

North Nibley Pre-school Committee Meeting
07 January 2019
19.30 North Nibley Village Hall

MINUTES

Present: Julie Dyer (Chairperson)
Kirsty Coupe (Administrator)
Ellie Sellers (Joint Treasurer)
Elaine Roberts (Playleader)
Kate Jones (Health and Safety Rep and Village Hall Rep)
Julian Powell (Fundraising Rep)
Sara Riddiford (Secretary)

Apologies: Becky Clare (Staff Member)
Rachel Pretlove (Social Secretary)
Jules Miller (Joint Treasurer)
Abbie Pearson (Parent)

1. Welcome and apologies, approve minutes of last meeting

- Minutes of the last meeting were approved.

2. Chair's report (Julie Dyer)

- Uniform is here and looks good. If we need any more we will do a small bulk order and parents will pay within their termly invoice. Two children will have their photos taken in the new uniform for the website and noticeboard once their parents have signed the permission forms.
- We are one child down and one child has reduced their hours. More information in Playleader's report.
- Still waiting for handover from Michelle, previous chair. Kate and Julie will arrange a meeting asap.
- DBS up to date for all staff. Julie will email Ofsted again to give final details of all of the committee members for the EY3 form.
- EY2 forms have been completed for the new committee members.
- Anne is our new lunchtime cover. Her DBS is due imminently and she should be starting next week. Her induction pack and uniform are ready. Anne will do a half hour shift at the start of lunch and another half hour at the end of lunch to cover staff breaks.
- A request for donations of tissues, wet wipes etc. needs to be added to the newsletter again as running low.
- Sara and Abbie to organise banner- deadline 15th February so that it's ready in time for school allocation.
- Julie will update the sickness policy due to a recent incident when a child was sick in pre-school. The policy will also include wording to explain that it is at a member of staff's discretion if they think the child is ill on arrival and shouldn't attend.

- The policy booklet has been signed by most committee members. Any remaining must read the policies and sign this asap.
- Our garden still needs improving to make it safer. Trellis or acrylic sheet is to be sourced by Julian and he will work on it this half term.
- Julie and Sara will continue looking at long term options for improving the garden and funding options for this, to include grants and bursaries. Ellie and Jules will also assist with funding options.

3. Lead Practitioner's report (Elaine Roberts)

- Had a great time last term with the build up to Christmas, our trip to Cattle Country to see Father Christmas, lots of arts and crafts, going to watch the nativity at Nibley Primary School, where as normal we were made to feel very welcome, an outing to the local church to listen to the Christmas story and constructing our nativity where the children were amazing and we had some lovely comments from parents about it.
- Two new children started during December and they have settled extremely well. Today another child started and settled very well. Unfortunately she is only doing 3 mornings now as she's also doing Nibley House 2 mornings. Another child has postponed starting as when he had done a couple of sessions they felt he wasn't ready. We have also been informed that a child we were expecting to will now not be joining us as a place at her current nursery has become available. Ellie and Julie agreed that the £30 deposit can be returned to her parents.
- Elaine brought up that staff are struggling to do observations during opening hours as they have to remain on call and are finding it very hard to concentrate as the children are wanting attention. They have been trying to do them like this for the whole of last term. Elaine stated that 15 minutes per key child is needed. Elaine also has to try and do admin when preschool is quiet. Also mentioned that they are not getting away by 15.30 and 15.45 (their paid hours). The committee will discuss these issues at the end of the meeting to see what can be done to assist.
- The preschool cupboard and loft need sorting which will take time and staff will need assistance with moving things, taking things to the tip etc.
- Elaine has had contact from Justine Everett about coming in to support and check they are covering everything paperwork wise. Elaine will try for a Thursday or Friday afternoon as this is when she can be out of ratio. Also discussed the possibility of Kirsty being present for this.
- Staff have noticed that on one of the trollies the wheel is starting to come away and they are starting to bow in the middle so requested some extra wheels to put on and support them. Whoever next visits Ikea will pick up 4 more sets of wheels and some spares.
- The child who had a referral for support on speech has been assessed and they said all is ok for now but if Elaine still have concerns on their 4th birthday she is to call them back out.
- At present we have no safeguarding concerns.
- Online courses still to do: Fire Marshall and Manual Handling
- The areas staff are working on in meetings at the moment are: planning activities, working on the new SEF and going through a couple of the policies at each meeting.

- Monday 21st January – preschool will be held in the chapel
- Wednesday 23rd January – Elaine is out in the morning (personal reasons) and Zoe is covering.

4. Administrator's items (Kirsty Coupe)

- PATA chatter was sent for all to read. Our Safer Recruitment policy mentioned disqualification by association so this has been removed but DBS check info has now been included. Kate has checked this. Kirsty needs to see the Staff Suitability Declaration and amend this so that this is done annually.
- Revised hours for staff need to be sent to Kirsty so that contracts, pay review and pension contributions are updated.
- Policy 29 'Safer Recruitment' has been ratified.
- Policy 17 'SEND' has been ratified.
- Policy 25 'Pay Review' has been updated and will be reviewed by the treasurers.
- Kirsty completed 2 hours work over Christmas- committee agreed to pay for this time.
- Fundraising dates to be sent to Kirsty for the next newsletter.

5. Treasurer's report (Ellie Sellers & Juliet Miller)

- Grant payments are not through yet which affects the current account balance, although this is still lower than normal.
- Fundraising total is £960 this term! Thanks to Ellie for her run and we raised £665 for the Christmas raffle. We are on track for the £3000 target for the year.
- Julie will check if photo commission has come in.
- Anne's DBS has been paid for but Kate will be reimbursed by Ellie for this.

6. Fundraising and events

- Christmas fayre raised £48. Chocolate marshmallow sticks sold really well as did the pic n mix sweets.
- Christmas raffle raised £665.
- 24th February is ticket sale afternoon for the music festival. We will be given an idea of numbers and previous prices. Julie will buy good quality tea and coffee. We will have a pic n mix stall hopefully as well.
- Music festival stall application needs to be made in the next few weeks. Wristbands can still be sold. We will decide on other items via email but will probably be similar to last year.
- Skittles evening is being held on Friday 22/2. Tournament. £5 per person? Could include food and ask for £10 per head. Invite friends and family. Kirsty to advertise for parents in newsletter when Julian has finalised plans.
- Rachel to complete Doodle poll for 'Christmas' curry night out in January or February.
- Tractor run date needs to be confirmed. Julian will confirm ASAP so Julie can let venue know.
- 16th April is the Easter Egg hunt. Will plan further details at our next meeting.

7. Any Other Business

- Discussed increasing staff hours to allow for admin and clearing up time. Currently one member of staff is paid until 15.30 and one until 15.45. Agreed to increase this to 16.00 to allow for clearing up to be done once the children have left. Committee members will look into what can be done to assist with admin time. Also agreed to increase Kirsty's hours from 4 to 5 per week to allow for the work she does at home.
- Date to be decided by Elaine and Becky to organise cupboard and loft. July 23rd will be treated as time off in lieu of working on this day. Any committee members who are able to will come to assist.

8. Date and Venue of Next Meeting

- The next meeting will be at 19.30 on Monday 04/03/19 in the main hall at North Nibley Village Hall.