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| Meeting Minutes |

A meeting of **West Wycombe Preschool** was held at **School House, West Wycombe** on **Monday 16th September**.

Attendees included **Rosie, Sarah, Susie, Ellen, Gemma, Karen, Steph**.

Members not in attendance included **Natasha Hawkins, Helen Durran Porter, Toni- Jade,**

# Approval of minutes

N/a

# Committee & Staff

Bank Staff  
Sadia going on maternity leave around Christmas. Sara back off maternity leave in June. Interviews for bank staff in October for them to find out by half term. Karen and Gemma will be Committee representatives for the interviews.

Staff Training-

Rosie is chasing BCC for the outstanding £4000 grant payment to cover staff training.

Committee to look into terms and conditions for training paid by the preschool.

Training is currently being cascaded to other members of staff and logged for Ofsted.

Gemma safeguarding training 5th November.

Contracts   
Ellen and Rosie to work together on ensuring contracts are correct. Moving forward the committee with create a hand book.

Committee   
Karen to be fire officer. Gemma safeguarding. To look into if we need a data protection committee member.

Committee will be added to the website with photos. Staff photos will also be added along side the childrens.

# Ofsted

Ofsted are due within 6 months. New policy which Rosie has been through and staff are being told accordingly. Behaviour & vocabulary are involved in the new policy. Rosie been working with BCC to do audit on EYFS Safeguarding.

Rosie have reviewed polices and made changes. Policies will be sent out to committee for comments and approval.

Calendar for committee and manager. Ellen to look for cloud that works with charity

# Finances

Charity Commission report 17-18 with Gemma, Sheila and Jamie to sign off before Monica to check.

Gift aid – Rosie and Ellen to work together. Susie to fill in Paypal Giving Fund Uk forms.

Ellen put more procedures in to help with record keeping. Moving forward we will be setting up more credit accounts with supplies to improve cashflow.

Bank Rosie to set up Ellen and Susie access.

Grants and donation   
Plans to work on a parent task force to get garden organised.

# Occupancy Levels

72% for Autumm Levels, waiting list for January 2020. Rosie will in coming weeks approaching waiting list to confirm hours required and confirm places.

# Development Plan

To be discuss at next meeting

# Marketing

Instrgram has been set up and it has been suggested to approach a member of staff to be in charge of sharing daily projects children working on, or areas set up for them.

Susie to set up Pinterest. To give all staff access to create a portal for ideas of things to do with kids at home and at Preschool

1/6 ratio to be used in marketing more

Susie to redesign welcome pack.

# Fundraising

Karen to organise driveway jungle sale. Futher fundraising will be discuss at next meeting.

# ANOB

Border fence to speak to school Mrs Preston and estate

Debbie for boiler serviced PAT testing.

Mrs Preston about boiler and fencing off. Ask boiler to be checked by engineer.

# Next Meeting Booked

AGm 30/9/19 Committee Meeting 7/10/19

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| Secretary |  | Date of approval |