

Minutes

Tuesday 21 January, 5pm

Present, Tracey, Annette, Harley, Jess, Sarah, Sinead

Apologies Catherine, Kay

1. Safety Share

- Big coats worn in car seats is not safe

2. Setting Manager Report

- 35 children on roll – max ever!
- 1 child attending settling in sessions with additional needs, Emma will be her 121/key person
- Full every morning except Tues morning
- Interest from further parents
- Discussion regarding parent & child preferences for Aunty
- 5 on register of need

Staffing

- Emma doing extra hours until new member of staff joins
- Hoping Cara will join us
- Student – Brooke has joined us
- Jess helping one morning a week

Safeguarding Audit taken place

- Only concern over pushing from excited children

Training

- Food Hygiene needed, Paediatric first Aid – training staggered but half of staff should complete at Easter

3. Financial Report

- **Banking (as of Monday 20th January)**

Current Account	£27,506.61
Contingency Account	£7,801.56
Cash in Hand	£20

- **Invoices**

Overdue Invoices:	None
Open Invoices for July:	£536.25 – due by end of month

- **Wages**

Minimum wage will increase in April from £11.44 to £12.21. At the same time we will need to give a small increase to 4 members of staff with additional responsibilities although these will be a lot less than the Gov, 6.7% increase. The increase will be approx. £2,472 per year depending on

hours worked and doesn't take into account changes to National Insurance. Approved

- **Fees**

As a result of the wage increase we need to look at an increase in fees. At the moment we have 8 children who pay for some of their sessions. But there are a few newcomers who are starting now and will pay until Easter when their funding starts. The plan is to look at the numbers at half term so parents can be informed of any decisions at the beginning of March.

4. Update on Autumn Term fundraising

October Fete	£700
Raffle	£162
Printers	£35.70

Tesco – any money will go towards improving the outside space. Willow tree needs cutting down –

Action Harley to ask Kev but wood will need to be removed

5. Discussion regarding Easter Term fundraising

It was agreed to have the Easter event on 20th April and consider an alternative venue if New Inn are unable to host it due to ill health of Steve

Action: Tracey to confirm with New Inn

Action: Tombola and Raffle Prices and Easter Egg donations required. Easter Egg hunt craft table, Easter Bonnet competition, face painting. Requested that take away cups would be better for coffee and tea

6. Date of next meeting

Tuesday 1st April 5pm

7. A.O.B.

Sarah asked if DBS/EY2 can be emailed to her. She needs Committee to confirm all done