

After School Club committee meeting
14th June 2016

Present	Sally, Andrea, Charlie, Lyndsey, Matt, Vicky, Rebeka and Sarah	
Apologies	Laetitia and Rachel (Administrator)	
Safeguarding	Anna hasn't been paid her wages for May. DBS to be sorted on Thursday with Rachel.	CHARLIE TO SPEAK TO RACHEL ABOUT ISSUING A CHEQUE FOR ANNA. DBS TO BE DONE WITH RACHEL.
Health and Safety	A new lock is needed on both of the gates as some children have caught their fingers on the existing ones. One of the lights isn't working in the pre school.	SARAH TO ASK MARK TO FIT NEW LOCKS. ANNEMARIE~COULD ANDREW CHANGE THE BULB IN PRE SCHOOL?
Recruitment and staffing	Sarah T not able to cover this coming Monday. (NB- since the meeting this has been sorted)	ADVERTISING TO BE CONTINUED ?WITNEY COLLEGE.
Children behaviour contracts	One is to be made ready for September, along with introducing a late pick up fee. A pack will be put together with all the information and policies, ready to hand to parents and for them to sign.	BEHAVIOUR CONTRACT AND INFO PACK TO BE PUT TOGETHER
Fundraising	Cream tea's raised over £4000 for the Community Hub, which will be used to put toward the purchase and renovation of the Chapel. Fabulous amount raised!!	CREAM TEA'S: 17TH JULY & 7TH AUGUST BOTH NEED MASSIVE SUPPORT FROM PARENTS.
Staff and committee get together	The Community Hub are meeting at Pre school and would very much like to meet with staff and committee to discuss wish lists and ideas WED 22ND JUNE @ 8pm. it was suggested that the staff and committee then head of to the pub for a drink (or 2?!) as an informal get together.	STAFF AND COMMITTEE TO MEET @ THE CHAPEL @ 8pm. WEDNESDAY 22nd JUNE.

AOB	A couple of children have been dropped off at ASC at 4pm after they have been to school clubs. Not deemed a problem as long as Andrea has been made aware. Sally and Andrea would like to meet with the Combe school head ~ Charlie Marshall to discuss safeguarding and ASC. New parents ~ Lyndsey has emailed the school about meeting the new Foundation parents to promote ASC ~ awaiting response.	AN APPOINTMENT NEEDS TO BE MADE TO MEET WITH CARLIE MARSHALL.
END OF ASC MEETING		

Combe Pre school Committee meeting
14th June 2016

Present	Hannah A, Sally, Andrea, Alison, Charlie, Annemarie, Clare, Rebeka, Vicky, Gemma, Sarah & Hannah.	
Apologies	Rachel.	
Last minutes	Ok'd	
Safegurading	Sally reminded us that Safeguarding is all our responsibility and all parents and staff should feel they can raise any issues they may have at any time. Andrea is to ensure all the staff are up to date on Safeguarding procedures and face to face training is needed in the near future. When someone comes to collect a child and this person isn't someone who is recognised or have written permission from then a password should be implemented.	ANDREA ~ DESIGNATED SAFEGUARD LEAD FOR THE PRE SCHOOL AND ASC. REBEKA~ DESIGNATED SAFEGUARD LEAD FOR THE COMMITTEE. ANDREA TO DISCUSS SAFEGUARDING WITH STAFF.
DBS	Alison ~ DBS done, EY2 done. Hannah ~ start procedure again. Sally ~ Done Andrea to check cert. Rebeka ~ Done ~ needs to give Charlie DBS no. & dob.	CHARLIE TO SPEAK TO OFSTED.

Health and Safety	<p>Bolts on the gates to be changed. A review of staff uniform was done: No Flip flops but open toe sandals are ok. If wearing nail varnish then to wear blue gloves when serving food and long hair should be tied back. Fencing in the garden ~ the existing fencing is only a temp measure. Better fencing to go on wish list to the Hub.</p>	
Finance	<p>Rachel has sadly broken her arm so not been able to get to Pre school recently. Hope you get better soon Rachel!</p>	<p>SALLY TO RING RACHEL AND CHECK IN WITH HER.</p>
Staff training	<p>Andrea has a place on an Autism course. Erin (Digby & Florries mum) ran an Autism course for the staff ~ Huge thanks for taking the time to do this! Has also said she is happy to offer other courses and we can open them up to other settings and charge them a fee which would help fundraise. Sally has offered British Values training & again happy to open it up to other settings. Phonological awareness ~ the County Council are offering this course free of charge and it would be good for a member of staff to attend. Suggestion put forward by Sally to host an “ Early Years Network Evening” and offer it to parents and other settings.</p>	<p>MEMBER OF STAFF TO GO ON PHONOLOGICAL AWARENESS COURSE.</p>
CIO status	<p>Alison has looked into it and its important we start the process. It will take about a year to do. Alison has offered to get the ball rolling ~ Thank you! Vicky suggested a resident in Combe, Andrew Hobson, may be able to help?</p>	<p>A GUIDE TO THE PROCESS NEEDS TO BE PURCHASED FROM THE PRE SCHOOL LEARNING ALLIANCE.</p>
Staff meeting	<p>The Combe Hub is meeting at Pre school on Wed 22nd June and it would be brilliant if all the staff and committee could attend to discuss wish list and ideas. The staff and committee can then head to the pub for a drinkiepoos and an informal get together.</p>	<p>MEET @ PRE SCHOOL WEDNESDAY 22ND JUNE @ 8PM ALL STAFF AND COMMITTEE.</p>

School lunches	<p>Cutlery is still needed. (since the meeting new cutlery has been ordered by Hannah A. Thanks!)</p> <p>Dishwasher ~ there is no feasible space to fit a dishwasher. this can be added to the wish list.</p> <p>Washing up gloves have been bought.</p>	
Fundraising	<p>Thanks to all who helped at the Combe Open Gardens. Over £4000 was raised by the Hub to put towards the purchase and renovation of the Chapel.</p> <p>Cream Tea's ~ 17th July & 7th Aug. Lots of support will be needed from parents.</p> <p>HAMPERS FOR RAFFLE ~ Sally to put together a begging letter.</p> <p>HANNAH A ~ has paperwork and lists all set.</p> <p>GEMMA ~ co ordinating Hampers.</p>	<p>PARENTS TO LOOK OUT FOR LISTS ON THE WALL AS CAKES, SCONES AND VOLUNTEERS ARE NEEDED ON THE DAY AS WELL AS ANY DONATIONS FOR HAMPERS. IF ANYONE KNOWS COMPANIES WHICH MAY DONATE A PRIZE PLEASE COULD THEY CONTACT ON OUR BEHALF? SALLY WILL HAVE A LETTER WHICH CAN BE USED.</p>
Combe Flower festival	<p>ASC children made some amazing mini gardens. Well done!</p>	
New parents and children in September	<p>A couple of suggestions were put forward ~</p> <ul style="list-style-type: none"> • Staff could do a home visit with the new child and parents? • A meeting in the evening to meet all the new parents after a committee meeting? <p>TO BE FURTHER DISCUSSED</p>	
Feedback to parents	<p>Rebecca suggested a system which is used in the school she works in where all the children's Learning Journals are done using an iPad.</p> <p>A trial with one member of staff is suggested in September.</p>	<p>GEMMA ~ TO INVESTIGATE COST OF NEW IPADS. SALLY ~ TO SEE IF ANY LOCAL SETTINGS ARE USING THIS SYSTEM.</p>
AOB		
Next Meeting		<p>MONDAY 11TH JULY. ASC ~ 7.30PM PRE SCHOOL ~ 8PM.</p>