

Allsorts Preschool
PGM meeting 6th March 2018

Attendees: Natasha Hillier - Manager, Lisa Wells - Deputy Manager, Lorna Gardner, Laura Richards, Hannah Cannell - Co-Chairs, Kristen Dudley, Laura Woodford - Committee member, Kim Debrito - Web Manager, Will Jackson - Treasurer, Saffron Freeman - Secretary, Sally Jackson - parent,

Apologies: Helen Pickersgill, Jen Dolan, Charlotte Todd

Agenda	Owner
Welcome	
<p>Chair Update See separate written update</p> <p>Urge everyone to get involved in Love Your Preschool day. Jobs to be emailed out and on the noticeboard, please sign up.</p> <p>Parent Survey</p> <p>18 responses back. 10 questions, 7 stayed the same. Areas for improvement - website, look at the parent information pack, it would be good to have a facebook page with updates throughout the day. Overriding deciding factor for why people send their children is the location of the preschool. The question on whether parents would be keen for their children to receive a school lunch indicates that Tuesday, Wednesday & Friday are the most popular days. One question was asked in the survey but the survey is anonymous so we cannot respond to the individual.</p> <p>Everyone would recommend the preschool, thanks for everyone who completed it and thanks to the staff, glowing comments about the welcome they give to children and parents.</p> <p>Other For transition day school will give children the option to stay for lunch.</p>	Hannah/Laura
<p>Treasurers Update</p> <p>Started year at 315k, £8k in account at the moment. Between August & November lost £6k, this term only lost about £500. Fundraising at £3,900.</p> <p>Action: Work with Natasha and look at numbers for the rest of the year to run through numbers. Will and Natasha to catch up.</p> <p>Action: Transfer more funds into the reserve account.</p> <p>Rocking horse donated by Haddon Hill Rockers who have moved away ages ago.</p> <p>Action: Sell the horse</p>	Will

Completed Actions from previous meeting:	
<ul style="list-style-type: none"> Marketing and branding work needs continuing, Kim to talk to Sally about continuing the work together or handing over Natasha and Will to liaise about Friday afternoon numbers needed for breakeven to enable decision about extending opening hours to Friday afternoon 	<p>Kim</p> <p>Natasha/Will</p>
<ul style="list-style-type: none"> Sian's dad fitting grab rails for Maeve - walls aren't strong enough, investigating equipment which would be secured through the floor Love your preschool DIY day - task list identified, urgent items are more hooks & jet washing the slide. Painting will need to wait until the spring. Need to ensure all ordered and that any painting is properly prepped, has an undercoat and sealed. DBS checks for all committee needs completing - everyone to pass on their certificates and sign for update service by Monday 20th November, Natasha to update the charities commission Draft and implement pick up procedure Set 2017-2018 budgets by September - treasurer handover complete Kristen has started to explore administering Brightwell School lunches in Allsorts. Parents would need to sign up and commit to certain days every term. Suggestion is every Wednesday and Friday. Investigate paying school directly. Email to parents to follow, review response and make decision at next meeting. Additional items for pre-school - list needed Decision needs to be made regarding petty cash, how to get this set up and managed Buy beebots - Natasha to confirm order now that we have the funds Parental engagement survey needs to be sent out twice a year, Ofsted monitor this. Consider asking about preschool lunches in the survey, Kim to look into using facebook, particularly for voting and to revive the survey monkey questionnaire, Kristen to ask Stef for details. Will to review invoices relating to the situation with vermin and ensure that they have been paid from the correct account. Will to speak to Natasha regarding children numbers to enable budget to be updated. 	<p>Natasha</p> <p>Chairs</p> <p>All Committee Members</p> <p>Natasha</p> <p>Helen/Will</p> <p>Kristen</p> <p>Natasha</p> <p>Will</p> <p>Natasha</p> <p>Kim</p> <p>Will</p> <p>Will</p>

<p>Fundraising update</p> <p>Sweet stall at Brightfest, not clear on whether we will do anything more.</p> <p>Welly Walk coming up on 18th March, please participate.</p> <p>Family fun day - 30th June. Consider inviting new joiners.</p> <p>Thank you garden party - Confirmed Friday 23rd March 1.30-2.30.</p> <p>Quiz at the Red Lion - April 30th</p>	<p>Kristen</p>
<p>Classroom update & staffing</p> <p>We have welcomed new children. Natasha talked through activities that the children have been doing. Activities around Red Riding Hood, Jack & the Beanstalk and the Gingerbread Man. Save the Children week, talked about families. Mini Professors science workshop. Pancake flipping. Outdoor activities - explored winter in the snow, ice, games. Literacy activities, speech and language - letter sounds. Health visitor visit on Tuesday 13th. Memory games. Following instructions. Some activities tailored to the older children. Farm trip on Friday. Starting to look at spring & easter. Parent information evening regarding school transitions 7.30 on 10th May, all parents welcome.</p> <p>28 children on roll at the moment, term 5 is 32.</p> <p>Preschool rules song, focus on building respect, manners & routine, tidying up, lining up, sharing - readiness for school.</p> <p>Staffing - we are about to start recruiting for bank staff. More on this to follow.</p>	<p>Natasha</p>
<p>Data Protection update</p> <p>Natasha and Sarah developing a GDPR readiness project and actions.</p> <p>ACTION: Laura to investigate whether Data Protection Officer role is needed</p>	<p>Laura</p>
<p>Health and Safety/Safeguarding update</p> <p>See Chair update.</p> <p>Safeguarding audit undertaken. Changes to policy and welcome pack being made. Policy to be ratified shortly.</p> <p>Accident book review - no trends, nothing to report.</p> <p>Policies ratified - whistleblowing, fire drill, payment policy</p>	<p>Hannah/Laura</p>
<p>Date of next meeting: Tuesday 22nd May PGM, committee meeting 24th April</p>	