

Minutes

Committee Meeting

Monday 22nd April 2024 at Tywardreath Preschool Playgroup

Present: Tracy (Pre-school Manager), Sarah (Chair), Catherine (Secretary), Annette Harley, Kay and Tamsyn

1 Apologies

None

2 Safety Share

Beach safety. Keep hydrated and wear suncream as suggested by directions of use. Don't dig holes too deep in the sand, this can put other at risk of injury. Wear suitable swimwear that can be seen in the sea and never leave children unattended or swim out of your own abilities.

3 Minutes of last meeting

4 Changes to funding for 2 years olds

15 hours or free funding will be in place from April 2024. This means more families will have access to hours placing preschool to capacity for ratios.

- a) Open Day: In preparation for Open day 17/03/2024 a clean and tidy up needed 16/03/2024. Tracey will do a list for those who can help. Tracey and helper for Open day
- b) Easter fundraiser: Family day to be held at Polkerris, await dates from Seb
- c) Maintenance: Garden fence needs repairing, Kay will arrange date in March before open day. Hedge row overgrown, Sarah will arrange with Concil for a good cut back.
- d) Changes to funding for 2 years olds: 15 hours or free funding will be in place from April 2024. This means more families will have access to hours placing preschool to capacity for ratios.
- e) 8 Date of next meeting: 22nd April 2024- time TBC

4 Deputy Manager for setting:

The position will open full time from September 2024 and will be shared with Alison Coles until then. Job role will be advertised internally. Tracey will provide all training and will stay on for a Minimum of six months once the job is filled.

5 SENCO

Alison Coles will become settings SENCO officer in September 2024 and stepping down from her role as deputy manager. Thank you for your support to Tracey during you time Ali.

6 Cultural Capital Trips

There will be a total of ten children who will attend trips. There will be two full day trips: Heligan and Lostwithel Fire Station, Parent helpers would be needed.

Forest School at Tywardreath School. This is a fantastic opportunity for children to get to know some of the setting they will attend starting reception.

Tracey will inform parents of times and dates as they are confirmed. A suggested donation of £15 per children, this will help with additional to help make trips extra special, who doesn't love an icream treat and to also help fun additional staff to maintain setting at ratio.

7 Late collections at the end of the day

A new collection policy was agreed to a door collection only. This will allows Children, families and staff to get home in a timely and safe manor. Children will collect belongs and will sit on the carpet until their grown up has arrived and a member of staff will call the child to the door. This is a good routine for children as this is how they will come from school when they start

This new policy also means that Staff can get home at the end of their shift to their own families .

8 Training

Ali half way through Senco Course. All staff members up to tdate on mandatory training. Tracey and Kelly to do safe guarding leading training but there is no space available until May.

9 Fundraising

A huge amount of £700 was collected from the fundraising efforts. Monies will go towards replacing internal doors during the Summer holidays, Lino to replace carpet and Cultural Capital Trips.

10 Manager and Finance Reports

Please see separately.

10 Next Meeting

Monday 8th July 2024 at 5:30