

Committee Meeting Minutes - 02/03/22

1. Present: Matt Franks, Jonny Cooper, Janet Cushing

2. Apologies: Lyyke, Amy, Holly

3. The minutes of the last committee meeting were agreed

4. Administrator's report discussed. 55 kids on the waiting list - high for this time of year. Grant funding level has increased, although a forthcoming increase in the minimum wage will negatively impact that.

5. Preschool leader's report discussed.

- Agreed to a three day 'floor limit' for funded children
- Proposal for a fee increase, from £17.50 to £18 pounds per session, effective from April; and then onwards to £20 in September. Agreed, with the caveat that the £20 figure is subject to future revisions, depending on volatile price conditions.
- Discussion around future direction of website. The look and feel needs a polish; Janet to approach original designer. Matt will lend his knowledge on a file sharing mechanism, so staff can work more cohesively.
- The committee outlined that it is comfortable with Google Forms being used as a platform for parents to submit information, with the proviso that GDPR regulations are followed, and parents are aware, in small print, of their data protection situation.

6. Fundraising. - Coffee morning will be held on March 31. - Spring/summer fete will be held on either May 21 or June 11. Janet to enquire re availability and cost of hall

7. AOB. NA

8. Date of next meeting: May 4

Committee Meeting: Wednesday 17th November 2021

Pre-School Leader's Report: Spring Term 2022

Review (since last Committee meeting)

Christmas: the Christmas events went well. The nativity was uploaded to Tapestry; and parents were invited in for a short Christmas concert. We also had a party on the last day, with a very special visitor. Some activities to keep you busy over the holidays were published through the Virtual Bulletin.

Fundraising: A big thank you to the Committee for the fundraising undertaken around Christmas – the raffle, coffee morning and silent auction. The money raised was used to fund the Christmas books and some of the craft items in Christmas bags. We have also bought a digital projector for the Pre-School and have refreshed some rather tired or broken resources in the home corner.

January Return: We welcomed children back to Pre-School after the Christmas break and all of the children have returned and settled back to the routine quickly and easily. We have had a small amount of turnover in the children on the register but we remain full. We have had no changes in the staff team. Our curriculum theme for the first half term was “animals”, reflecting children’s interests.

COVID: Legislation around self-isolation has now changed. The government guidance continues to advise settings to ask individuals who test positive to remain at home for at least five days. Individuals may return to the setting following two negative lateral flow tests taken on consecutive days. The Pre-School will continue to follow government advice and we have shared the latest information with parents and staff.

Forward Look and Actions:

Admissions Policy: Staff have undertaken the annual review of the admissions policy. There are no significant changes to procedures proposed. However the Committee may wish to note that the updated policy will confirm the settling-in procedures the Pre-School has put in place over the last year and as discussed at the November Committee meeting. The new policy will also include a more explicit expectation that funded children attend at least three sessions preferably with at least two consecutive days. This is to support children’s settling, self-confidence and development within the setting. Funding continues to be allocated for 15 hours, but previously we have not established a floor limit on the expected attendance.

Fees: Staff have completed the annual review of fees and are requesting the Committee approve an increase in fees from 1st April 2022 and then again from 1st September 2022. The Committee is asked to approve an increase in the fee to £18.00 per session from 1st April; and to £20 per session from 1st September. The April increase brings fees in line with the rate of grant funding; and the September increase reflects other financial pressures. The Business Manager’s report provides more detail.

Website Update and Online Forms: The senior team are currently undertaking a review of the website with the aim of updating the look and feel; ensuring information is clear and current; establishing a closed area for staff (ideally with business emails) and the Committee; and with a view to putting more of our forms online. We are meeting with our current web provider in a few weeks and have received some information from new providers. We expect a cost implication for the update which will be met from within existing resources.

The Committee are asked for their view on the website, and in particular on the proposed greater use of online forms. This option looks at using (for example) Google Forms for registration information and other forms and formats we present during the year. The issue with this proposal is

that personal information on families and children will be stored on The Cloud and will be processed by (for example) Google. Whilst we are comfortable that such a multi-national company has appropriate data controls and security in place, there are risks around hacking and data breaches. We would welcome the Committee's views on whether they and the parent community may be comfortable with these risks.

There may also be a small increase in the annual management fee for the website, as a result of our proposed updates but we will ensure these are within our budget. We would propose that any new facilities/website is online from September 2022.

Stay and Play: The next stay and plays are on Monday 28th and Tuesday 29th March and as this is just before Mother's Day, we're inviting in the ladies in your child's life. We are asking that individual's 'book' a day; and for one adult per child per day. This will help us manage numbers.

Fundraising: The staff plan to hold a sponsored event on 17th March. We have an annual sponsored day, usually based around colour, patterns etc, linked to the festival of Holi. Are the Committee content for the staff to run an event again this year? We note that Holi is around the same weekend as Comic Relief.

Would the Committee like to hold a coffee morning at end of term – and looking forward, will the Committee want to organise a spring/summer Fete this year?

All money raised will go to supporting spring/summer activities for the children, Easter and end of year treats, and new resources.

Janet Cushing
Pre-School Leader

Committee Meeting: Wednesday 17th November 2021

Business Manager's: Spring Term 2022

Numbers:

The setting remains full. There are currently twenty-five funded 3- & 4-year-old children, two funded 2-year-olds and the remaining three children are fee paying. We have a total of 30 children on register.

Waiting list numbers:

Currently there are 55 children on the waiting list.

Marketing:

We need to continue to let families know about the Pre-school.

Pupil Premium

We currently have two child who are eligible for Early Years Pupil Premium.

FEEE 2022/2023

The Early Years Team within the Local Authority (LA) had set up a Task and Finish Group (T&FG) which are tasked to look at the Free Early Education Entitlement (FEEE) for the financial year 2022/2023.

I acted as one of the representatives for the Private, Voluntary, and Independent (PVI) Sector on the T&FG. I attended three meetings between October 2021 and January 2022.

The recommendations from the group have now gone to Schools Forum for approval (or not)!

The T&FG are hoping that the Schools Forum will approve an increase of 18p per hour from £5.82 to £6.00 for funded two-year-olds, and an increase of 30p from £5.10 to £5.40 for funded 3- and 4-year-olds from April 2022.

National Minimum Wage

From 1st April 2022 the National Minimum Wage will increase by 59p per hour from £8.91 per hour to £9.50 per hour. This is an increase of 6.6% and will have a significant impact on the settings finances.

Increase in Fees

I would like the committee to consider a two staged increase in Fees from the start of the Summer Term. The fees are currently £17.50 per session (£5.83 per hour) and I would like to increase the fees to £18.00 per session (£6.00 per hour) from Wednesday 20th April (after the Easter holidays) followed by a further increase in September 2022, at the start of the new academic term to £20.00 (£6.66 per hour).

Increasing the fees to £18 per session from April, will have an impact on one family within the setting.

The rationale behind the increase to £20 from September 2022 is due to the ever-increasing overheads the setting has to incur.

Pensions

The Pre-school continues to offer a pension to all existing and new staff. The Pre-school is currently contributing 3%, and the staff 5%.

September 2022 Intake

I will be emailing all families this half term holiday a form to complete regarding their intentions for September 2022. I will start to contact the families on the waiting list towards the end of March offering places for September 2022.