

TITLE

Present:

Susie Chester		Chairman
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In Attendance:

Rosie Jones Monika Gray	Ellen Carter	
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<p>Agenda</p> <ol style="list-style-type: none"> 1. Staffing 2. Covid 3. Registers 4. Finance 5. Fundraising 6. Other issues discussed 	<p>Action</p>
<p>1. Staffing</p> <ul style="list-style-type: none"> • Emma is postponing her Masters so we could have her for another year as Bank staff. • Saira is considering increasing to 5 mornings per week from Easter. • Our staff ratios are ok if everyone is well, trouble if 1 or more staff is suddenly off, Rosie to make advert for extra Bank staff. Agency's bank staff would also be considered, but we need to scout what Agency is used by other settings to make sure they are trustworthy and send only staff with proper checks and qualification. • Sadia is happy to add half a day temporarily and review it termly if it still fits her family's dynamics. • In case of staff personal issues, pocedure is in place in case of unwanted person on our premises. • Rosie to ask Jill if she could add cleaning chairs and tables to her cleaning routine to save staff's time (who will carry on cleaning toys that have been used that day). 	

<ul style="list-style-type: none"> All staff to have +1hr of admin time on Thursday's and Friday's which will be reviewed in the future, should it need changing. 	
<p>2. Covid</p> <ul style="list-style-type: none"> Face mask for parents during drop off/pick up. No visits on site while children are in. Families have right to refuse to test their family – nothing we can do, but ask for them to isolate for 2 weeks. 	
<p>3. Registers</p> <ul style="list-style-type: none"> We are nearly at full capacity after Easter. September numbers are around 70% capacity (25 families) Next open day on 9.3.2021, Covid secure viewing for individual families. Bucks county council can help us find 2 year olds with funded hours if needed. Additional needs child starting after half term so we will need to ask for the higher needs funding. 	
<p>4. Finance update</p> <ul style="list-style-type: none"> Valentine's craft pack fundraising – 33 packs, £115.5 	
<p>5. Fundraising</p> <ul style="list-style-type: none"> Chocolate tombola for Easter. Monika will send said letter to all Committee members who are willing to go ask businesses for donations which should be hopefully easier with our new ID cards. 	
<p>6. Other issues discussed</p> <ul style="list-style-type: none"> Ellen to chase oil delivery of around 1500L. Still no update on the new rent invoices to separate us from school. Autism training- something we would like for all staff to do to understand better and to support our children with higher needs. Quality improvement plan- we need new kitchen for Wendy house outside, rest of the plan is still the same, but because of limited fundraising, it can't be done as quickly as we'd like. Monika is moving, need a new secretary from April. 	
<p>Next meeting 10.3. 2021</p>	

M Gray
Secretary
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