

Stoke Gabriel Pre-School

Meeting 27th April 2009 @ Walnut Tree Cottage, Blagdon

Present

Ros Morrell, Catherine Bedford, Carine Selva, Caroline Duckett, Becky Toon, Victoria Bagnall, Kirstie Vaughan, Ali Wargent, Mary Gascoyne, Allyson Mercer

Apologies

Keeley Price, Kirsten Jane, Emma Yunnie, Rebecca Gilmore

New Appointments for Pre School Committee

Becky Toon	Health and Safety Officer
Ali Wargent	Secretary (when away - job share with Mary Gascoyne)
Caroline Duckett	Procurement Officer (solely in charge of buying)

All new committee members to have CRB check - forms handed out.

Ros, Kirstie and Catherine volunteered to countersign the TMG contract which gives them authority to check official identity documents for CRB checks.

Treasurers Report

Current balance £10,500.

County came in funding over £4,700 including this months wages out.

6th May financial health check – setup a meeting after financial health check to review pre-school finances.

Ran at a loss last year and cannot continue so must establish budgets for this year.

Payscales

Discussed at great length - will decide pay increments when spoken to Charlotte Moss – Devon & County Education Advisor for recruitment and retention of staff.

Recruitment

Applicants – there were 7/8 for the Deputy Supervisor position and there were 12 for the Assistant Role.

Shortlisting has started.

Interview strategy to be discussed ie. Applicant as part of interview process to interact with some of the children.

Actions

- Parents to be notified of planned Applicant interaction with children.
- Carine to write letter
- Volunteer list of children and parents for Interview process

Interview date – Tuesday 19th May 2009

Matters Arising

- Caroline Duckett to take on funding research
- Kirstie Vaughan to email details of funding websites
- Victoria Bagnall to pass on knowledge of funding research
- Victoria Bagnall has volunteered to be Marketing and Publicity officer as part of her fundraising role
- Mary Gascoyne is to support training and development of staff
- After discussion a 09.15am Pre-School start will not work.
- Committee members to look at policy and procedures and the operational plan and the prospectus.
- Premises – a feasibility study to be taken on - into the relocation of the Pre-School.
- Health and Safety report to be done this term. Insurance and indemnity to be looked at.

Term Dates

Autumn Term	Weds 2 nd Sept 2009 Mon 26 th Oct 2009 - Fri 30 th Oct 2009 Fri 13 th Nov 2009 Fri 18 th Dec 2009	First day Half Term Staff Training Last Day
Spring Term	Tues 5 th Jan 2010 Fri 12 th Feb 2010 – Fri 19 th Feb 2010 Thurs 1 st Apr 2010	First Day Half Term Last Day
Summer Term	Tues 20 th Apr 2010 Mon 3 rd May 2010 Mon 31 st May 2010 – Fri 4 th Jun 2010 Weds 21 st Jul 2010	First Day May Day Half Term Last Day

Action

- Draft a letter to parents explaining introduction of inset dates in line with Primary School inset dates. Inset dates will be finalized and confirmed with the Primary School timetable.

- Member of staff to be “Adult” First Aid trained.
- Talk to Mrs Boot regarding a group “In house Adult” First Aid training session.

School Funding

Made aware of new hourly rate session funding changes – please refer to March 24th 09 letter from Devon County Council.

Action

- Ros to write a letter regarding funding changes.

Where fees are eligible they will increase in September 09 to £7.50.

Lunches to remain the same at £3.25.

Supervisors Report

Student Margaux will be coming into Pre-School the last 2 weeks of Summer term (6th – 17th July) to observe and gain work experience.

New children – Oscar

Issy Rowe and Lucy starting after half term.

Pre-School trip 3rd June 2009 to Butterfly Farm thanks to fundraising team. Also we will hopefully purchase a butterfly farm for the Pre-School.

Sue is acting Deputy Supervisor when Suzanne leaves.

Parent and keyworker meeting after half term.

A new fundraising petty cash box in Pre-School.

Action

- Catherine Bedford to contact planning department regarding a shed for Pre-School play equipment in the orchard play area as this is a conservation area.

Action

- Victoria Bagnall to find a piece of wood for blackboard.

Next meeting

Monday 8th June at The Castle Pub, Stoke Gabriel @ 8.00pm