Setting numbers:

The setting is currently full with 5 funded 2 year olds, 18 funded 3 or 4 year olds and 5 fee paying children.

Waiting list numbers:

Currently there are 53 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.

FEEE 2018/2019

FEEE 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.

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 2019/2020.

Rent Rise

The HPBC have reviewed our rent and the increase will commence from January 2019.