

Committee Meeting Minutes

AGM

Thursday 26 Sept 2019

**Attendees: Helen Walsh, Alison Ball, Jodie Bedford, Jessica Daniel, Sophie O'Mahony-Richmond, Amy Haynes, Helen Woodcock, Samantha Finan, Jane Marko, Amanda Stead, Sarah Womersley, Bev Taylor.**

**Apologies: Natalie Roberts**

All committee members staying in their current posts, no need to re-elect.

**Safeguarding**

No issues other than one ongoing.

**Finance update**

Supplementary minutes available upon request.

**Christmas Party**

Our usual location, Polly’s, is closing, therefore staff have been considering other options. Struggling to find anywhere similar and therefore it was agreed that the party this year will be held at Pre School itself. Action kids will come to do a special Christmas session and there will be food and a visit from Santa. No charge to parents.

**Fundraising/Scarecrow donation letter**

Our request to be considered for a donation from the Scarecrow festival committee needs to be in ASAP and as such we need to decide what we currently wish to raise funds for. After some discussion, it was decided that we should fundraise for some new outdoor equipment. Staff have found that some of our previous outdoor items are not as hardwearing as we would like and are now looking at equipment made from recycled plastic which has a much longer guarantee/lifespan. It was agreed to fundraise for a Marmax Train and carriage which costs in the region of £1,700. We will make a request for a donation towards this from the Scarecrow committee.

After a quiet year from a fundraising perspective last year, we need to push fundraising more this year. Discussed various fundraising ideas and another fashion show is of particular interest. Want to try and get children and parents more involved too with maybe a target board in the cloakroom as a visual aid as to how close we are to achieving our fundraising goal.

**Macmillan coffee morning**

Joint initiative with school between 9-10.30 on Friday. No committee members are able to assist but a member of staff should be able to volunteer. The Pre school children in on Friday will be going over for a visit.

**BAAS**

A letter has gone out from school asking what families require from a BAAS club and time slots as to when they would require the services. 30 families responded out of 80. Helen has been into school to discuss school’s intentions further with Mrs Oliver as we obviously have concerns about this, particularly given there was no discussion nor warning prior to the letters being sent. Mrs Oliver reassured Helen that they are not looking to open their own BAAS club.

One of the issues on the feedback forms was that our BAAS club is full. This is not the case. We have looked into restrictions and ratios and there aren’t any in respect of school age children. The maximum number we could realistically take would be 30 children and so we have sufficient capacity to take more than we currently have.

Discussion took place re being more flexible as a setting and potentially introducing split times (i.e until 4.30 then 4.30-6) which is what the letter from school was inferring. Also discussed the option of opening on a Friday but depending on the number of children guaranteed to attend on a Friday this could actually end up running at a loss once have taken into account overheads, staffing costs etc.

It was decided to leave things as they are for now. We have not had any parents speaking to us directly about the way our sessions are split or run so the current situation seems to be working. Opening on a Friday is something that has been raised and discussed previously with parents but it would be likely to cost more in wages than we would obtain in revenue.

This matter is be a rolling action moving forward so we can keep an eye on things and assess the issue again in the near future.

**Holiday Club**

Opens for 2 weeks during the summer holidays but we usually struggle to staff. It has already been discussed with staff re Summer 2020 and staff are not in a position to commit. Usually only break even finance wise.

It was agreed that we would monitor this in future years but that a 2020 Holiday Club will not run.

**AOB**

We have been having some issues with the before school club handover and access to School. For safeguarding purposes we want to know that each child is getting safely to their appropriate classroom. The main issue is with classes 2&3 where, to get to their classrooms, the children go out of sight from where we drop them in the playground.

The committee agreed that this is a major safeguarding issue and that a more formal handover needs to be agreed with School and consistently administered. We will speak with School in this regard to ensure a new handover system is implemented as soon as possible.

**Next meeting: TBC**