

Pre-school Committee Meeting

28.03.22 at 7.30pm

Sarah (Chair), Tracey (pre-school Manager), Jo (Secretary), Natasha, Rob, Lucy (Finance Admin)

Harley Medgyesy (new committee member) - proposed by Sarah and seconded by Jo to become a committee member.

Apologies: Hannah

	Minutes	Action
1	<p><u>Manager's Report</u></p> <p>See separate report</p> <p>Spaces available on Paediatric first course being held at pre-school. 13th & 14th April</p> <p>Jo to ask if Par Track if they want any places for the first aid course. Two spare at £75 each.</p> <p>Tracey to share the reports from the CC meetings</p>	<p>Jo</p> <p>Tracey</p>
2	<p><u>Financial Report</u></p> <p>See separate report</p> <p>Financial position is tricky at the moment but it will improve in the summer term.</p> <p>Setting fees to be reviewed at the June Committee meeting to come into effect in September 22.</p>	
3	<p><u>Staffing</u></p> <p>Beth will be leaving the pre-school soon to work full time with CC.</p> <p>Natasha has been doing work experience at the setting</p>	
4	<p><u>Grants Fundraising</u></p> <p>Screwfix Foundation - Jo has applied for this for £5k to go towards improving the heating and thermal efficiency of the building.</p> <p>Lottery Rewards for all - Research if this could be applied for or if it should be saved for when/if the pre-school needs a new location</p> <p>Fundraising - Agreed to hold the following fundraising events:</p> <p>May - Jubilee Kids Disco - Friday 20th May with raffle (Harley, Rob & Natasha to source raffle prizes)</p> <p>June - Crafternoon</p>	<p>Harley, Rob and Natasha</p>

	<p>July - Par Carnival - 101 dalmatians theme</p> <p>August - back to school disco</p> <p>September - TBC</p> <p>October - Halloween Disco and Crafternoon</p> <p>November - Quiz night</p> <p>December - Crafternoon</p>	
5	<p><u>Maintenance</u></p> <p>Accessible toilet - £600 - agreed to do this and fund from the contingency</p> <p>Fence outside - get a quote for this but do not instruct until the finances are better.</p> <p>Agreed no other maintenance until a budget has been prepared and agreed with the committee. Unless grants are secured for specific items.</p>	
6	<p><u>Safeguarding</u></p> <p>Committee MUST complete safeguarding training. Follow this link and log in: https://www.myeducare.com/login/index.php</p> <p>Contact Lucy Pemberton (financetywplaygroup@yahoo.co.uk) if you don't have login details.</p> <p>All committee members must also be aware of:</p> <ul style="list-style-type: none"> ● Multi Agency Referral Unit (MARU) - contact them if you have any concerns about a child ● Local Area Designated Officer (LADO) - contact them if you have nay concerns about an adult in the context of the safety of a child ● Designated Safeguarding Lead (DSL) - each setting has one, ours is Tracey with Kelly T as deputy. ● Early Help Hub (EHH) - parents and professionals can speak to them for advice and self referal if they need to. <p>Safeguarding forms have been updated by Tracey to include the child's voice comments.</p> <p>All new Committee members need to complete an Ofsted DBS check here: https://www.ofsteddbapplication.co.uk/step-one</p>	<p>Harley</p> <p>Harley</p>
	<p><u>Past Debts</u></p> <p>The committee agreed to write off the debts from previous financial years because they were unlikely to be repaid and families had moved.</p>	
7	AOB	

8	<u>Dates for the Diary</u> 9th May - Disco meeting - 6.30pm 20th June - Committee meeting - 6.30pm	

Managers report – Tracey Lewarne
Committee Meeting 28th March 2022



Children

We currently have 33 children on roll. 17 of which are school risers who will receive notification next month of school places. 16 anticipate going to Tywardreath School and 1 going to Lostwithiel.

SEND – 5 children

EYPP – 1 child

Staff

Beth is leaving to become full time at her other job with Cornwall Council as an Early Years Inclusion Officer. I am gutted as Beths SEND knowledge is invaluable and the support she has given to me and the staff team over the last few months has been second to none. I wish her the best but also selfishly wish she wasn't leaving!

Paediatric First Aid is booked for 13th & 14th April. Staff and volunteers who need it, have been booked on. All staff are up to date with training though we will need to pay for 2 staff members to complete SENDCo training ASAP.

Natasha has successfully applied for a place at St Austell College to do her Level 3 Early Years Educator course. Natasha has been volunteering regularly on Wednesdays and we will continue to support her with her studies by continuing her placement with us. The children and staff are always excited to see what Natasha has planned on her Wednesday mornings!

Rebecca, Kelly and Seb are all doing really well and I often wonder how we functioned without them!

Staff supervisions are under way (SM to carry out staff supervisions for TL and LP) and peer observations have started.

Cultural Capital Trips

Cultural capital is the essential knowledge that children need to prepare them for their future success. It is about giving children the best possible start to their early education. As part of making a judgement about the quality of education, inspectors will consider how well leaders use the curriculum to enhance the experience and opportunities available to children, particularly the most disadvantaged.

Outings have been great. We have visited Cardinham Woods, Lostwithiel Fire Station, The Eden Project and this week we are going on a beach clean.

After Easter holidays the trips will be to Tywardreath School as part of school transitions.

Cornwall Council Visits

This month we have had 2 separate visits from Christina Husk and Jo Parsons. Christina and Jo are part of the Early Years team at Cornwall Council. Their jobs include visiting settings and advising on areas for development. Both visits were positive with some really good feedback on how staff interact with children and both were pleased with the changes that have come about with a change in management. Christina noted how engaged the children were and how the general atmosphere was calm and happy.

They did give us some areas for development (see self-evaluation form) which I have already actioned. Staff were each given a copy of the reports to look at and reflect on.

Self Evaluation Form

Please see for info.

Safeguarding

Committee MUST complete safeguarding training. All committee members must also be aware of MARU/LADO/EHH and safeguarding policies and procedures.

I have this week updated some of our safeguarding forms and have spent a considerable amount of time auditing forms. I have actioned concerns which I feel should have been done before now but hadn't been.

Tywardreath Preschool Playgroup
Finance Report - Monday 28th March 2022

Current Funding rates

The 3 & 4 year old base rate for all settings will increase to £4.43 per hour (currently £4.26) following the uplift announced by the government in December 2021. In addition, there will be a one-off increase of £0.05 per hour funded from the early years contingency fund. This means all providers in Cornwall will receive a minimum rate of £4.48 in 2022/23. 2yr funding increasing to £5.57/hr.

3/4yr olds £4.26/hr (increasing to £4.48/hr)

2yr olds £5.36/hr (increasing to £5.57/hr)

Funded 3/4yr olds 19 (of which one we have received EYPP for, 5 on 30hrs funding)

Funded 2yr olds 8

Private 3/4yr olds 3 (all switching to partially funded from 1st April)

Private 2 yr olds 5

Some children also pay for extra sessions on top of their funded hours.

We currently have no overdue invoices and £1361 in open invoices for March 2022.

Current Account £1,407.77

Contingency Account £7464.83

Outstanding overdue invoices for this academic year:

Historical overdue invoices for: All historical debts have now been written off, following investigation into the cost of claiming it back (ie. Time spent chasing up, small claims costs, potential solicitors etc)

2020-2021 £254 - remaining family were still overdue, however this debt has now been written off on compassionate grounds.

2019-2020 £691.25 (made up of £252 & £439.25) lost contact with the families.

This term finances to date: Jan – Mar 2022

Income £23,061.50

Expenditure £26,684.05

Net operating income £ -3,622.55

Significant financial investments this term:

Extortionate plumber's bill for repair to water heater and new sink area: £1237.26 This was arranged by Sarah O'Toole and the price agreed verbally by her. No written quote was provided.

Areas of concern:

Staff wage costs – very high at the moment and this is being urgently addressed to get us safely through the rest of the school year.

Accounts for Sept 20-Aug 21 are currently with the Accountant (Peter Williams Accountants, Middleway) and will be returned in time for the committee to submit the Trustees Annual Report to the Charity Commission.