

## St Michaels Playgroup

### Minutes of the Meeting held on 19<sup>th</sup> June 2017 at 8.00pm

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

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

Jenni opened the meeting by welcoming everyone and thanking them for coming. She also thanked all the staff for their efforts with Ofsted on the previous Friday.

Agenda Point	Minutes	Action
<b>3. Matters arising from last minutes</b>	<p>Jenni reported that once all trustees have had their DBSs and we are able to update the trustees' names on the system, we will be in a position to progress turning playgroup's charity status into a CIO (charitable incorporated organisation).</p> <p>All other matters arising were covered in the Manager's report, see no. 4 below.</p>	Sharon with Gail, Clare and Kelly.
<b>4. Manager's Report</b>	<p><u>Playgroup report</u></p> <p>Sharon reported that we now have 32 families on role (35 children), of these 12 are 2yr funded children and 17 are 3yr funded children, the remainder are fee paying families.</p> <p>20 Children are leaving at the end of July; 10 will be going to Margaret Wix Nursery and the remaining 10 will be going to other nurseries. 5 children will leave in January 2018 and all of these will go to Margaret Wix nursery.</p> <p>The children attending Margaret Wix have started their weekly visits and there will be a total of 4 visits before the end of term. The parents will also visit Margaret Wix on Monday 26<sup>th</sup> June with their child.</p> <p>12 new families (for September 2017) have been invited to visit on Tuesday 20<sup>th</sup> June. Two stay and play sessions will also be offered to them before the end of term.</p> <p>Ofsted visited on Friday 16<sup>th</sup> June after a phone call at 11.20 on Thursday morning. The inspector's name was Jacqui Oliver. She was very nice and thanked playgroup staff for making her feel welcome.</p> <p><u>Staffing/Training</u></p>	

	<p>Sharon clarified that staff at playgroup now consists of the Manager (SJ), the Deputy Manager with Key Children (JP), playgroup assistants with Key Children (CF,GK,SL), Playgroup assistant 3 sessions per week (AP) and one to one support for 3 mornings per week (AA).</p> <p>Staff meetings continue each half term for all staff and each half term planning is included for (SJ,JP,CF,GK,SL).</p> <p>Sharon thanked all the staff for their continued hard work, especially appreciating the fact that they always go beyond the minimum of what is expected of them.</p> <p><u>Courses</u></p> <p>Two staff have attended the 'early years' conference which was held at the end of March.</p> <p>Sharon has attending 'Do you know your early years setting' course which was held in May.</p> <p>Sharon and Jenni have attended 'the role of the committee' course which was in April.</p> <p>Some of the staff attended an 'observation and assessment' course during the Easter break which was very useful.</p> <p>Suzanne and Annette attended their 'Key person' training in April.</p> <p>Julia and Sharon have attended the termly 'SENCO' cluster.</p> <p>Annette has completed her 'Safeguarding' course.</p> <p>Julia has completed her 'Senco' Training.</p> <p>Sharon has re done 'First Aid' 12 hour course.</p> <p>All staff completed 'Signing' training with another pre-school group.</p> <p>Sharon and Suzanne attended 'Line, Dot, Squiggle (mark making)' this was at the children's centre.</p> <p><u>Policies</u></p> <p>Updates are now being considered for the 'grievance' and 'disciplinary' policies alongside other policies that need updating (ongoing).</p> <p><u>Other News</u></p> <p>Jenni has been looking at the staff contracts which historically had been very basic and has now drafted a new version which is being checked by a HR person (ongoing).</p>	<p>Jenni, Sharon and Julia.</p> <p>Jenni and Sharon.</p>
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	<p>After a survey was conducted by playgroup and Margaret Wix regarding the 30-hour offer, and due to the fact only approximately 3-4 families may be entitled, we have made the decision to not offer from September and to re-visit this at the next cohort.</p> <p>Playgroup will be having its annual DVD shot on Thursday 22<sup>nd</sup> June 2017.</p> <p>Playgroup will be holding an International Morning on 19<sup>th</sup> July as an end of term farewell and a chance for families to share their different cultures.</p> <p>The 2<sup>nd</sup> panel for ENF (exceptional needs funding) was on Thursday 15<sup>th</sup> June, we are now waiting to hear (in approximately 2 weeks time) whether we will receive this funding for September 2017. The child concerned is doing really well and has settled in well.</p> <p><u>Health and Safety</u> The parking situation seems to be ok at the moment. Margaret Wix have started to close the gates at drop off and pick up times and this is really helpful.</p> <p>Sharon and Annette are going on a 'Back care course' in September and foresee that they will need to buy a moveable stool (approx. £160) for Annette to help in lifting a particular child.</p> <p>Margaret Wix school are looking at the step where tiles are starting to lift, which could be a trip hazard.</p>	Sharon – ongoing termly
<b>5.Treasurer's report</b>	<p>All the figures given to Jason by Sharon have been entered and checked up to the 9<sup>th</sup> June 2017. The bank statements have been checked up to the end of May 2017. There is a deficit of approximately £1000 from the opening balance from the current school year, but this was to be expected with the backdated holiday pay and the rent increase. The 2-year old and 3-year old funding has been paid up to the end of the summer term. Overall, there is not too much of a difference between the opening and closing balance of the account which therefore shows it is in a healthy state.</p>	
<b>6.Fundraising /events report</b>	<p>It was reported that there were generous donations of Easter cakes during the Easter fun week and it was a lovely morning for the picnic, raffle and bonnet parade. A total of £67 was raised.</p>	

	<p>It was announced that the next event will be the Summer sports day on Sunday 9<sup>th</sup> July from 11am to 1pm. All children, parents, carers and extended family and friends are warmly invited. Playgroup will also be inviting new parents.</p> <p>Darren, Jay and Pete have very kindly offered to do the bbq and hopefully playgroup will be able to borrow the Margaret Wix PTA bbq.</p> <p>Julia is looking for volunteers for face painting and would like donations for raffle prizes and for the bric - a-brac stall and tombola. Items to be brought in to playgroup as soon as possible. Also cakes to be brought in on the day please.</p> <p>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 9.30 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 are asked to please put their name down, it will not be for the whole two hours!</p> <p>There will be races for the children during the morning, practice has already started!</p> <p>In the past this has been a really popular day and our biggest fund raiser.</p> <p>Julia thanked all those involved for their continued support in fundraising for playgroup.</p>	
<b>7. Safeguarding /health and safety information</b>	All matters for this item were covered in the Manager's report, see no. 4 above.	
<b>8. Any other business</b>	<p>Ofsted suggested getting a white board to write on outside that's high up so children can't wipe things off.</p> <p>Clare mentioned that she had spotted some grants from Herts County Counsel for community groups and wondered if playgroup could apply for a specific project such as special needs equipment or international day. She agreed to look into this further and to send the link to Sharon.</p> <p>Sharon noted that the Ofsted Inspector had complimented playgroup on its website.</p>	Clare/Sharon.
<b>9. Date of next meeting</b>	The next committee meeting will take place on Tuesday 7 <sup>th</sup> November 2017 at 8 pm.	