



Committee Meeting Minutes

Wednesday 23rd January 2019

1. Apologies for Absence

- a. Present: Lucy Pemberton, Sarah O'Toole, Adam Gater, Jo Harley (pending EY2 approval), Teresa Steele, Rob Adam, Lorraine Molloy.
- b. Apologies: Roshni Tamang Mitchell, Sarah Allen, Vicky Carter, Caroline Peach (pending EY2 approval), Zoe Pearce (pending DBS and EY2 approval), Kate Coles (pending DBS and EY2 approval).

2. Minutes of last meeting (to be signed as correct)

Proposed Teresa Steele, 2nded Jo Harley

3. Matters arising from last meeting

- a. Re-adoption of amended/new policies signed and dated by Lucy Pemberton. Teresa added these to the file in the porch. Lucy to add the new/amended policies to the website.
- b. Committee Status update – DBS/EY2 – Jo & Caroline – waiting for confirmation that they have passed the DBS checks. They now need to apply for EY2. **Kate and Zoe still to provide ID and application for DBS and then EY2. Please remember that you are not a full committee member until you have gained these. Since this meeting we have been made aware by the council welfare officer that any trustees (committee members) who are not DBS AND EY2 registered are not entitled to vote at meetings and be privy to confidential information. To avoid further disruption in all future meetings please ensure you apply for your DBS and/or EY2 by the next meeting 6th March 2019.**
- c. Signage proof – Sarah provided final proof with choice of board material. Prices quoted were: Door sign 680mm x 680mm print: on Foamex 5mm - £68.25/or Diabond 3mm - £87.89. Wall sign 1.8m x 1.8m (size too big so this will change) print: on Foamex 5mm - £168.31/or Diabond 3 - £210.23. General consensus was to go with the Diabond as this is more sturdy and weatherproof. Lucy to confirm signage size before we go ahead and order from Tyrone. Adam proposes, Lorraine 2nded Tyrone to make the signage he's designed. Cost to purchase the artwork for future use for embroidery will be £50.
- d. Maintenance
 - i. Electrics – heating and lighting upgrade – York electric came in to do a quote yesterday. Lighting – replace with LED or in suspended ceiling lights. Quoted also for heating. As we are a public building we need an EPC which will dictate what kind of heating we have. Heating for the bathroom – could be on a timer.
 - ii. Suspended ceiling upgrade – York electric have a contact for suspended ceilings – adding insulation will improve our EPC rating. www.first.interiorsltd.co.uk Adam to find a local company to quote as well.
 - iii. Windows – brewery are responsible – Jo to read thru the lease and start conversation with them to discuss the lease and maybe the state of the



windows. **UPDATE: Windows have been repaired and painted by the brewery maintenance team w/c 4th Feb 2019. We now have functioning sash windows that open!**

- iv. Garden – wooden services box by the tap has rotten through – needs replacing as is quite dangerous in its current state. **UPDATE: Brewery maintenance team have replaced this w/c 4th Feb 2019.**
- v. Handwashing tap in corner of room needs a new washer. Adam?

4. Pre-School Manager's report

See attached report. Sarah to add in that staff are to do GDPR training online (Educare) with regards to how they deal with day-to-day data sharing/handling. Staff are already taking this on board.

5. Finance report

See attached report.

6. Dates for the Diary

None

7. Any Other Business

Jo has looked into the Ocean Housing community chest and we can apply for funding for an event up to £400 (we must state how much we are contributing in respect of staff funding etc) They meet once a month to discuss applications and they prefer events that benefit Ocean Housing tenants (do we have any?) could we keep anything we bought for say Sports Day. Perhaps new balance bikes? June/July time. Could we use it to generate more money by organising a community event? Pre-school Olympics? Jo to speak to staff at Ocean. Other fundraising: organise a fundraising only meeting and set up a Whatsapp group. Lucy to organise meeting. After half term. Look at this to raise money for maintenance. Lorraine to speak to Andy Virr the local councillor re council community chest. **UPDATE: Lorraine has spoken to Andy and he has subsequently been to visit pre-school to discuss essential maintenance work and how he can help us access council community chest funding. We can potentially apply for this financial year's budget but also again in March for next year's too.**

Sub-committee to meet to discuss staff pay asap as probationary period for 2 new staff members are coming to an end as well as new minimum wage rates coming in April 2019. (Any Wed).

Rob left at 8.50pm

8. Date of Next Meeting

Wed March 6th 7.30pm

Meeting finished at 9pm