

Minutes of the Preschool Committee: Tuesday 30th April 2019

Present: Kathryn, Bryony, Clarissa, Kirsty, Anita, Helen

Apologies: Roxanne, Lee and Jo

Meeting started 8pm

1) Update on next school year from Kathryn

Shirley has handed in a resignation letter, due to family circumstances.

Kathryn feels that with next year's intake, many of whom are taking up 30 hour places, with mornings being full, but only Weds afternoons being at capacity, it would be better to reorganise the current team to cover the 3 days needed to replace Shirley.

As afternoons are not full, may be able to do 4 staff members in the afternoons which will potentially save money too.

Kathryn has obtained a quote for cleaning Preschool, which will release staff to do their planning/ office/admin time at the end of sessions.

Shirley's team will be amalgamated with Kathryn's so still have Lisa as a key worker, but add Kathryn and Nikki as this won't be such a change for the children as someone new.

Ruken may move into teaching after completing her current college course next year.

Better to have fewer staff working more with children than appoint someone temporarily, perhaps not with skills required at Shirley's level.

Kathryn has invited everyone to consider taking the Deputy role on and will discuss at upcoming staff appraisals.

Nikki has agreed to undertake Level 3 Forest School training top up sessions in May and will lead the Forest School in future if committee agreed to cost of £450. Committee agreed.

2) Brights have been in touch to say they are sending through a quote for work to the fence and entry system.

3) Fees

After discussion about the current finances and the need to cover the cost of staff wage increases and pension contributions, the committee has agreed to the following fees as of September 2019.

Children not in receipt of 2 year old funding - £4.90

Children not yet in receipt of 3 year old funding-£4.80

Whilst this is a large rise, it is the first for several years and is in line with other preschools in the area.

The price is to include snacks and Forest School.

Trips, parties and visitors, such as Declan from Funkee Monkeys and Jo Burlington, Oops Wow are not included and will be charged as extras.

Helen to draft a letter ASAP to parents outlining new charges and reasons for this.

Kirsty suggested including in the welcome pack, more prominently, information on how the preschool is financed i.e. govt funding, fundraising, fees AND the need to get involved. Helen to also look at this.

4) Sick pay

After changes to the law 4 years ago, Preschool is now unable to claim back long term sick pay. Kathryn is concerned about this. Committee to ask Jo to look into insurance preschool can take out for this.

5) Events

Science 18th May

Helen to contact Andy David about asking The Edge group to volunteer at this event.

Clarissa and her daughter, Anita, Kirsty, Helen, Kathryn can help.

Discussed materials and a little of the organisation of the day: Stations set up.

Adult's role to clear up, replenish supplies and run refreshments.

Helen to make FB request for bottles, pots etc. required.

Helen to email local schools about this event.

Jo to print leaflets and posters for Helen to drop into Children's Centre and other preschools in locality.

24th May

New children induction

Committee at preschool to try and get new parents involved with committee and definitely a family member at the AGM.

Kirsty suggested a little table with information.

(We didn't say who would put this together? Kirsty??)

1st June

Bradpole Fete.

Kirsty is running a stall on behalf of Preschool with a treasure map game. Also selling toys we have in stock from Christmas. She will look through the things we have to choose items suitable.

Bradpole fete are to donate to Preschool from this event. Thankyou!

13th June

Teddy's Picnic

Preschool staff to take the lead with organising this.

Committee present committed to providing at least ½ hour support each on the day for raffle.

Ask Lee about gaming license progress. Once we have found out about this, ask Jo to produce letter for businesses and a volunteer to go around to collect prizes.

Kirsty suggested a children's stall/game. Helen to think about this!

Clarissa to ask Salway Hall to borrow marquee as extra space.

Preschool Sponsored Trike Ride

Kathryn suggested half of money to be given to Bradpole defibrillator fundraising.

Garden and maintenance of outdoor area

Kathryn to find out when Colfox is open so that a weekend date can be found when parents can come and help maintain, update, repair garden area. Fence painting, sand replacement etc.

AGM

Date suggested of October 16th 2019

Possible suggestion of venue away from preschool, such as Ivy House to try and tempt more to come.

Meeting closed 9.55