

**North Nibley Pre-school Committee Meeting**  
**4 November 2019**  
**Starting at 7.30pm, main hall, North Nibley Village Hall**

**COMMITTEE MINUTES**

**Present:** Julie Dyer (Chair)  
Ellie Sellers (Treasurer)  
Elaine Roberts (Playleader)  
Becky Clare (Deputy Playleader)  
Kate Jones (Village Hall Rep)  
Kerrie Campbell (Deputy Treasurer)  
Kirsty Coupe (Administrator)

**Apologies:** Abbie Pearson (Communications rep)  
Rachel Pretlove (Secretary)  
Jenny Campbell (Health and Safety rep)  
Julian Powell (Fundraising rep)  
Sara Riddiford (voting member)

**This meeting was not quorate as only 4 members attended (excluding staff)**

**1. Welcome and apologies, approve minutes of last Committee meeting**

- Minutes from last Committee meeting (23 September 2019), were approved and signed off by the Chair.
- In the absence of Rachel, Kirsty agreed to take the minutes.

**2. Playleader's report (Elaine)**

- Elaine advised the Committee that the Pre-school had a 2 year old visit planned for 5 November. Child would be 2 in December and would be eligible for 2 year old funding. Kirsty confirmed that if the child attended we would receive funding of £4.91 per hour up to a maximum of 15 hours.
- She was delighted to inform the meeting that Christmas activities were being sorted. Namely:

- o The children would visit the local church to see the crib and the local vicar, Rev Peter Marsh would tell them the Christmas story. Carols would be sung. Parents will be invited to attend/participate. Date yet to be confirmed.

**Action: ER**

- o 10 December 2019: Trip to visit Father Christmas at Cattle Country. Julie confirmed that she would be organising picnic food for the children that day.
- o 11 December 2019: Julie and Elaine will be preparing and serving the Pre-school's annual Christmas dinner for the children.
- o 20 December 2019: The Pre-school's children's party would be held in the afternoon, 1.30pm to 3.00pm. No adults – just all children invited. Party games, such as pass the parcel etc, would be played.

### 3. Administrator's report (Kirsty)

- As the meeting was not quorate, the following policies could not be ratified:
  - o Policy 12: Trips and Outings and Policy 35: Record KeepingThis would be tabled at the January meeting. **Action: KCo**
- Due to the lack of committee members, it was agreed that Kirsty would circulate her notes with regards to GDPR under cover of an email. **Action: KCo**

### 4. Chair's report (Julie)

- Julie advised that Elaine and Kirsty's appraisals had been completed.
- Staff contracts would be discussed at a forthcoming meeting with Ellie.
- Julie wished to express her thanks to Ian Campbell for all his hard work on the garden. There was still some more work to do before the garden make-over was completed. The Committee extended their thanks to Ian too.
- This term, term 2, a new system with regards to letters and signs had been employed following review of the previous system. Makaton signs now displayed the weekly letter.
- Julie confirmed that the Pre-school had received grant from the Nibley Music Festival of £1150. This money would be used with regards to the garden, display boards and technology toys. It had agreed that the Nibley Music Festival would be 'tagged' on the Pre-school's Facebook page.
- Julie confirmed that the Pre-school email address password had been changed.
- Access to Dropbox.com was still an issue. Elaine agreed to try and log on with the new password and report back. If access was still an issue, Julie and Kate would look at this. **Action: ER, JD and KJ**
- The Pre-school's Single Central Record was still incomplete. Kerrie and Jenny were still having problems with their EY2 submission. Julie confirmed that she had spoken to Ofsted on several occasions to check/double check information. Kirsty confirmed that she understood that other settings were experiencing problems with EY2 submissions. Julian and Sara still needed to complete their EY2 submission too. Julie asked all four committee members to try once more to complete the submission and let her know the outcome. **Action: KCa, JC, JP and SR**
- Kerrie advised that she was still awaiting her DBS certificate. She had an email with a tracking number on which she agreed to forward to Kate to investigate. **Action: KCa and KJ**
- The Open Morning at North Nibley Church of England Primary School was discussed. The date for the open day is Tuesday 12 November 2019. Julie confirmed that she would be setting up and that Rachel and Abi had agreed to take over once they had viewed the school with their children and returned them to the Pre-school. All manning the stand were asked to promote the Pre-school, encourage parents to pop along and visit the Pre-school that day. Posters would be available. **Action: JD, RP and AP**
- Julie advised that the Pre-school's Facebook page had 80 followers and likes. She encouraged committee members to promote and share posts. **Action: All**
- Julie was pleased to confirm that (knitted) Mary and Joseph would be visiting the Pre-school on 11 December 2019. Elaine asked for confirmation of where Mary and Joseph would be on 12 December and asked that whoever it was collected them from the Pre-school by 3.30pm on the Wednesday. **Action: JD**
- It was confirmed that DSP Photography was booked for Tuesday 12 May 2020, from 10am.

- Julie confirmed that the children would be making angels for the local church. These needed to be completed by Monday 2 December 2019. **Action: ER and BC**
- It was confirmed that the Pre-school was hoping to attend North Nibley Church of England Primary School's nativity on Friday 6 December 2019. An official invite was awaited.
- Julie advised that a new toddler group was opening in the Nibley Chapel week commencing 4 November 2019. It was agreed to ask the group if they would be happy for leaflets on the Pre-school to be available at sessions. **Action: JD**

## 5. Treasurer report (Ellie)

- Ellie circulated year-end figures for 2018/19 and took the meeting through them. These were almost complete with a small amount to account for which she would liaise with Kirsty about. **Action: ES and KCo**
- She advised the meeting that she and Julie had discussed the feasibility of increasing the Pre-school's hourly rate, currently £4.75. For this figure to be viable the Pre-school needed 8 children per session and open 30 hours. The hourly rates of other pre-schools/nurseries had been investigated and the meeting concurred that no increase would be imminent. Elaine made the meeting aware that she had distributed a number of A5 posters around the local area to promote the Pre-school.
- Kate informed the meeting that she had recently looked at the Pre-school's website and thought it needed to have a 'make-over'. The meeting agreed that it needed to emphasise the flexibility of the Pre-school in that there was no minimum session attendance requirement. Kirsty agreed to look at the Local Provider Agreement with GCC to double check there was nothing in it about this and report back to Kate. Kate agreed to review the website. **Action: KCo and KJ**. Kirsty agreed to investigate making the website more visible on google. **Action: KCo**
- Kirsty raised concerns about how staff should deal with parents/carers who did not pay the voluntary contribution of £15 per term which went towards snacks and sundries. Currently Policy 26<sup>1</sup> states that for non-payments parents/carers would be asked to supply their child's own snacks. The meeting discussed the feasibility of this and Kerrie was asked to look at the policy and reword as necessary. **Action: KCa**

## 6. Fundraising/Events (Julie)

Julie updated on behalf of Julian

- *Feedback on Term 1 event: Tractor Run (13 Oct 2019)*
  - o Julie confirmed that this event had raised an incredible £435. She wished to extend a huge thank you to Autocheck Car Care Centre Ltd who kindly paid for all the food and without whom the amount raised would be reduced. She also wished to thank Kate and Tom Rea for the loan of their barn and the cooking of the food.
- *Term 2 planned events:*
  - o Saturday 16 November 2019 : Quiz and cocktail night  
Kate confirmed that currently there were only 7 teams booked. The event needed 10 teams to breakeven. It was agreed that a decision would be made on Friday 8 November 2019 as to whether the event would go ahead.  
**Action: JD and KJ**
  - o Christmas Raffle: 17 December 2019

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<sup>1</sup> Policy 26: Payment of children's invoices

Julie circulate a list of items for the hampers. Committee put their names against donations to be made. Two hampers would be on offer, one smaller than the other. She also distributed envelopes with raffle tickets to committee members to sell, and envelopes for parents – Elaine to distribute. **Action: Committee and parents**

Julie confirmed that Abi would be creating a poster to advertise. An A5 size poster was required for the Hub. Julie confirmed that agreement had been reached for raffle tickets to be sold at the Hub.

Kate raised a query about the validity of selling raffle tickets for a fund raising event. Julie agreed to talk to FONNS and seek their advice. **Action: JD**

Becky agreed to see if she could get a Falcon voucher and Julie agreed to contact the Wotton Farm Shop for a donation. **Action: BC and JD**

Kerrie requested the Pre-school letterhead so she could write to local supermarkets etc. to try and attain donations. Kirsty to forward letterhead. **Action: KCa and KCo**

- Christmas cards  
Julie confirmed that all paper copies were with the printers and the finished cards would be available in 10 days. Orders for cards would be online, Elaine would be emailed the details and she would then distribute these to parents. **Action: ER**
- Friday 6 December 2019: FONNS Xmas Fair  
The Pre-school would be selling sweets, marshmallows and £1 toys at this event. Parents would be asked for donations with regards to sweets – with reiteration of no nuts. **Action: KCo**. It was agreed that around 200 marshmallows needed to be purchased along with the cellophane wrappers. **Action: JD and ER**

- *Spring term fundraising events:*

- End January 2020: Skittles night. **Action: JP**
- March 2020: Tractor Run.  
Kate and Tom Rea had agreed to host again. **Action: JP**
- Tuesday 7 April 2020 : Easter Egg Hunt  
Kirsty confirmed that the village hall (main hall) had been booked from 10am to 4.30pm.

- *Summer term fundraising events:*

Application to 2020 Nibley Festival had been submitted.

## **7. Any other business**

No items tabled.

## **8. Date and venue of next meeting (Julie Dyer)**

Monday 6 January 2020. Commencing at 7.30pm in the Village Hall (meeting room)