

Allsorts Preschool
PGM meeting 22nd May2018

Committee & Staff Attendees: Natasha Hillier - Manager, Lisa Wells - Deputy Manager, Laura Richards, Hannah Cannell - Co-Chairs, Kristen Dudley - Fundraiser, Laura Woodford - Committee member, Will Jackson - Treasurer

Apologies: Helen Pickersgill, Charlotte Todd, Saffron Freeman - Secretary, Joaquim De Brito - Web Manager

Agenda	Owner
Welcome	

Chair Update

Love Your Preschool day - successful in the end. Lots of jobs done. Sand - bulk delivery to curb side only, will need help to shift it.

ACTION: Laura Woodford to trim the mud kitchen

ACTION: Hannah to arrange to get sun sail fixed and rung on climbing frame

ACTION: Laura Richards to paint the fence

ACTION: Hannah to order the sand and let us know when volunteers are needed to shift it

Recruitment - 3 new bank staff hired, really pleased with recruitment. Need to recruit a qualified member of staff for September.

Committee changes - Jen Dolan and Kristen Dudley stepping down from the committee. New committee members needed for September.

School lunches - going really well, 7-8 children on Wednesday and 4 on a Friday. Nice tie in to school.

Policy updates - need to make some progress on policy updates

ACTION: Laura and Hannah to consider approach and booking in an extra session with the committee for policy review

Resources list - fundraising account in a good place, staff have compiled a resources list. Kristen to try to source some items through donations, approval to go ahead and purchase all but the larger items on the resources list. May consider a case for the community association to consider.

Review of competitors - committee members have gathered information on what local providers are charging for childcare and hours of operation. Themes - those settings which are outstanding are charging more. In the main the preschool settings rated as Good in their own setting (as opposed to using the village hall) are all charging more for unfunded hours than Allsorts. Significant different in hourly rates for unfunded 2 and 3 year olds as the staff ratios required are very different. There has been no fee increase at Allsorts for 2 years and last year the cost of wage rises, autoenrollment pension and lease were absorbed.

ACTION: Consider whether fee structure needs reviewing and increasing. Decision to be made and communicated before the end of term to provide the parents with notice.

ACTION: Consider canvassing parental opinion through a parent survey

Branding - update rolled over to the next meeting. Actions rolled over:

Action: Sally & Joaquim to continue work, come back with costings, timings and visual concepts.

Action: Natasha and team to plan activities which could involve the children in developing the concept further

Hannah/
Laura

<p>Treasurers Update April - up on the year, May, June, July wages to come out and only fees from term 6 to come in. Forecasting will be £2k up by the end of the financial year. That needs to go into the reserve account. 80% of what we earn comes from the grant, need to review fees. Expenditure has been in line with other years.</p> <p>Action: Will, Natasha and Chair to look at September numbers and consider fee structure taking into account benchmarking data</p>	<p>Will</p>
<p>Completed Actions from previous meeting:</p> <ul style="list-style-type: none"> • Rocking horse on ebay • Laura to investigate whether Data Protection Officer role is needed - it isn't required, Manager of Allsorts takes the lead on data protection compliance 	
<p>Outstanding Actions</p>	
<ul style="list-style-type: none"> • Ipod to be located, include request in Villager • Holiday club will be ofsted inspected, ensure policies are up to date • Update signatories on coop account • Investigate preschool landline, benchmark BT as a provider 	<p>Hannah Natasha Will Chair</p>
<p>Fundraising update £422 from the Welly Walk, funds raised for the outdoor classroom. Thank you to all who participated.</p> <p>£329 raised at the pub quiz, well done and thanks to Laura Woodford and Kristen Dudley for arranging and running the event.</p> <p>£1181 raised through fundraising so far this year.</p> <p>Events coming up: - Brightfest 9th June 1-5pm for kidzone, Village Fete 7th July, family fun day 30th June - in the school grounds.</p> <p>Brightfest - activities - bouncy castle needs manning between 1-5pm, glitter tattoos, face painting, craft area, treasure hunt, rock painting, putty.</p> <p>ACTION: sign up sheet for volunteers to help at Brightfest to be put up on the decking after half term. Please let us know if you are available to help at all.</p>	<p>Kristen</p>

<p>Classroom update & staffing</p> <p>Mothers day - talking about being kind.</p> <p>Children loving the bluebots, communication, language, sharing, basic programming, helps all the age ranges.</p> <p>Looking at seasons. Looking for signs of spring. Visited Highlands farm. Looked at lifecycles of plants and frogs. Colour matching. Made nests for easter. Played what's in the box.</p> <p>Spring parade with easter bonnets.</p> <p>Messy play, shaving foam, sand, play dough.</p> <p>Light and dark, shadows, shape sorting, colour mixing. Made some dens. Looking at a plasma ball.</p> <p>Celebration - talking about country, made flags for st george's day, the royal wedding, talking about London.</p> <p>Animals -pet survey, made animal masks, caring for animals, did the bug hunt</p> <p>Lots of baking</p> <p>Splashed in the rain in the stream, nature walks in the school grounds.</p> <p>Looked at some phonic sounds. Rhyming words through games.</p> <p>PE in school, balancing on apparatus.</p> <p>Bodies - health visitor in to talk about dental hygiene and the importance of brushing teeth</p> <p>Coming up - after half term look at holidays, what do we take on holiday, how do we get there, where are we going, looking at other countries.</p> <p>Games week</p> <p>Transition visits for school leavers. Sports day for reception class and visits from the new reception teacher. End of term party. Trip to Sherwood Farm.</p>	<p>Natasha</p>
<p>Data Protection update</p> <p>GDPR update. Confidentiality & Client Access to Records Policy & Children's Records Policy updated and circulated for ratification. Consider introducing the Information Sharing Policy. Privacy notice for parents drafted. Need to audit practices now and review staff handbook.</p> <p>ACTION: Laura to circulate to the committee the policies and privacy notice for ratification, privacy notice to be sent out to parents asap.</p>	<p>Laura</p>

Health and Safety/Safeguarding update Safeguarding audit complete. Policy needs review. Sun cream - will trial reapplication of sun cream this term. Letter prepared to go out to parents. Accident book review - no trends, nothing to report.	Hannah/ Laura
Date of next meeting: AGM 25 th September, committee meeting 3 rd July	