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| Meeting Minutes |

A meeting of **West Wycombe Preschool** was held at **School House, West Wycombe** on **Monday 13th January 2020**.

Attendees included **Rosie, Susie, Ellen, Helen, Gemma**.

Members not in attendance included **Natasha, Toni- Jade, Steph, Karen, Kerrie, Sarah,**

# Approval of minutes

N/a

# Rosie

Staffing- 2nd interview of hopeful candidate didn’t go well, another interview up coming which Rosie is more hopeful for. This candidate has started her childcare courses- she will bring along her current certificates to the interview. Sadia leaving for maternity leave Friday. Syria coming back on the 24th of February.

Parent interested in bank staff, Rosie to chase.

Rosie to register with agency in case of staff emergency.

Work experience for collage, school and french exchange students booked in for extra help.

Some staff have been arriving early and leaving earlier than what the contract states. Rosie to look at contract times again to allow staff who need to do schools runs etc . Other staff will be reminded of start and finish times.

Rosie to staff sickness and late tracking which can be used at end of year talks. Overtime is to be approved by Rosie only.

Numbers- 19 children starting big school! Currently 60% but we should hopefully see a 12% increase with funded parents.

Open day in 2 weeks for spaces in September. Thursday already has 9 2 year olds which limits numbers due to floor space required. No too many more 2 year olds as it limits numbers.

A few on the waiting list, some for April may need to wait until September. Few families coming to open day. Rosie hopeful for this open day in March.

From April we are 99.6% full.

Jan starters awaiting on a 15 hour form. Rosie holding the place for x2 as families are dealing with poorly siblings.

Sarah to write a prospectus for open days.

Ofsted- Quality improvement plan, continue to support staff for ofsted.

1:1 time for each staff member- continue with questions and use ofsted buzz words, Rosie and Sarah to deliver this training.

Committee to support staff where needed- ideally help in pre school so Rosie and Sarah can train staff.

Feedback from primary schools- staff to go and see how the children are getting on. Staff also gone with set of questions. Primary school answers that our children moving up practice:

* Zip up zips and complete rows of buttons
* Children can use the toilet independently
* Use the pincer grip when writing
* Children feel free comfortable to ask questions
* Listening skills
* Be able to follow 2 part instructions
* Hang up coat and bag independently
* Deepen understanding of repeating patterns
* Build up concentration of repeating patterns
* Build up concentration in group play
* Using knife and fork for school dinners

All staff aware and will use in weekly plans.

# Maintenance

New driveway fence and fence around boiler have all be installed in January by Bucks CC.

Susie has been chasing Bucks CC for the new back door due to the urgency as it’s a fire door. Chimney complaint has been updated to include both chimneys.

The builders from school have visited to quote for Patio area to be levelled and reslabbed.

Ant Jones has completed a number of jobs of the handyman jobs for free.

Rosie & Susie will get quotes for the redecorating of preschool which will be done in Summer Holidays.

Ellen will speak to builders merchants to get a ton of play sand donated.

# Finances

18/19 :  
Charity commission receipts and payment report has now been completed. Ellen will speak to her neighbour to get the independent audit. Once the accounts filed it will help with grant applications.   
£1039.05 has been written off 18/19 accounts. Ellen has spoken to Action Fraud at the Police to explain that money is missing and no proof where it has gone. Their advice was that they couldn’t take action that we needed to report to Charity Commission. Ellen has filled a serious action report with the Charity Commission. This was needed if there was a fraud, theft, or unexplained money is missing. We know the money came in, but don’t know where it went. Part of the form was to show how we have prevented further incidents happening. Ellen brought in cash book for all cash to be recorded. Receipts for any cash received from parents. Banking more regular. Ellen is reconciling the cash book to bank and QuickBooks. Receipts will be sent from QuickBooks. Fundraisers are better reconcile, cash is now handled by Treasurer and separate checked by another committee member when leaving fundraiser. Parent only hand cash in to Sarah and Rosie so receipts can be given.

Consumable Donations – Rosie to come up with the wording for what are consumables are. Susie to create a flyer asking for either cash donations or items off a list.

Current Finances 19/20- In one term we have raised £700 less than the whole of 18/19. Still waiting invoice for last rent for 2019. No more costs or invoice due from previous financial years. We currently have a profit of £737.80. Costs under better control. Payroll and overtime need to be watched as currently around £8.5k a month (including pension) Rent has increased slightly. We need to look at ordering schedule for better budgeting. DBS will all moved to renewal service to make it cheaper in long term. BT account changed to business account to include mobile calls. Printing Plan upgraded to be more efficient. Ellen aim that come August we don’t need to use September funding to pay wages. Budgets will be worked on based on 3 year old funded as this is the lowest income. Budgets will include decorating, staff training and marketing. Susie to work with Rosie to come up with visuals for grants and also marketing costs.

# Fundraising

# January: - Book bags – Susie ordered

# February:

### 6th – Bags 2 School Collection - Susie to chase where bags are. Committee need to go through Jumble sale for anything for Bags 2 School.

### 14th – Smartie Tube Challenge starts. Susie working with Village Store to get the Smartie Tubes

### Valentine Disco / Glow Disco? – we are too late to get venue for valentines disco. Need to pick date to do glow disco.

# March:

### Sponsored Bounce- agreed to go ahead. Committee to get costs for hall and castle hire Date to be decided

### 6th World Book Day – Book Sale in drive, Ellen to look into vouchers for children. Rosie might do Rhyme challenge this week

### 19th Joules Sale – tickets sales going well. Rosie to create rota for volunteers and get email from football club confirming free costs of hire

### Chocolate Bingo – Susie to discuss with Steph

### Mother Day Aprons or Bags- Susie will send template for aprons to Rosie

### Family Photographs – Susie to liase with photographer to organizer eventbrite

# April:

### 2nd Easter Bonet Parade – parade and songs in church. Descion yet to be made where refreshments will be held

### 13th Treasure hunt / Cream Tea Day, Susie has booked the hall and will order the free jam and cream from website Steph found.

# May:

### 9th – VE Dance & Silent Auction – Susie to liase with committee

### 19th Sponsored Walk to School Week – For national walk to school week, children will be sponsored to walk from home or from Pedestal field

# June:

### Fun Day- Booked for Fun day at preschool on Saturday 6th June

### Fathers Day- Aprons will be offered with kids artwork for sale

### Sports day 23 or 25 – booked with cricket club

# July:

### Summer Fayre/ Raffle

### End of year – Look into having end of year photos for sale, tshirts for leavers, merging end of year party with Graduation with parents welcome.

# Next Meeting Booked

Friday 31st January 8pm, location to be confirmed.

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| Secretary |  | Date of approval |

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| Chair |  | Date of approval |