

Combe After School Club and Pre school
Committee Meeting minutes
18th January 2017

AFTER SCHOOL CLUB		ACTIONS
Apologies	Matt.	
Present	Sally, Andrea, Sarah, Lynsey and Laetitia.	
Last minutes	Ok'd.	
Health and Safety	<p>Behaviour agreement.</p> <p>Andrea is putting together a handbook for ASC. Parents will be asked to book specific days at the beginning of term and these are the days which will have to be paid for. There can be some flexibility regarding occasionally swapping a day in the week.</p>	ANDREA - is organising.
ICT	Parental controls need checking on the all the devices used in ASC.	MATT - are you able to take this on?
Safeguarding	<p>MEGHAN needs her First Aid and her 3mth review.</p> <p>A disclosure needs to be signed by all staff members and committee and returned to Sally. MEGHAN also to be asked to complete ' Approach to understanding children through play'.</p>	<p>ANDREA AND SALLY - 3mth review with Meghan.</p> <p>SALLY - to send out disclosure forms to all who need one.</p>
Fundraising	<p>Bonfire Night - Sally sold some glow sticks and has lots left for next year.</p> <p>Santa's Grotto - huge thanks to Erin who had it all in hand and wonderfully organised. However not a lot of money was raised for a lot of effort. Decided not to do it next year and use any left over books as Pre school presents next Christmas.</p> <p>Sally suggests we offer to run 2 Cream teas in the summer - all agreed.</p> <p>Sally suggested organising a village Garage Sale. All agreed this is a good idea. Sunday 21st May is the suggested date.</p>	<p>SALLY - to offer up our services for a second Cream tea.</p> <p>SALLY - to speak to reading room and get as much info about the last garage sale organised.</p>

Combe hub	Andrea has been to the last couple of meetings and contracts could all be felt with and finalised in the next couple of weeks. Quotes have been coming in for expected works.	
AOB		
Next meeting		<u>Wed 22nd Feb</u> <u>7.30pm</u> <u>In the Chapel.</u>

<u>PRE SCHOOL</u>		<u>ACTIONS</u>
Present	Sally, Andrea, Erin, Rebekah, Hannah, Sarah and Alison.	
Apologies		
Last minutes	Ok'd.	
Resignations	<p>Very sadly we have had 2 resignations; Fay and our administrator, Rachel. Rachel has said she will continue until a replacement is found. Sally has put the ad in the Combe Courier and it has been put on the Pre school Facebook page. In a bid to try and keep Fay on the books, Sally will enquire as to whether she would still like an afternoon each week? Annemarie has expressed interest in taking over fay's hours.</p> <p>Everyone is happy to change Annemarie contract to take on Fay's hours.</p> <p>Claire would like to step down from the committee as she has had to move Monty to a different pre school. All agreed and many thanks will be passed on to Claire for her time on the committee.</p>	<p>LAETITIA - putting Ad on Facebook Spotted in Long Hanborough and Witney.</p> <p>ANDREA - to check with Vanessa and Sarah in case they would like any more hours. REBEKAH & SALLY - to sort contracts.</p>

Safeguarding	<p>DBS's are in the process of being updated for all the staff. We discussed this responsibility being taken on by a committee member rather than the administrator.</p> <p>SALLY has agreed to take this on.</p> <p>Meghan, Vanessa and Annemarie all need their First Aid. Sarah H would like to join too. A course is to be organised at pre school and invite other Pre school staff to attend.</p>	
Health and Safety	<p>A new gate is needed in the garden.</p> <p>The back toilet is not always draining properly and the front toilet is smelling a bit whiffy.</p>	<p>SALLY - to speak to Paul Merry.</p> <p>ANDREA - to email Malcolm and also our neighbours Jen and Dave Lyon.</p>
OCC website	<p>Sally has suggested the committee members have a look at www.oxfordshire.gov.uk/cns/content/early-education-toolkit.</p> <p>It has some interesting information about the roles and responsibilities of the committee.</p>	
New committee members	<p>New members are always needed.</p>	<p>SARAH - to send out email with the minutes.</p>
Pre school numbers	<p>We currently have 23 children on role, 14 of these will be heading of to school in Sept.</p>	
30 hours funding	<p>We had quite a few returned.</p>	<p>REBEKAH - to sort through and report back.</p>
Budget	<p>A budget would be a good idea so we know how much is available each year to spend on new items and staff training.</p> <p>£400 is suggested to be set aside for staff training.</p>	
Staff appraisals	<p>Annemarie and Vanessa's have been done.</p> <p>Vanessa to be asked to do Kate's.</p> <p>Rebekah and Erin to do Andrea's.</p>	
Development plan		<p>SALLY & REBEKAH to organise.</p>
CIO update	<p>Alison has been investigating and is clear on the next steps to be taken.</p>	<p>ALISON - to carry on organising and speak to Pre school learning alliance.</p>
Breakfast Club	<p>Rebekah will check through the returned surveys and report back.</p>	

AOB	<p>The constitution needs to be read and signed by Sally.</p> <p>erin still needs a couple of photos from the committee in order to finish the poster with all the committee info for the parents to see.</p> <p>It is decided that instead of splitting the ASC and Pre school meeting, we should all meet together from 7.30 and discuss anything related to ASc first, in order for some items own the agenda having to be discussed twice.</p>	<p>SALLY - to send round to the rest of the committee to read.</p>
Next meeting		<p><u>Wed 22nd Feb</u> <u>7.30pm</u> <u>In the Chapel.</u></p>