**Impstone Preschool Committee Meeting**

**20th September 2022**

**Agenda**

1. Present
2. Apologies
3. Minutes of last meeting
4. Managers update
5. Treasurer’s update
6. Events
7. AOB
8. Date of next meeting
9. **Attendees**

Jenny Marshall

Amanda Davies

Christine McGarvie

Georgina Calladine

Michelle Day

Rebecca Kingston

1. **Apologies**

Lizzie West

1. **Minutes of last meeting**
* The minutes of the last meeting were read, approved and signed off.
1. **Managers Update**
* September numbers are looking very positive and we have 33 children on role. On the whole they have all settled in very well but there are a few who are doing shorter days whilst settling in. These children are generally very young and are ‘COVID’ babies. Due to lockdowns and lack of socialisation with other children or family members, we are seeing greater levels of separation anxiety.
* We had 47 children on the books in July, 23 of whom went on to school or moved house. We have 4 children on the waiting list and more potential children set to visit.
* The summer house is now painted, and we are looking into flooring options. This needs to be cushioned and easily cleaned. ACTION AD and GC to contact local businesses to see if they will donate underlay, flooring and/or time to fit the floor.
* AD states the event money raised last academic year could cover the cost of the materials, but not the cost of fitting the floor. The next step is to insulate the summer house, possibly use old quilts and cover with plywood – maybe a working party??
* Staffing update; The majority of staff returned after the summer holidays and are happy they have picked up the same or similar sessions to last year, which ensures consistency. We are looking to replace Beki who left us due to leaving the area. ACTION AD will advertise the position
1. **Treasurers Update**
* CM advised cash flow looks promising until May next year, even without the extra money that has been promised coming in from 1:1 funding etc...
* Discussions were had around the possibility of increasing fees for the under 3’s due to lower staff to child ratios. This will be discussed further at the next meeting with the view to deciding by January and implementing in April 2023.
* CM has submitted a credit card application for the preschool and is awaiting the response
1. **Events**
* Halloween party will be held on the 31st October for children only. It will be a day full of fun and games. Children will be invited to wear any fancy dress.
* Christmas Party date is the 15th December. There will be a Christmas production, a raffle, bake off, tea, coffee and cake sale and a Santa visit and the children’s crafts will be for sale. Parents will be asked to provide a present up to the value of £5.00.
* w/c 13th March - Mother’s Day craft week
* 30th March – Easter Party family event from 11am
* 4th May – Beale Park – family trip
* 25th May – Sports Day – family event from 11am
* w/c 12th June – Father’s Day craft week
* 20th July – Graduation – end of term party for all in the AM, followed by families of leavers approx. 11.30am
* For further information on the above please review the website or tapestry post from the 31st July 2022
1. **A.O.B.**
* JM raised that the policies and procedure need reviewing and updating. ACTION: see table below

|  |  |
| --- | --- |
| Reviewer | Document |
| CM | All finance policies and procedures |
| JM | Trustees and New Eligibility ComplaintsConfidentiality protocol and procedureNotes from the Committee Chair |
| GC | UniformConflicts of Interest |
| SD | Leave Policy  |

* It was confirmed once minutes have been approved, they will be published on Tapestry for Parents to review.
* We also discussed ways to encourage parents to meet other parents.

ACTION AD to investigate possibilities.

* The AGM will be held on the 30th of March following the Easter party.

|  |  |  |
| --- | --- | --- |
| ACTION | ACTIONEE | STATUS |
| Chase EMCOR for help completing the summer house floor | Amanda Davies  | Ongoing  |
| Speak to Helping hands about donations  | Georgina Calladine | Ongoing  |
| Speak to Tadley School and find out where they purchase play equipment from  | Rebecca Kingston  | Ongoing |
| Review and update all the PTA policies and procedures  | ALL | Ongoing  |
| Speak to local floor providers and see if they will donate to the summer house floor | Amanda Davies and Georgina Calladine | Ongoing  |

1. **Actions list**

 **9. Next Committee Meeting**

Tuesday the 15th of November 2022.

Signed:

Dated: