

Combe After School Club & Pre School Committee minutes
26th September 2016

ASC		Action points and items to carry forward.
Present	Matt, Andrea, Sally, Sarah, & Lyndsey	
Apologies	Laetitia	
Safeguarding	<p>*Rachel still needs to complete the DBS process for Megan and her certificates still need to be seen. Andrea has done Megan's risk assessment.</p> <p>*Megan had a ref from Mrs Marshall.</p> <p>* An older child let themselves out of the front door once their parent had arrived - both Andrea and the parent spoke to the child. The existing lock cant be moved any higher as the staff wont reach it. A simple contract is to be put in place between the children and the ASC to cover behaviour, respect etc.</p>	<p><i>Megan's DBS and certificates.</i></p> <p><i>Andrea to look online at the Pre school learning alliance. MATT & LYNSEY to organise.</i></p>
Health and Safety	*Mark Tompkin is still to look at the Chapel windows and fit new bolts to the outside gates.	<i>SARAH H to nag</i>
Recruitment and staffing	<p>* Megan O'Neil is now in place for the ASC - Welcome Megan!</p> <p>* Due to the high cost of agency staff the ASC needs to have someone in a position to stand in at short notice. Sally suggests Sharon Williams.</p>	<i>SALLY to speak to Sharon Williams.</i>

Policies		<p>Lockdown policy template on L A website.</p> <p>ANDREA to edit.</p> <p>SALLY?</p> <p>ANDREA to email ASC policies to Matt, Sally, Laetitia, Lynsey and Sarah to read.</p>
30 hour funding	*This will come into effect as of Sept 2017. It will impact ASC as Pre school is currently open 27 and 1/2 hours. Not a lot can be done at the moment.	TBD
4pm pick up	<ul style="list-style-type: none"> * Some parents have asked if we can do it? * Candida has said she might be able to do it if Mrs Marshall is agreeable. * Sarah H offered to walk kids to ASC on a Wed and Thurs as she picks her own children up at 4pm that day. 	ANDREA to speak to parents.
1/2 session rate?	* Decide to stick to one rate for ASC.	
Hub Update	Hub is currently in talks about plans to update the building.	
Fundraising	*£683 raised from the Cream Teas and £300 from the raffled Hampers. Brilliant effort by all involved!	
AOB	None!	
Next meeting	WEDNESDAY 2ND NOVEMBER	

PRE SCHOOL		
Present	Charlie, Sarah, Rebeka, Andrea, Sally and Alison.	
Apologies	Claire, Hannah, Erin and Rachel.	
Safeguarding	* Nothing raised outside of ASC	

30 Hours update.	<ul style="list-style-type: none"> * Coming in in Sept 2017 for 2 parents working at least 16 hours. * The financial implications and the premises all need to be taken into account. Also the impact on ASC and if new staff would need to be employed. * Need to have a plan in place. * It will affect staffing holidays and entitlement. 	<p>* Survey to be sent to parents and toddler group. Template is on OCC - ANDREA to email to REBEKA.</p> <p>* To be addressed at next staff meeting.</p>
Staff Contract	<ul style="list-style-type: none"> * Rachel (administrator) has all the contracts under control. * Megan still to sign her contract. 	MEGAN to sign contract
Staff holiday Pay	<ul style="list-style-type: none"> * It is worked out on their contracted hours but the staff usually end up working more than this. * A policy for the staff to follow is needed before holidays are booked. 	ANDREA to sort policy.
DBS	* Sally has it all under control!!	
Hub	* Still want to extend the garden into the patch of grass by the car park.	SALLY to speak to Village Hall com and Jack Merry for quotes.
Admissions	<ul style="list-style-type: none"> * There are 20+ children on role. * Tuesdays are the busiest at the moment and Annemarie is on standby if needed. * A letter needs to be sent out to parents regarding school dinners and the Early Years Premium. * Epi Pen training is needed. 	SARAH to speak to Long Hanborough docs.
Policies	<ul style="list-style-type: none"> * All policies need to be checked and updated if needed. Sally to then date and sign them. * New safeguarding policy which means we need 2 safeguarding leads. Sarah T is booked into Safeguarding Specialist and needs to book Safeguarding Lead. * Annemarie has done Generalist Safeguarding at the school. * Committee have approved all the policies seen so far and Sally has signed. 	<p>SARAH T to book onto safeguarding Lead course.</p> <p>ANDREA to email out rest of policies to the committee for them to review.</p>
Performance Management	* Self development plan needs to be done this year for Pre school and ASC.	Bring last years plan to next meeting. REBEKA to coordinate. Staff targets need to be done.

Letter to parents	* Sally would like to write to parents introducing the new committee.	SALLY to write letters and organise photos of committee and staff.
Fundraising	* Bonfire Night? The organiser of the Combe bonfire night is stepping down so there may be an opportunity to run a BBQ, sell toffee apples, Glow sticks???	TBD
Staff	* Talking about the planning about Pre school led on to sally taking about a lady called Anna Hephgrave who has a different approach to planning and the way the children use the toys and space. * Inform - Staff are able to purchase new uniform as and when they need it.	Anne Hephgrave to be added to Self development plan?
Little Wild Things	*Sally has been in contact and it seems that LWT is no longer a viable option for Pre school.	Need to discuss what can be done instead.
CIO	*No further progress at the moment.	
Fundraising	* Suggestion of Pre school organising the Combe Garage Sale in the Spring. * ?Toll bridge collection? * ? Waitrose?	TBD
Christmas	* A volunteer is needed to play FC for the Pre school Christmas party. * Sarah H will organise the Christmas Tree to be delivered in the 1st Dec. * THURSDAY 1ST DEC - parent and staff get together at Sally's house. Toddler group parents also to be invited.	PARENTS - any volunteers??? XMAS DRINKS!!!
Holiday Club	* Would like to have one in place for next September?	TBD
Invoicing and payments	* 3 year olds are funded for 38 weeks of the school year but the actually school year runs longer than 38 weeks. Parents will therefore be billed for the extra weeks in July.	
Finances	* A financial update is needed at each meeting.	RACHEL - please can a short financial overview be reported at each meeting please. TO BE ADDED TO EACH AGENDA.
AOB	A new light is needed in the Pre school. It needs to be measured and hopefully Andrew Ferret will be able to fit it???	Light to be measured. Annemarie to ask Andrew.
Next Meeting	WEDNESDAY 2ND NOVEMBER	