

Combe After-School Club Meeting Monday 11th July 7pm

Subject	Discussion	Action
Apologies	SH, RD.	
Present	SP, AO, MJ, LS, LH, VR, CB, RB.	
Safeguarding	No matters arising	
Health & safety	Windows in ASC room are a hazard. MT to fix with batons to secure. Agreed by MB.	
Recruitment/staffing for next year/ apprenticeships	<p>SP thanked everyone for standing in this term.</p> <p>LH can't help on 19th July.</p> <p>SP & AO briefly looked into information on Parenta website for apprenticeships for 16 to 18 year olds. Would need to stop the 4pm pick up if we took on an apprentice.</p> <p>Our job advert has been taken down from the OCC website.</p> <p>Agency staff has been researched but was found to be really expensive. We may need to consider this for emergency use in the future.</p>	<p>AO to email AR to ask if she can cover.</p> <p>SP to call Parenta company to find out more information. We would preferably need someone who is 17 years of age.</p> <p>SP to replace this with a new advert to continue advertising.</p>

Payment/fees for helpers	Helpers to have a session free in exchange for helping.	AO to pass on relevant information to RB.
HUB feedback & Wish List	<p>Drains = New pump will be placed underground under the corner shed in Church garden as SG&RC do not want this on their land as Methodist's have not sought permission from them. The fence behind the shed will also be removed in order for the new pump to be installed.</p> <p>Wish list= This needs to be typed up and sent to Hub via email by next meeting on Thursday 14th July (now changed to Monday 18th July).</p>	<p>Work to be undertaken between 9th August and 2nd September 2016.</p> <p>SP to start wish list & circulate ASAP. Justifications need to be included.</p>
Fundraising	<p>Cream Teas = setting up at 1pm.</p> <p>Raffle = donations have started to come into PSC in the kitchen. Sell tickets to parents in envelopes £1 a ticket for Sunday's cream tea event.</p>	LS to organise tickets.
AOB	<p>3 pre-school children will be attending ASC from September 2016.</p> <p>Survey on Out of school Alliance newsletter to gauge interest in settings using ASC to allow Pre-</p>	Present thoughts are against this for at the present time as will we lose money.

	<p>school children to acquire their 30 hours of funded child care in 2017. Should we take part?</p> <p>Financial review of ASC costs requested.</p>	<p>RB to look at costs for ASC & report back.</p>
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Combe Pre-school Committee Meeting on Monday 11th July 8pm

Subject	Discussion	Actions
Apologies	CB, SH, HHG, RD, EF	
Present	SP, AO, VR, CB, RB, AF, HA, GM	
Cream Teas & Raffle	<p>Jobs:</p> <p>Fix Cream teas sign, serving tea & cakes, washing up, whisking cream, clearing tables, collecting money, raffle. Jobs allocated to helpers for the day.</p> <p>May keep vouchers as</p>	<p>SP to fix sign in place.</p> <p>Anyone making a cake for the event to please add a label on cake.</p> <p>Rubber gloves/cling film/foil/paper plates need to be purchased – HA.</p> <p>VR to purchase soya milk.</p> <p>RB to do a float for the</p>

	separate prizes from the hampers.	raffle.
Safeguarding	No matters arising	
DBS/EY2 Update, changeover of nominated person	AO has seen CB's & ALO's DBS checks and they are now recorded in our central record.	SP to show DBS to AO to record in central record. RB to register to carry out staff DBS checks. CB to send reminder email to new committee members to complete DBS/EY2 process.
Health & Safety	Toilet seats need replacing. Concerns about visits to the local park ratios raised for ASC. Risk assessments are in place for both PSC & ASC.	SH to look at seat/toilet size before new seats purchased. MT to fix onto toilets.
HUB Feedback & Wish List	Drains = New pump will be placed underground under the corner shed in Church garden as SG&RC do not want this on their land as Methodist's have not sought permission from SG&RC. The fence behind the shed will also be removed in order for the new pump to be installed.	Work to be undertaken between 9 th August and 2 nd September 2016.

	Wish list= Need to be typed up and sent to Hub via email by next meeting on Thursday 14 th July (now changed to Monday 18 th July).	SP to start wish list & circulate ASAP. Justifications need to be included.
Admissions/Staffing for September 2016	There are 19 children on roll for September 2016. Need three staff each morning to cover school dinner collection.	
Forest school options	Due to staffing & recruiting difficulties, we no longer have our Little Wild Things sessions on a Tuesday morning for the next academic year. They are currently recruiting for another staff member. Possible to attend a session run by staff over in the wooded area on the field or attend a session at Hill End Camp.	SP to write a letter to inform Chris & Charlotte of our ongoing interest in a session in the future. AF to explore options for a staff run session.
Toddler Group	Over time it is becoming harder to encourage parents to take over running toddler group. SH & AO suggest that staff could take over the running of this & hold it in the ASC room, with	Consider doing this in the future when separate toileting facilities have been made, due to safeguarding concerns.

	toddler children joining the PSC children for snack time & have a healthy snack and parents could start to establish relationship with parents & children before they start school.	Possible that staff could run the toddler group session, but attend at the pavilion.
Staff contracts/pay, holiday pay etc.	AF currently does not have a contract.	SP or AO to find contract template and email to RB. AF to have a contract based on her Tuesday hours. AF to have a new permanent contract based on Wednesday morning hours for September 2016. RB to contact IB to get advice/guidance on the matter of holiday pay.
Inset day September	Staff to hold staff inset days in the future to get jobs done e.g. preparation work. Optional, but staff would be paid for attending. Staff would need to be given plenty of notice.	AO to have a day to complete tasks that need to be done before the start of the new term.
Update on CIO status	Progress still to be made.	RB & ALO to continue to research this.

AOB	No matters arising	
Date of next Meeting	Monday 26 th September @7.30pm.	ASC meeting first, followed by PSC.