

Combe Pre school AGM 4th May 2016

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| Present | Fay Dyer, Hannah Allen, Sally Pursell, Sarah Horner, Andrea Oliver, Vicky Rushton, Charlie Birkett, Gemma Morgan, Matt Jolly, Hannah Hart-George, Alison Oliver, Laetitia Stevenson, Erin Ferguson, Rebecca Dallas, Rachel Bourne. |
| Apologies | Annemarie Ferret, Claire Bunce, Lyndsey Hall. |
| Last Minutes | Ok'd |
| Reports | <p>Chairs Report - Please see attached Staff report - Please see attached Financial - At the end of August 2014 the pre school was running at a loss of £7091, by the end of August 2015 the pre school was showing a profit of £8030 with £21,922 in the bank. The end of year accounts have been audited and signed off. Welcome to Rachel who is our new administrator and huge thanks go to Ian who we wish all the best in his future travels.</p> |
| New Committee members | <p>All of the previous members, apart from Sarah H, are standing down. New members are: CHAIR- Sally Pursell Nominated by Charlie, seconded by Hannah. VICE CHAIR- Rebecca Dallas. Nominated by Sarah, seconded by Gemma. TREASURER - Alison Oliver Nominated By Vicky, seconded by Sally. SECRETARY - Sarah Horner. Nominated by Charlie, seconded by Alison. MEMBERS - Hannah Hart-George - Nominated by Hannah Allen, seconded by Sally. Erin Ferguson- nominated by Rebecca, seconded by Vicky. Claire Bunce - Nominated by Erin, seconded by Hannah Welcome to the new committee and massive thanks to all who have previously served. Instructions for DBS were given out. All new members to try and complete before Half Term.</p> |
| Staffing | <p>We are full to capacity at the moment, with people wanting more sessions. Andrea to speak to staff to see if anyone wants to work any extra, we can then work out if a temp extra member of staff is needed. Fay is happy to stay on at the Friday lunch club to help out.</p> |

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| Living Wage | <p>By 2019 the living wage will be £9 per hour. Ian to put together a proposal for how much to increase wages each year to meet this.</p> <p>Staff are due a pay rise.</p> <p>Pension Scheme - we need to offer this. Andrea is entitled and other members of staff would be able to join if they wish.</p> <p>An idea to introduce incentives for the staff was put forward i.e. a hot meal for staff at lunch time. TBD</p> |
| Lap Top | <p>The Pre ~School lap top is nearly dead.</p> <p>Hannah has offered to donate one. Massive thank you Hannah!</p> |
| Cleaner | <p>A cleaner is required as the person who currently does it is no longer able to.</p> <p>Fay has since stepped up and offered to take over for 3 hours a week.</p> |
| Rent Increase | <p>If the rent increases will we raise fee's? TBD</p> |
| Wish list for Combe Hub | <p>It would be good to have a list ready of things that Pre school would like when renovation work starts, i.e. dishwasher, washing machine?</p> |
| Links with Combe School | <p>It would be helpful to have someone from the school to join the committee. Charlie to chase up.</p> |
| Prospectus | <p>Andrea and Vanessa are putting together a brand new prospectus which will be on the website.</p> |
| Health and Safety | <p>A child recently tried to climb over the fence in the back garden. A bamboo screen was suggested along the fence. Annemarie has since taken this on.</p> <p>Fay suggested clear plastic boards on the gate for the children to draw on and stop any climbing. Fay to sort.</p> |
| Fundraising | <p>Open Gardens and Cream tea's.</p> <p>Open Gardens 4th and 5th June - helpers will be needed.</p> <p>Cream Tea's 17th July - helpers again needed.</p> |
| After School Club | <p>Planning now needs to be done for any 3 year olds who attend to stay in line with guidelines.</p> <p>A way to book children in to ASC online needs to be organised.</p> <p>It is still running at a loss, but it is definitely necessary for the village.</p> <p>A suggestion of charging parents if they are late to pick up was put forward. TBC</p> |
| Recruitment | <p>A new member of staff is still needed at ASC. It is proving to be a real problem to find someone. TBD</p> |
| School lunch review | <p>Very successful. Extra staff are needed Tuesday and Thursday for 1 hour due to the amount of clearing up that is needed.</p> <p>More cutlery and plates need to be purchased. Is anyone heading to Ikea?</p> <p>A dishwasher would be a real help. Charlie may be able to source one.</p> |

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| Charlie closed her last meeting as Chair! | |
| Next meeting | 18th May @ Pre school 8.15pm. |