

St Michaels Playgroup

Minutes of the Meeting held on 13th June 2018 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, Alison Perrin, Annette Adkins, Karen Connell, Jenni Blackford (Chair), Gail Healey (Secretary), Clare Tominey-Smith and Claire Walsh.

Apologies were received from Jason Long and Mei Li.

2. Chairs welcome

Jenni opened the meeting by welcoming everyone and thanking them for coming, especially Karen Connell (new staff member) and Clare Tominey-Smith (new trustee) as this is their first meeting.

Agenda Point	Minutes	Action
3. Matters arising from last minutes	<p><u>Update on change to CIO</u></p> <p>Jenni noted that playgroup <i>did</i>, in fact, have to re-register with Ofsted. This has now been done. Additionally the end of year accounts have been submitted which means that playgroup's old company details can be completely closed down. (by 31st August 2018).</p> <p><u>Safeguarding visit</u></p> <p>Since the last meeting Jenni completed her trustee (safeguarding) visit and everyone had the opportunity to examine the report.</p> <p>The minutes from the meeting held on 8th March 2018 are now approved and can be made public. Any matters arising have been covered in the above two agenda items and the manager's report, below.</p>	Sharon
4. Manager's report	<p><u>Playgroup report</u></p> <p>Sharon reported that the numbers are now higher and playgroup has 32 children on role consisting of 17 3-year funded, 9 2-year funded and 6 paying fees. From September 13 Families will be staying and 10 families have been invited to visit, between now and then, with a view to starting in September 2018.</p> <p><u>Staffing/Training</u></p>	

	<p>Karen Connell joined the team after the Easter break and is doing very well and is a great asset to the team.</p> <p>Amy, an ex-parent and currently doing her level 3 qualification, has been volunteering this term. She has fitted in very well and is good with the children.</p> <p>All staff have had supervision after the Easter break except Sharon. Jenni has completed Sharon's appraisal but still needs to do her supervision.</p> <p><u>Courses</u> Staff continue to attend courses as required.</p> <p>Currently two staff are renewing their first aid which was held at Playgroup last Saturday and this coming Saturday.</p> <p>Julia and Sharon attend networks and Senco briefings.</p> <p>Clare Tominey-Smith mentioned an email distribution list she is on for free courses. She will forward the information to Sharon.</p> <p><u>Website (report from Mei)</u> The Data from the last 3 months shows that 849 pages have been viewed. The most frequently visited pages are: Home page, Hours/Timetable, Contact, Dates, Staff/Committee, Fees, Welcome, News, Gallery.</p> <p>Mei confirmed that all website software and content looks to be up to date with new staff member, Karen, added to the staff page. Mei requested that any new policies be forwarded to be uploaded.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Term dates - add new term dates for next academic year. This was agreed. • Testimonials - new ones can be added to the testimonials page. This was agreed. • Facebook - add a link to the official St Michael's FB page if you want to link the two. Discussion took place on whether this 	<p>Jenni/Sharon</p> <p>Clare</p> <p>Mei/Sharon</p>
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	<p>should be a contact form or a direct email to playgroup.</p> <ul style="list-style-type: none"> Website security - the website is currently running on http and Mei recommended this be upgraded to https (to ensure the website is viewed on a secure connection). This would require the purchase of an SSL certificate currently costing £4.92 per month (+VAT). Mei suggested that she could investigate further and configure the certificate. She added that you can google SSL certificate for more information about this or https://www.poweredbysearch.com/blog/does-your-website-need-ssl-certificate/. The work can be included in playgroup's existing support/maintenance agreement so there will be no additional cost for the work. <p><u>Other News</u></p> <p>The new sign has now been replaced with Anti-Vandal protection.</p> <p>The step and ramp have been repaired and installed during the Easter holidays – everyone is very pleased with these.</p> <p>A new laptop and printer has been purchased which has made life easier.</p> <p>The staff have all received their new uniform.</p> <p>GDPR Data protection : Julia and Sharon have written a new policy and privacy notices which have gone out to staff and parents informing them what data playgroup keeps and how it is stored. This is an ongoing process. Staff have signed these, Trustees will need to sign them.</p> <p>DAF (Disability Access Fund) Funding has been received for a child which can be used to enhance the provision playgroup offers to enable better access and resources within the setting.</p>	Trustees/Sharon
5. Treasurer's report	Jenni will request a report from Jason to be included here.	Jenni/Jason
6.Fundraising /events report	Julia updated those at the meeting on the Easter Fun week, which received generous donations of	

	<p>Easter cakes and there was a lovely morning for the picnic, raffle and bonnet parade. A total of £99.60 was raised which went to the purchase of a new water table, wooden ball run, some sensory toys, new books and puzzles.</p> <p>Clare Tominey-Smith mentioned a loaning library for items such as ear defenders and sensory equipment. She will forward the information to Sharon.</p> <p>The Summer Sports Day will be on Friday 6th July, during session, at 10.30am. All children, parents, carers and extended family and friends are warmly invited, along with the committee. There will also be a cake sale and raffle tickets sold all week. Donations for the raffle and tombola stall are needed. There will also be a bouncy castle. Sharon's boys Liam and Connor have kindly offered to help on the day. Playgroup will be providing a picnic for the children. There will be races for the children during the morning, practice has already started! In the past this has been playgroup's biggest fundraiser, hopefully this will continue, however it is unlikely as much money will be raised as when it used to be held on a Sunday.</p> <p>Julia thanked everyone for their continued support.</p>	Clare
7. Learning walk/Trustee visit	<p>Jenni's report was circulated and read by all.</p> <p>It was noted that the dbs log needs to be completed. Claire needs to bring her updated dbs in and arrange to come in for her trustee visit. This was arranged for 16th July.</p>	
8. Safeguarding /health and safety information	<p>Sharon mentioned that the fence needs repair and she will speak to Mr Johnson at Margaret Wix School.</p>	Sharon
9. Any other business	<p>There was no other business to report.</p>	
10. Date of next meeting	<p>The next committee meeting will take place on Wednesday 24th October 2018 at 8 pm.</p>	