October meeting minutes

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| Location: | School house office |
| Date: | 7th October |
| Time: | 9am -11.30am |
| Attendees: | Susie Chester, Ellen Carter, Helen Porter, Rosie Jones, Gemma Gillies, Natasha Rever, Toni-Jade Gill, Kerri Thorose, Steph Dow |

# Agenda items

1. Started with DBS checks- Kerri has a transferable one. Ellen needs to try hers again. EY2- Susie to ring and chase up. Must be up to date as would mean a instant fail with Ofsted. Gemma might still have her EY2. Tasha also needs to check her DBS is up to date. Kerri will give her DBS number to Rosie.
2. Finances- Ellen looking at year 18/19 still some invoices missing, Rosie has the driveway invoice. Rosie will find for Ellen. Currently have £2734 of fundraising funds- Ellen thinks we may have more after she works out what’s been paid by parents. Records have been difficult for Ellen to track. Some outstanding parents paid by cash and records are unclear. TJ once paid cash and some by bank transfer. Confirmed this has been paid. Hopefully from now finances will be in order due to cash book and new ways of tracking cash paid by parents. Ellen to look at outstanding parents to see what’s been paid. Going forward parents ideally to pay by BACS or cash payments to be followed by an email invoice. Possibly a statement off quick books. Ellen to look into. September finances look good, 3 or 4 receipts needed for Ellen. Rosie should have in her folder. Petty cash also needed then September done. Cash in bank 17k. We need to pay rent invoices. We already owe 2 and another is due. If we was to pay it would leave us with only 2k left. Susie has asked West Wycombe head teacher if we can just pay 1 while we await funds. Asked if we would set up a standing order for rent payments- not ideal for us and we don’t have to do this. The head also questioned if we should be paying utility bills- Rosie is confident this is included. She will look back over the emails and rent agreement to confirm. The lease isn’t written very clearly. It makes sense they are included as we have no separate meter. We could also check with Bucks county council if the emails are not found. Gemma may also have the minutes from may 2016 which has the contract discussions. Abbie the head is very supportive and Susie doesn’t feel there will be a problem. BBC payment forward soon so rent can be paid soon after. Ellen sees no problem going forward. HMRC to be paid £214, few small fees outstanding Rosie and Ellen to look at. Year 18/19 saw £93 of interest to HMRC, now quickbooks is set up shouldn’t be anymore late payments.
3. Susie to hand out email addresses to Helen and Ellen and access to G+ drive shared folder for minutes and paperwork.
4. Breakfast club- no one booked in as yet. Susie suggested an afternoon club. Current staff have their own restrictions and staying late and starting early may be a problem. To be re looked at in the summer when things may change with full time families. Will ask new and bank staff at interviews if they are available for breakfast and afternoon club. 4 children needed to break even as 2 staff members needed. The team will continue to ask parents if they are interested. Ellen and Rosie touched on work life balance and may look at bank staff to allow Rosie more time with TJ and her key stage children. Sarah very helpful with admin but rota needs to be looked at to allow Rosie more time downstairs. Committee to also help with admin work? Help lighten the load. Ellen to set up shared google folder for all staff to help with the admin work.
5. Occupied levels- Next term looks good. Afternoon sessions increasing 3 morning sessions left in January. Staff wise currently okay with the increase. Morning sessions need Rosie free as lots of 2 year funding children starting. Currently 250/270 filled slots.
6. Fundraising- We have secured the green token scheme at Waitrose for the month of October . Disco needs more pushing (Rosie will send home leaflets this week) currently £54 paid. Natasha is sorting the tombola and gifts. Ask in newsletter for offer of gifts from parents. Susie to write a letter to supermarkets asking for food donations. Steph will ask the supermarkets, Helen and TJ to ask Waitrose. Karen and Susie to discuss treasure hunt. Will meet on the 17th to discuss final disco arrangements but Karen to DJ, Gem to bring music and tattoos, TJ is doing decorations, Helen bubble machine. Karen hosting a jumble sale- Gemma to help. Discussed selling Christmas tea towels and aprons for Mothers day. Christmas raffle 4th December- Natasha sorting. Christmas Carol singing 12th and 13th at St Paul’s. The 12th is for parents and family. VE dance 9th May- Susie sorting. Walk to school week 18-22nd May. Joules sale 19th March. Need to sell at least 150 tickets need 6-8 volunteers. Discussed a few ideas like a bingo night with fish and chips no set date. A fun day on a Saturday held at preschool 6th June. Festive fayre help upstairs in village hall. Helen to book. Elf workshop theme?
7. End remarks- Ran out of time for Rosie to share quality improvement plan. Will email this over to us and discuss at next meeting on the 11th November.