**Great Gransden Pre-School Playgroup**

**Committee Meeting Minutes**

**Tuesday April 30th 2019**

8:00pm Highbury Fields, Great Gransden

1. Apologies for Absence: Ruth
2. Minutes of Last Meeting – February 26th, 2019 – Agreed & Signed
3. Matters Arising
	1. Carpets: We received the quotes from Floor Coverings, (£5219.10) the hard flooring for the main room and decided it was better than the quote from Charles Wilson in Hitchin. It will be carried out sometime in august. They need 6 – 8 weeks notice, so that they can order the materials. When taro measured up and he measured other areas and provided quotes. They Kitchen hard flooring quote £576.23; seeing as the kitchen was being redone now, we thought it would be good to get a quote. The staff room has the original blue carpet, we got a quote £670.08. These quotes are like for like. Cindy is concerned with the matting in the entrance and that it smells, taro said it was not doing its job anymore as it is so worn. He has quoted for that and the hard flooring for the entrance Matting and hard flooring £927.59 but if the only thing that needs doing is the matting, it can be broken down £329.23 + VAT. We are looking at around £400 for the entrance. The entrance smells bad. The last quote is the older blue carpet in the red room; £2170.44. That is an expense that we probably don’t need. We need to discuss the various options. Diane feels that the original £5219 for blue Room, kitchen, main room, staff room and matting need replacing. This would come to about £6715 plus VAT all in. The price might increase due to preparation work. But the entrance and blue carpet in red room do not need replacing. The current carpets are 16 years old. Discussion about what is necessary: Kitchen, entrance matting & maybe staffroom. Phil will discuss it on the budget report. ***We are proposing: main room, kitchen, staff room and entrance matting.***  We will not do red room and entrance lobby.
	2. Kitchen – Diane: we have quotes lifelong kitchen £4987.93 inclusive of VAT and instillation. With possible pipe work or tiling at the moment an extra £500 on top of the quote and they will dispose of the kitchen. Howdens quoted at £3451.26 but now down to £3054.50 includes vat but not installation. DMB Home improvements have quoted £2000 but are not VATable; they said it would take 5 – 6 days (last year they charged per man per day) – this means it may be £1800 pounds and this will include a skip. How much if we do the disposal and they haven’t replied. We suspect it won’t be more than £200 off. When they did the painting they were very good; they charged us per man and did not charge us if they were not there a full day. We felt they did not overcharge us. Overall – Howdens is still cheaper – Howdens – £3054 (March) with a discount; Lifelong £5,500. If we order through the personal account – the order would then just be delivered and DMB could install it. We want the kitchen delivered the very first week of the holiday. DMB are already booking work for July and want delivery for July 22nd. **We propose that we go with Howdens and DMB** If the discount for no skip is substantial, DES will clear if £200 pounds or more discount.

**Actions:**

- **find out how much time the carpets will take to install. (allow 3 weeks after kitchen)**

**- Book DMB for as early as possible and then buy the kitchen and organise for delivery. (allow 3 weeks for this)**

- **organise a team go go in on the 19th/20th of July to move furniture around.**

* 1. Garden: Cindy: Wild Area – A plan has been developed and shows the new mud kitchen area (instead of the pond) and a grass hill. As well as incorporating lots of nice planting for year round interest. Ideas of plants and other ideas shown. We need to find someone to do the landscaping. Grass area would mean fiddly mowing and a lot of maintenance. What is the cost? We need to speak to a landscaper and get a quote. We want a mound; wild plants/tactile; smelly and good for insects. Discussion of possible changes to the plan.

**Action: Email all parents and ask if anyone has any knowledge of creating a garden/play area.**

1. Manager’s Report (CC)
* Staffing / Recruitment:

Sam has just finished her 3 month probation and everything is fine. When she comes back Cindy needs to do an appraisal and set some targets. She is doing very well. The induction paperwork is still a work in progress. Christina, who has been volunteering, has now taken up as a casual staff member. Cindy is still waiting for her new DBS check. Cindy needs to again edit the induction paperwork; and amend it for casual staff. A HR employee (Diane’s daughter) will look through the paperwork. When Cindy looked at the employee handbook – She felt it had too much information in it; it can be edited to suit playgroup, but it takes time to produce it.

 **Action: Ask about what needs to be included in the handbook in future meeting.**

 We were unsuccessful in recruiting another person to replace Debs, Cindy mentioned trying to recruit for May but now am going to look at the numbers for next year; look at current staff; and look at possibilities with current staff. There are only 20 leavers and 35 remaining. It depends on how many children take up the 30 hours. If more children – we will to recruit again if we are unable to develop the existing staff.

**Action: Cindy to look at numbers to determine whether or not to advertise for a position**.

Viv came in to support Cindy in developing a document to assess peer on peer observations. Once finalised we will look at starting these.

* Training: Natalie and Christine are doing training Prevent & FGM training. Diane and Ronnie may need to do this training on line as they are regularly in playgroup. Basic Food Hygiene has been sorted & training with the deaf teacher to support a child.

**Action: Cindy to send the links for training to the training to Diane and Ronnie. Cindy to also show the LADO poster and Child Protection Paperwork.**

* EYA Visit: Report; Cindy has done most of the actions already from the report. Cindy will email it again and put notes on the bottom to show the actions. She is coming to visit on May 7th.
* Children / numbers: we now have 55. We had 5 new starters after Easter. 20 leaving us this year. 35 returning. Few enquiries about new starters for September. Sessions that are full are 286 compared to 246 from this time last year. 4 lunch clubs are full now. 2 afternoons are full - Fridays are full all day. We have more children doing 30 hours. We are still funding 1 session for a family. We have 44 children claiming the full 30 hours. We only have 11 fee paying – everyone else is funded. I have 1 funded 2 and 2 on EYPP. I need to prove what I am spending the EYPP money on for them. I have started a spreadsheet to account; their key person and parents and/is suggesting some ideas as well. We still have 1 Speech and Language, 1 with hearing, 1 behaviour and 1 visual impairment. Safeguarding role of the committee. The SEND toolkit still hasn’t been released so I don’t have a piece of paper for you. Last time we discussed if there were any courses. New courses won’t come out till sept. EY2 Diane is coming along slowly. I had a chat with Ronnie about their EY2 and will need to do a medical assessment. We had a Vet come to visit and work with the children. I am going to contact Mick regarding the bus; I will speak to Ed Sykes about the army vehicle to visit. One thing that came out from the Easter event. Another parent mentioned how nice it was to get together with parents and children and could we do it again in the future. In the past, we have done Tea Towels for the leavers if someone can come in and help. We have to draw pictures,

**Action: Cindy will sort the Tea Towel information out.**

 **Action: Put fundraising on the agenda for next time.**

* AOB: Easter Even: £443.79 raised this was higher than last year. It was very nice the number of staff showed up to support Cindy. And the parents that showed up to help clear the room. Trike Ride – Week beginning 20th May – we will need to think about what we will like to purchase. Children have already been giving their ideas about what they would like. Some things also need replacing. Trip: We have booked Shepreth for the 20th June – normal visit so that they can go on the soft play. 57-seater bus is £250 has been provisionally booked. Possibility of playgroup subsidising for the coach. Potentially parents just paying for the entrance fee.

**Action:** **book bus and Shepreth. PG to pay for the Bus.**

1. Treasurer’s Report (PR)

This is the end of the financial year. Within the next couple of weeks, the annual accounts should be presented by Sharon to the auditor. Normally by first week of May. Following the last meeting the revised budget (55 children) currently showing a profit between 5 – 10k for the year. We are £2261.16 pounds under budget. The only two expenditures, the property expense – pilot heating and the rubbish sack we have to pay for in advance and the education materials – nearly £500 pounds with ESPO. (blocks, water through – some of these are from funding) Findel was also fundraising cost. Having received our first summer grant income of 20k; we today have 45k in the bank and normal 10, 10 & 25 in the bank accounts. The projected income for this year is about 116k. I said at the last meeting that we should be taking the proposed work out of the current account; I still stand for that. So £7000 for carpets and £5000 for the kitchen & dishwasher, so overall about £14,000. I propose we go ahead with those and we take it out of the current account.

1. Chairman Position: Myself, Cindy and Sharon will be meeting Alison Morris (she is head of governance for the county) on 14th May. I suggest we have another meeting at the end of may to discuss the way forward. I expect Alison will tell us what the way forward are. There is a possibility of advertising the post on the Operator Trustee Bank for the NCVO.

**Action: Poppy will try to put the advertisement on this.**

1. AOB – Sand Pit – Des and Cindy to meet R Griffin to discuss a better design for the sandpit cover.

Security Lights: Tom wants to know when it needs to be done and what time? Any time after 3 but he needs to let us know he is coming.

Blinds: The cords are now coming loose; proving a hazard. Cindy has removed them.

**Next Meeting: Tuesday 4th June**