

## St Michaels Playgroup

### Minutes of the Meeting held on 13<sup>th</sup> June 2016

#### **1. Apologies for absence/all present to sign in**

Apologies for absence were received from Mei Tse and Sarah Randall.

Those present at the meeting were Sharon Jackson (Manager), Julia Paton (Deputy), Chloe Fitzgerald, Gina Kellett, Suzanne Long, Alison Perrin, Jenni Blackford (Chair), Sandra Westrope (Treasurer), Gail Healey (Secretary), Claire Walsh and Navdeep Shah.

#### **2. Chair's welcome**

Jenni opened the meeting by welcoming everyone and thanking them for coming. The committee members were very pleased to meet Navdeep Shah (parent to a child currently at playgroup) and welcomed her warmly to the meeting.

#### **3. Matters/updates arising from last minutes**

All matters arising were covered in the Manager's report, see no. 4 below.

#### **4. Manager's report**

Sharon thanked all the staff for their continued hard work, especially appreciating the fact that they always go the extra mile and do certain things in their own time (for example; attending courses, extra work on the children's learning journals, etc).

##### Playgroup report

It was reported that there are now 37 families on role (38 children) which is a really great number. Of these, 10 are funded 2 year olds and 15 are funded 3 year olds, the remainder are fee paying families. There are still 2 children who receive pupil premium funding.

16 children will be leaving in July, 5 of these are going to Margaret Wix nursery, the others all live further afield and are moving to different nurseries. A further 10 children will go to Margaret Wix nursery in January 2017.

14 new families will be joining playgroup in September 2016 and the visit day will be 22<sup>nd</sup> June 2016. Additionally, 3 stay-and-play sessions (for an hour each) will be offered on 3 afternoons during the current half term for the new September intake.

### Staffing/training

Sharon clarified that staffing at playgroup now consists of a manager (Sharon Jackson), 4 core staff working with key children allocated to each of them (Julia Paton, Chloe Fitzgerald, Suzanne Long, Gina Kellett), and a cover assistant (Alison Perrin). From April, Alison has been working 3 sessions per week and Sharon has been in ratio on the other two mornings.

There have been some behavioural challenges this term that have resulted in Sharon needing to be in the room every day to offer support on a one-to-one basis. This has had a huge impact on staff with little time to complete observations, work on journals and complete administration. It was reported that the situation seems to be improving now.

The new half-termly staff meetings have been continuing.

It was proposed that a new member of staff be recruited to cover a current child who requires some one-to-one support. This would be initially for 2 mornings a week from September, possibly increasing in January when another child requiring extra support may be joining. There will be a meeting in two weeks' time to find out more about this.

Julia attended the termly PVI (private, voluntary, independent) briefing and Sharon attended a behaviour course that she will feed back on at the next staff meeting. Julia and Sharon attended a transition course at the children's centre. They confirmed that playgroup's transition 'out' is really good but that the transition 'in' needs some improvement. Ofsted are currently focussing on this which is partly why playgroup have decided to introduce the stay-and-play sessions (these used to be covered by the Mucky Pups group).

### Other news

Sharon reported that she remains on the advisory board for the children's centre and has now become the chair. This is quite interesting and creates stronger links for playgroup as she meets with the Head of the children's centre ahead of the meetings.

The children's centre has now allocated an outreach worker called Lorraine to the playgroup setting. She has been closely working with playgroup and is now offering support to one of the families in their own home.

The new 'toolkit tracker' was obtained (early years settings get this free and then pay £30 a year for support and updates). Julia will be managing this and will aim to have it running for September.

The wellcomm pack (screening system that focusses on speech and language development) has been purchased and Suzanne and Sharon will implement this.

## Health and safety

Parking around the playgroup setting is improved at the moment, especially as Margaret Wix Primary school have started to close the gates at drop off and pick up times. There remain a few issues at lunchtimes.

Playgroup has had the pavement by the shed re-laid due to the tree roots making it uneven and unsafe. This was completed over a weekend.

## Website

Staff have been given new longer passwords as an extra security measure. There is still plenty of website user traffic.

## **5.Treasurer's report**

It was reported that playgroup's bank accounts remain healthy and it has been a good term.

Sandra announced that all staff will be notified of workplace pension's enrolment from 1<sup>st</sup> January 2017.

Sandra requested that all staff ensure that she has their up-to-date email addresses and phone numbers so that she can send them further information on the workplace pensions enrolment in due course.

## **6.Fundraising/events report**

It was reported that the Easter Fun week made £53 on the raffle, £12 on the bonnet parade, and £32 on cakes: a total of £97 and the last cake sale raised £41.50.

Julia mentioned that the playgroup dvd was filmed last week and will be ready to purchase before the end of term. Playgroup gets a percentage of the sales. All those present at the meeting agreed that it's a lovely memory to keep.

It was announced that the upcoming events are:

- Tuesday 14<sup>th</sup> June; A picnic for the children to celebrate the Queen's 90<sup>th</sup> birthday.
- Sunday 10<sup>th</sup> July, 11am-1pm; Summer Sports day, all children, parents, carers and extended family and friends are warmly invited. New parents are also going to be invited.

The committee noted it's thanks to Darren, Jay and Jason Randall who have very kindly offered to do the barbeque which playgroup hopes to borrow from the Margaret Wix PTA. The committee also noted it's thanks to Gill Salem who has agreed to run the tea and coffee stall again.

Volunteers are still needed for face painting. Some raffle prizes have been obtained from local businesses again this year and we will be sending raffle tickets home to be sold. Donations will

be requested for the bric-a-brac stall and tombola. Items should be brought in to playgroup as soon as possible. Cakes should be brought in on the day. There will shortly be a notice going up on the white board where parents can sign up to help. Help is particularly needed in the set-up, from about 9.30am to carry tables and chairs, setting up the stalls and also at 1pm to clear up. If anyone can help on a stall or on the bouncy castle, they will be asked to please put their name down, and to be reassured that it will not be for the whole two hours!

Julia explained that there will be races and medals for the children during the morning, and that practice has already started. In the past this has been a really popular day and the biggest fund raiser for playgroup.

Julia thanked all those involved for their continued support in fundraising for playgroup.

### **7.Safeguarding/health and safety information**

Sharon reported that fire drills with Margaret Wix primary school are taking place, with new muster stations.

Playgroup will be getting much needed new indoor lights over the summer holidays.

Any other matters on this item were covered under number 4, the manager's report.

### **8.Any other business**

#### Online Banking

Sharon reported that she has the bank form ready to pay wages by direct debit rather than cheque.

#### Term dates

Hertfordshire secondary schools are taking their Easter breaks in 2017 a week later than primary schools but Margaret Wix has decided to follow the secondary school's dates. It was noted that playgroup will do the same.

### **9.Date of next meeting**

The next committee meeting will take place on Monday 17<sup>th</sup> October 2016.