Combe Pre-school /Afterschool Club Committee Meeting

21.02.18

Apologies: Matt, Lynsey, Carly, Katy, Rebekah

Present: Sally Pursell, Andrea Oliver, Anna Hewitt, Hannah Hughes, Charlotte Gillingham, Erin Ferguson (Minutes)

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| MATTERS DISCUSSED | DETAILS | ACTIONS |
| Safeguarding  | DBS checks outstanding for Charlotte and Hannah. Annemarie just completed generalist safeguarding course. Jo due to attend in March.  | Sally to update Ofsted login details and complete these.  |
| Health and safety | Andrea and Jo to attend First aid training. Sally has spoken to jack about handrail> Combe Hub meeting tomorrow (22.02)– Sally will raise this issue. New security light installed outside – possibly need additional lighting.  |  Sally to raise handrail with Combe Hub.  |
| Staffing and Recruitment& staff training | Sarah Timms has been appointed as Deputy. To work all day Mon (incl ASC). Andrea to swap her ASC hours to have Mondays off ASC. Sarah also remains SENCO. Kelly Coxhead has been offered a permanent contract (Fridays 8.45-2.30) and temporary contract for ASC on a Friday. Currently seeking Level 2 childcare assistant on a temporary basis Tues and Thurs 8.45-12, weds ASC. An individual who attends toddler group has expressed interest in working at preschool and may be in a position to help with the current cover. Under-staffing a concern. Recently there was a situation where preschool risked closing due to staff shortage. All new staff contracts to include clause that staff are not permitted to take holiday during term time. Training/Staff developmentWhole staff team working on improving written communication. Andrea has offered training on this. Jo has also agreed to offer training to staff on working with parents. Equality and Diversity co-ordinator role needs to be filled. Training to be offered to member of staff – possibly Kate. Confidently managing staff’s performance training – Andrea.Keyperson training – possibly Annemarie to attend. Sarah agreed to attend training on Statutory requirements.  |  Anna to make contact with local Mum to ascertain if she is interested. Agreed that Andrea to alert committee in the instance that staffing levels are too low and committee members attempt to step in. To be discussed with staff and appropriate training courses to be booked.  |
| Financial update |  No report presented this evening. Helen has contacted parents regarding increase of fees.Discussed ASC fees – currently regular user (£12.50) AdHoc (£15.00). Sibling rate has increased to £7.50. We Agreed that from Sept 18 sibling fee to increase to £10/session. Sally drafting letter to parents  |  Anna to contact Helen and get an update. Sally to finalise letter to parents outlining financial position of preschool (see fundraising below).  |
| Fundraising | Letter to parents – clarify financial pressures on Pre-school. Offer options of how parents can support pre-school e.g. time on the committee, support our fundraising events, voluntary donation (esp for those receiving 30 hours). Pre-school 50th anniversary – Sally has advertised this in Combe courier. Sally has been updating Combe courier with our fundraising events planned at last meeting (e.g. car boot sale, easter egg hunt)Charlotte’s workshop for Mother’s day is booking up. Mother’s day hamper to be organised.Sally is doing training on phonics and have 25 places booked. Consider offering this to parents too. April chocolate workshop – to run it at preschool. £20/ticket. Easter Egg Hunt (29th March)Feedback from toddler group that people new to the village would like to integrate. Hannah suggests family BBQ to raise money for preschool and toddlers. Cream Teas – our date this year is 15th July. We will need lots of bakers/helpers. The Combe Hub event is on 5th August and we usually help with this also.  | Sally to finalise letter and circulate. Erin to ask sister for possible donations of beauty products. Anna to circulate Sarah H’s email from last year with the details of what is needed. Co-ordinate roles/responsibilities vie email in first instance. To meet at the pub on 21st March at 8pm to discuss arrangements. Email Put the date in your diary.  |
| Policies |  Andrea has circulated these to committee.  | Policies to be signed off – Sally.  |
| AOB | Saltbox music finishing at preschool. Jo has offered to run music sessions in the future. Forest school - we would like to investigate possible ways of building forest school into preschool life in the future.  | Committee to maintain links with local providers of outdoor education.  |
|  | Toddler group  | To review toddler group policies. Put on agenda for next meeting. |
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Date of next meeting: **18th April 2018 at 7.45pm**

NB: Easter egg hunt planning at the pub 21st March and 8pm for those that can help.