

## **Minutes of the Brant Broughton Pre-School Sub-Committee meeting, held at Brant Broughton Pre-School on Thursday, 16<sup>th</sup> August at 7.45 p.m.**

**Present:** Neal Lyon (NL) Chairman, Joules Roach (JR), Beverley Blackwell (BB) & Alex Palfrey (AP).

**Apologies:** were received from Deborah Tomblin (DT), Anthony Ward (AW), Sophie Croft (SC) and Sally Harper (SH).

### **Minutes**

The purpose of the meeting was to discuss the feasibility of updating the garden area to make it suitable for Ernest Fisher to attend pre-school. The limiting factor would be funding.

The financial forecast had been issued to all prior to the meeting, and copies were available to view. NL asked BB to clarify the situation to those present:

- Figures were better than predicted
- £2000 was received from fundraising
- £6000 more was received in funding & fees
- A surplus of £1200 had been created

Using the surplus created, provision would need to be made for:

- Paying Katy (NL advised that Katy did not wish to be paid, therefore a suitable gift would be given instead by way of a thank you for all her help)
- Possible bills from school for gate, electricity & water
- Emily's training fees, thought to be approx £200 (we should look at training & developing staff as this could help to increase our OFSTED rating to outstanding & was mentioned at the last inspection)
- Increase in redundancy provision for the year. NL suggested we could look at putting away a certain amount per month to cover this

Looking at the balance sheet, we have £8492.11 to start the year (£15,692.11 less £7200 retained to cover winding-up costs). This equates to approximately 3 months' worth of wages in hand should no other income be received.

NL advised that there were no issues with the two sets of outstanding fees & that these would be paid shortly. It was discussed that, going forward, it would help if bills could be sent out to parents promptly & we would therefore be able to issue late payment fees those who do not pay within a month. NL suggested £10 for each month late. A change to the policy would reflect this.

Looking at the balance sheet, JR asked why the BT bill had gone from approx £30 to £50 approx per month. It was thought that perhaps the end of a contract had been reached. NL would ask SC to look in to this as she was the point of contact last time.

NL proposed setting up a holiday club as a matter of urgency to bring much needed revenue in to pre-school.

- To avoid paying the higher fee to OFSTED, this would be for 6 weeks during the year (October half term, Feb Half Term, one week of Easter & three weeks of the summer hols for example) to keep under the 45-week limit
- To provide care for 3-year olds up to year 6, not necessarily BB pupils
- We would need to ascertain whether staff are happy to work extra weeks

- Weeks could be themed i.e. Halloween in October half term
- It was suggested we ask parents at the AGM if this would be something they would use
- We would need to check with school if they would allow the use of their facilities
- If at all possible the first week to run in October half term 18!

The garden project was then discussed in more detail:

- Sally & Michelle had obtained a quote of £1700 to do the necessary work on the garden
- Volunteers would be required to clear the site in preparation
- £800 had been raised by Chris & Clare Fisher at the Ceilidh
- NL had approached the Parish Council to ask that the £500 initially offered for the ramp could be re-issued to the garden project
- Ernest is eligible for DLA (disability living allowance) and therefore £615 per year is available for his chosen setting to help make adjustments to make the area safe for him. NL had asked Ernest's parents if they would be willing to nominate BB pre-school as the chosen setting. This fee wouldn't be received until March/April when Ernest would receive his 3 year old funding (it was thought) but NL proposed that this amount could be used out of pre-school funds now to get the project done, and then would be paid back in in March when received
- It was suggested that the CO-OP donation of £600 could also be put toward this project if required.

After the above discussion, NL proposed a vote as to whether the garden area project should go ahead. All four committee members present voted in favour.

It was decided that the project should be actioned as soon as possible. Volunteers would be required to clear the site before work could commence. JR would speak to Clare Fisher to ask when her army of volunteers would be available, pre-school would then appeal to other parents to ask for help once a date was decided on. If it would not be possible to do the work before the start of term we would aim to do the work over one weekend to minimise disruption to pre-school (i.e. Clear the area on Saturday for the work to be done Sunday).

There being no other matters to discuss, the meeting was adjourned at 9.15pm.