

14.12.2020

Pre-school committee Minutes

**TITLE**

**Present:**

Susie Chester		Chairman
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**In Attendance:**

Rosie Jones Monika Gray	Ellen Carter	
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	<b>Action</b>
<b>Agenda</b>  <ol style="list-style-type: none"><li>1. <b>Staffing</b></li><li>2. <b>EY2</b></li><li>3. <b>Ofsted</b></li><li>4. <b>Covid</b></li><li>5. <b>Tapestry</b></li><li>6. <b>Registers</b></li><li>7. <b>Finance</b></li><li>8. <b>Fundraising</b></li><li>9. <b>Other issues discussed</b></li></ol>	
<b>1. Staffing</b> <ul style="list-style-type: none"><li>• Debbie will take SENCO role, Sarah R. 3<sup>rd</sup> in charge</li><li>• new member Claire started on 14.12.2020, she will be reassessed in January</li><li>• Dee has taken on full day</li><li>• Two AM's needs covering from January as it takes out admin time. We could take on another bank staff as Emma is finishing her Masters and will be looking for a job.</li></ul>	
<b>2. EY2</b> <p>Everyone has got their EY2 certificate except Tasha and Kerrie.</p>	
<b>3. Ofsted</b> <p>Inspection will be very likely happening in the next term as we are well overdue. On 6<sup>th</sup> of January there will be a staff meeting regarding planning, review and Tapestry.</p>	

<p><b>4. Covid</b></p> <ul style="list-style-type: none"> <li>• Face mask for parents during drop off/pick up.</li> <li>• No visits on site while children are in.</li> <li>• Families have right to refuse to test their family – nothing we can do, but ask for them to isolate for 2 weeks.</li> </ul>	
<p><b>5. Tapestry</b></p> <ul style="list-style-type: none"> <li>• Staff are enjoying it, we will be rolling the app for parents in January. Will need permission from families to share photos and insights.</li> <li>• Rosie and Sarah D. have admin accounts and will be double checking new posts to the app from staff before it goes out to parents at the end of each day.</li> <li>• We will need 4 tablets ( new or refurbished)</li> </ul>	
<p><b>6. Registers</b></p> <ul style="list-style-type: none"> <li>• 93% occupancy in January</li> <li>• September is currently at 55% occupancy</li> <li>• Some families have already signed up for 2022</li> </ul>	
<p><b>7. Finance update</b></p> <ul style="list-style-type: none"> <li>• Pre-school has good numbers in the bank. Asda sending £135 cheque and Ellen is looking for grants for pram shelter.</li> <li>• Nothing new on School/Preschool divorce, nothing agreed with council at the moment.</li> </ul>	
<p><b>8. Fundraising</b></p> <ul style="list-style-type: none"> <li>• Ellen suggested there is a possibility for grant to host a free event to promote Preschool</li> <li>• We could partner up with the National Trust (for example flower planting- plant beds on Church lane, need to find out who owns them and if the children could have some space to plant some bulbs ready for spring). Then we could post article on Bucks Free Press about it.</li> <li>• We shall have a purely fundraising meeting in January.</li> <li>• Is there any events where we could have a stall?</li> <li>• Rosie to chase Joules as date will need pencil in (floor plans with one way system to be resend)</li> </ul>	

<p><b>9. Other issues discussed</b></p> <ul style="list-style-type: none"> <li>• Few parents were asking how to get involved in Committee, need to send an informational e-mail to old and new parents.</li> <li>• Maintenance list- lights need changing in the loft and art room, we still need radiator covers</li> <li>• Rosie have received a quote from E.E. Keen for outside store, toilet and fitting a heater in to draw the damp.</li> <li>• We have agreed Preschool doesn't need TV license as yoga videos are not on a live stream for which TV license is needed.</li> <li>• Debbie didn't do fire training, Susie would like to invite the Firemen round regarding fire safety on our door.</li> </ul>	
<p><b>Next meeting 11.1. 2021</b></p>	

M Gray  
Secretary  
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