

North Nibley Pre-school Committee Meeting
3 June 2019
Starting at 7.30pm, main hall, North Nibley Village Hall

MINUTES

Present: Julie Dyer (Chair)
Elaine Roberts (Playleader)
Rachel Pretlove (Social Secretary)
Kate Jones (Health and Safety Rep and Village Hall Rep)
Sara Riddiford (Secretary)

Apologies: Becky Clare (Deputy Playleader)
Abbie Pearson (Parent)
Ellie Sellers (Joint Treasurer)
Jules Miller (Joint Treasurer)
Julian Powell (Fundraising Rep)
Kirsty Coupe (Administrator)

1. Welcome and apologies, approve minutes of last meeting

- Minutes from last meeting were approved.

2. Chair's report (Julie Dyer)

- Bank staff issue was discussed- Julie has emailed the cluster pre-schools. 3 have replied and are keen but have no staff either. Kate suggested employing a bank member of staff between us- they're much more likely to get work if employed by 5 pre-schools. Julie will look into this. Coaley use committee members in emergency situations which is another option for us. We need to have an accessible list of committee members' and parents' numbers for an emergency situation- could this be on Dropbox? Kate will look into this. Julie has also looked into the option of using agency staff but it isn't a feasible option due to the expense.
- The photographer session went well. Deadline is now this Friday and we will get some commission.
- Chapel has been cancelled for 15th July as we are now visiting Slimbridge.
- We now have 60 Facebook followers.
- The survey produced by Kate is excellent- we've only had 5 responses so far though. Elaine will remind parents this week and give paper copies to those who would prefer this option.
- Need to order more uniform. Julie will speak to treasurers re. this.
- CPD needs to be done for staff- Julie will do this over the next few weeks.
- No longer paying for waste disposal in August from Smiths. That gives us a £24 saving each year.
- I parent has said they are unable to pay the £15 voluntary charge for snacks and sundries. Discussed this but decided nothing should be done unless this becomes a bigger issue and other parents follow suit.
- Community food application- we've had no response so far. Kate will look into this.

- Perspex roof has been measured for but not ordered yet. 1 side needs to be raised to allow the Perspex to be on an angle for drainage. Julie will contact Julian and her brother who is a builder- they will liaise with Wayne afterwards.

3. Lead Practitioner's report (Elaine Roberts)

- We have had 1 new starter- he will be increasing to 30 hours from September. Has had his settling in session which went well. We've also had another parent look round.
- Committee members will cover for staff while reports are written. School leavers need to be done by the end of June and there are 9 of these reports. Kate, Julie and Rachel will liaise with Elaine to arrange dates.
- No safeguarding issues at present.
- We've had 1 SALT referral.
- Fire Marshall training has been completed by Elaine. Manual handling needs to be completed by all staff ASAP. Elaine will pass on details to Ellie for her to pay. Julie will liaise with Elaine and Becky about when this can be done.
- Numbers are looking much better for next year: Expected numbers are: Mon: 2 Tue: 5/4 Wed: 7/5 Thu: 5/4 Fri: 5/4. This includes 2 30 hour funded children.
- We have 1 Pupil Premium child on roll. Elaine will liaise with Kirsty about how the extra funding should be spent.
- The garden shed has been purchased and is in use.
- Dates:
 - Wednesday 12th June- School sports day: there will be a pre-school race, time tbc.
 - Tuesday 18th June- teacher from the school will be visiting
 - Thursday 11th July- visiting school for their summer performance.
 - Monday 15th July- summer trip to Slimbridge
 - Thursday 18th July- drinks in Black Horse from 19.30
 - Friday 19th July- last day. Speeches 13.15, Magic Marie, then drinks and biscuits
- Sara will cover 9.00-11.00 on 19th and Kate will cover from 15.10.

4. Administrator's report (Kirsty Coupe)

- Ratification of policies: not sufficient numbers so will be done by email.
- Academic calendar 2019-20: agreed that next year's Inset days will be the same as the school.
- Term 6 newsletter: nothing extra to add, just dates as per Lead Practitioner's report.

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

No treasurer present.

6. Fundraising/Events (Julian Powell)

- Feedback on 19th May: Sweet stall at Primary School Spring Fair. We made £30 profit.
- 9th June 2019: celebrating 45 years (1-4pm)
Gazette will cover the event. On the Edge will also include photos and a write-up in their next edition. Kate and Julie will sort photos on Friday. Need more volunteers to help and to make cakes. Julie will email.
- 5-7th July: Nibley Festival. We need to decide on a date to discuss this in more detail. Julie will email some proposed dates. Abbie will do the display boards for the festival. Sophie will order 1000 wristbands and the potential profit from these is £1500.

- 15th September is still a provisional date for the tractor run
- October (date tbc) will be the quiz night with cocktails
- Skittles date is tbc but won't be this term.

7. Any Other Business

- Kate agreed with Theresa that the village hall cleaner will mop corridor and toilet. Elaine and Becky are cleaning the toilets daily at the end of the session. Kate will ask for feedback from Theresa.
- Finger guard for doors- Kate has emailed but Elaine said this is no longer needed.
- Kate has checked first aid kit. Will recheck that there is a thermometer in there.
- Kate will liaise with Kirsty to check DBS is being sorted for the vicar who visits regularly.
- Kate has been looking into grant options. Kate will circulate the document she has found. She will also look into whether she can use 2 days leave for charitable organisations to assist if needed and complete some grant applications.
- Kate will also look into the possibility of running a wellbeing workshop if there is funding for it.

8. Date and Venue of Next Meeting

AGM: Monday 9 September 2019 at 7.30pm in the Village Hall (meeting room)

Cttee: Monday 16 September 2019 at 8pm in the Village Hall (meeting room)