

St Michaels Playgroup

Minutes of the Meeting held on 20th November 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), Suzanne Long, Alison Perrin, Annette Adkins, Jennifer Blackford (Chair), Jason Long (Treasurer), Mei Li, Claire Walsh, Navdeep Shah, Clare Tominey.

Apologies received from Chloe Fitzgerald and Gail Healey

Jenni opened the meeting by welcoming everyone and thanking them for coming.

Agreed Practice for dealing with Conflicts of Interest

As CW is a Hertfordshire County Council employee it was agreed that she will remove herself from potential agenda points with conflicts of interest.

As Mei Li is paid to do the website it was agreed that she can have a vote as a committee member except in a financial matter to do with the website.

As JL is married to a staff member and is also the committee treasurer it was agreed that he can be involved in discussions but not have a vote in matters concerning staff pay. It will also be necessary for the chair to highlight when/if he needs to keep matters confidential.

Agenda Point	Minutes	Action
3. Matters arising from last minutes	<p>The list of Trustees registered with the Charities Commission has now been updated and represents the new committee.</p> <p>DBS checks underway, some will be done by Ofsted with CR2 forms</p> <p>The online registration to convert the playgroup's charitable status to a CIO (Charitable Incorporated Organisation) has been completed apart from the very last page which is to attach a signed Declaration of Trustees. If all the Trustees can sign this document this evening Jenni can send the completed registration form. Once we have received confirmations from the Charities Commission that the registration has been successful Sharon and Jenni will continue with the process according to the Pre-School Learning Alliance Checklist. The Ofsted Inspection resulted in an Ofsted grading of 'Good' for St Michael's Playgroup. Well done to all the staff for achieving this – it confirmed what we all know – that St Michael's is a fantastic place! Feedback from</p>	<p>Sharon, Jenni, Gail, Claire, Jason and Kelly.</p>

	<p>Ofsted will be used to make sure we continue with our already high standards as well as making improvements in line with their recommendations.</p> <p>Policies/contracts – Jenni spoke to a lawyer at Lawcall, (the Pre-school learning alliance free law service) with regard to staff contracts and associated policies such as grievance and disciplinary policies.</p> <p>As a result of this we have purchased some template policies and contracts which have been produced for Pre-school settings. When these arrive Jenni and Sharon will use these templates as the basis for new contracts and associated policies.</p> <p>In accordance with guidance from Lawcall Jenni will inform all staff officially and in writing that new contracts will be issued, highlighting areas in the new contracts that are missing from current contracts. Staff will then each be given the opportunity to have a private meeting with Sharon so discuss their new contract. Sharon will meet with Jenni. The aim is to clarify current terms of employment, not to change terms of employment.</p> <p>Sharon reported that the Exceptional Needs Fund application was successful, we received 12 out of the 15 hours per week funding for which we applied, this will be paid until July.</p> <p>Claire Walsh will look into Herts County Council grants for community groups.</p>	<p>Jenni, Sharon</p> <p>Claire</p>
<p>4. Managers report</p>	<p><u>Playgroup Report</u></p> <p>We now have 23 families on role (24 children).</p> <p>2yr funded children 10 3yr funded children 7 All other are paying families.</p> <p>6 Children leaving at Christmas and all will be going to Margaret Wix Nursery.</p> <p>The children attending have started their weekly visits there will be a total of 4 visits before the end of term.</p> <p>We have our visit session for the new starters in January this took place on Wednesday 15th November we will also be offering them two stay and play sessions before the end of term.</p>	

	<p>The way that parents apply for a Nursery place has changed and will now be managed by the individual nursery and not by county. St Albans heads have all got together and created a timeline for 2018/2019 intake: Applications open on Friday 19th Jan 2018 and close on Friday 16th February, places will be offered on Monday 19th March and parents must accept by Thursday 29th March 2018.</p> <p><u>Staffing/Training</u></p> <p>Since the last meeting Mrs Gina Kellett resigned her post as from end of term July 2017 to start a new job working in a school office. We decided not to advertise to replace her as it was a very short time scale to complete this in and as the numbers were quite low we thought it was best to wait until we had more time to recruit without having to rush.</p> <p>This has worked quite well Alison has been working 3 sessions a week in ratio and I have taken up the other 2 sessions due to low numbers we were able to work with 3 staff having key children this term and will continue with this for the spring term 2018.</p> <p>Staffing is: Myself Manager (Sharon Jackson), Deputy Manager with Key Children (Julia Paton), playgroup assistants with Key Children (Chloe Fitzgerald, Suzanne Long), Playgroup assistant 3 sessions per week (Alison Perrin) and one to one support for 5 mornings per week (Annette Adkins).</p> <p>As always, all staff go that extra mile and do certain things in their own time (for example courses, extras on journals to name a few) which is very much appreciated so thank you.</p> <p>Staff meetings continue each half term for all staff and each half term planning is included for (SJ, JP, CF, SL) Gail will be visiting us on Wednesday 29th November as part of her trustee role.</p> <p><u>Courses</u></p> <p>Staff continue to attend relevant courses and Sharon and Julia attend the termly briefings and Senco updates.</p> <p>Later this month Sharon will be attending a day long “my Baby’s Brain” course, Julia will be attending a Data Protection Update, Chloe and Suzanne will be attending a Math in the early Years course.</p>	
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Sharon and Kelly will be attending a Supervision and Appraisals course on the 29th November after this I think it would be good for myself and Kelly to meet to look at the best format for us to record the process and how to implement it.

Jenny will be attending a Safeguarding course in December.

Other News

Jenni and Sharon have been looking at staff contracts and should now be in a position to issue new contracts to all staff, Jenni has spoken to law call to obtain the correct information and a document that was recommended has now been purchased.

This half term we have started a book in a bag scheme, each child receives a book home to share with their parents we enclose the book, information on how to get the best from this and a feedback form for the parent to complete this only started last week but seemed to go well. We decided to do this following feedback from Ofsted about sharing the learning with parents.

We have used some of our Pupil Premium money to buy these books, and will look into purchasing some communication language prompt cards for the staff to use and the Herts For Learning "Places to Play" book.

We have a new parents notice board which is outside where we display newsletters, themes and events for the parents this again follows on from feedback from Ofsted.

Sharon informed the meeting that she has taken on a Govenors role at Margaret Wix School.

Health and Safety

Parking seems to be ok at the moment the school have started to close the gates at drop off and pick up times this really helps.

We have a broken step which the school have looked at and a quote for repair has been obtained and we have also requested that a ramp be incorporated into this, having spoken with Mr Johnston the quote is now being split so that the school pay for the repair to the step and St Michaels cover the cost of the ramp as we have requested this.

5.Treasurer's report	<p>It was reported that the end of year accounts have been completed up to 31/8/2017. This showed a surplus of approximately £4600 largely due to over payment of funding from the local authority. This will be adjusted over the coming year.</p> <p>The real figure would be a deficit mainly as a result of a large increase in rent and holiday back pay. It was discussed that the figures would imply that there is likely to be a continuing deficit in the future and a projection/estimate of income and outgoings over the next term would be helpful to plan ahead. At this time however, the bank balances remain in a healthy state and there is no immediate cause for concern.</p>	Sharon, Jason
6.Fundraising /events report	<p>Sports day raised £332.02. We paid for an entertainer for the Christmas party.</p> <p>DVD in June raised £42</p> <p>Photographer 10th October – still collecting orders, we've had a good response so far.</p> <p>Cake sale week of 16th October, raised £29.50, we had lots of cake donations. Money raised goes towards journals, photos, paper etc.</p> <p>We are supporting two charities this term. Children in Need Friday 17th November – wear something spotty pay £1 and Save the Children Christmas Jumper day Wednesday 13th December pay £1 and wear a Christmas jumper etc.</p> <p>We are holding a Christmas cake sale from Monday 11th to Friday 15th December</p> <p>Christmas party will be on Monday 18th December – every child will be invited; they will all receive a gift (already purchased) and parents are invited to come along and join in with some Christmas songs at the end of the session. The raffle will be drawn at the party.</p> <p>Julia thanked all those involved for their continued support in fundraising for playgroup.</p>	
7. Safeguarding /health and safety information	All matters for this item were covered in the Manager's report, see no. 4 above.	
8. Any other business	The annual returns have been submitted to the charities commission with the Trustees report.	

	Navdeep Shah volunteered to assist in helping with necessary maintenance of the sensory garden.	
9. Date of next meeting	The next committee meeting will take place on Thursday 8 th March 2018 at 8 pm.	