

Minutes Of Meeting 166 Of The Chelford Village Pre-school Committee

Date: 10th Sept 2007

Venue: Ivy Cottage, Mill Lane, Snelson

Present: Alistair Ardern, Hazel Ardern, LisaClift, Janet Stott, Barry Davies,
Rebecca Bradley, Jane Eastaugh

Apologies: None

1. The chairman welcomed everyone to the meeting.
2. The minutes of the last meeting were signed as an accurate record.
3. **Chairman's Report**
 - Al thanked Carl and Annette for their hard work over the past years and stated that it was a privilege and an honour to take over.
4. **Secretary's Report**
 - Janet advised that Annette was to pass on past information to her. All records are to be kept for seven years.
5. **Admissions Report**
 - Attendance good for this time of year and due to increase in October.
 - Staffing ratio reduced to match numbers attending. This is to be reviewed at the end of October.
 - The Pre-school website encouraged a visit by a new parent. This is to be fed back to Carl and Annette. **Action: Jane**
6. **Treasurer's Report**
 - Pre-school looking healthy.
 - Trustee forms to be taken to Nat West for signatories. **Action: Janet and Hazel**
 - Rent bill needed for last term. **Action: Jane**
7. **Supervisor's Report**
 - Lunchtime sessions may be brought in just before Christmas. A notice is to be put up to gauge interest.
 - Child Protection course attended by Jane and Rebecca. It is now called 'Safeguarding Children'. Rebecca is the co-ordinator and is to attend a day course. Jane has condensed the report into a one page document to be issued to all parents. Al signed the document off.
 - Play mats are to be replaced. Terry Burke to provide four blue mats.
 - New registers are to be ordered.
 - New sweatshirts to be ordered from Monkhouses. **Action: Jane to order
Hazel to collect**
 - Jane Shepley along with staff controlling the parent helper rota.

- NVQ2 student placement starting w/c 17th September for a trial period. CRB to be done. She will be working two mornings a week fully supervised at all times. A telephone reference is to be taken.

Action : Jane

- Photocopier access needed for policy copying. Website to be looked at to check if document can be accessed from there. **Action: Al**
- Hours of work to be extended to 0845-1215 if only two staff on duty. This is to be effective as from now resulting in an extra 30 mins pay.
- Hours of work versus contracted hours to be monitored.
- High Scope - five more sessions to be attended by both Jane and Rebecca.
- All equipment received from the Active Kids vouchers.
- The hall is to be redecorated. Pam to be asked if children's artwork can be displayed.
- Laura Chadwick and Janet Stott are to be relief staff. Pay to be discussed.

Action: Jane

Action : Al and Barry

- Photographer coming into Preschool Thursday 27th September

8. Fundraising

- Egerton Arms to be contacted with regards to a loyalty card scheme similar to that run by The Dog Inn.
- Promises auction to be held perhaps in March 2008. Lisa Adams to be consulted re the pros and cons involved in running her fundraising event.
- Idea suggested for a car boot to be held. To be discussed further.

Action : Hazel

Action : Hazel

9. Any Other Business

- Name badges to be obtained for staff.
- Website to be maintained by Annette Smith
- Jane to update and maintain Pre-school details all in one file as per the Ofsted report..
- Al and Janet to be CRB checked if documents held now not valid.

10. Next Meeting

- January 2008. Exact date and venue to be confirmed.