

Brant Broughton Pre-School Committee Meeting

Monday May 15th, 2017
6.00pm
Held at Brant Broughton Pre-School

Attendees: Neal Lyon (NL, Chair); Beverley Blackwell (BB, Treasurer); Deborah Tomblin (DT, Secretary); Sophie Croft (SC, committee member) Amy Smalec (AS, committee member); Sally Harper (SH, BBPS Manager);

Apologies: Stephanie Mann (SM, committee member)

Minutes

Agenda item: 1. Welcome & Apologies

Discussion: The Chair opened the meeting at 6.10pm and presented the apologies.
The Chair opened proceedings by welcoming everybody to the meeting.

Agenda item: 2. Minutes of the last meeting (08th March 2017)

Discussion:

The Minutes of the last meeting had been read by all and accepted as a true reflection of that meeting.

Proposer: SC

Seconded: AS

Agenda item: 3. Committee Management

Discussion:

A update was given on everyone's EY2 applications and everybody has now been approved and letters received.

SM - accidentally ticked the wrong box and became the nominated person for the pre-school. NL has made contact with Ofsted to correct this. NL to chase up a new code for BB to use for the tax free childcare registration.

Security Gate - The invoice has now been received from school and a cheque was passed to SH to hand over to school.

Electricity - Again the invoice has now been received and £900 has been paid as agreed with the balance to be paid by the end of the summer term.

Ground Rent - An invoice has been received for £500 and was paid in April 2017. They have kept the rent at the same amount and no further communication has been received from them in order to discussing it. But SH has been told there are not any problems or any changes but if there are then they will come back to us.

Corporation Tax - DT informed the meeting that as long as the pre-school has a charitable purpose then it does not need to pay tax, and as long as they are only making money to help the pre-school meet its aim and objectives also known as primary purpose trading then we are fine for now.

Petty Cash - SC said she would be happy to take this on. BB/SH are going to help her to begin with. Currently there is a slight difference of £20 - £30, but SH says she thinks she knows where this is. SC will do and pass records to BB.

Broadband - SC has set this all up and logins have all been uploaded up to Google Drive.

Unicom - All cancelled and payments stopped.

Invoicing - SH hopes to have this done in the first few days of returning back to pre-school after half term for term 6, she is also hoping to send out statements to everyone with outstanding fees, to enable those whose child will be leaving in July to bring their accounts up to date as much as possible.

NL mentioned to SH that he has uploaded an invoice template to the Google Drive which he hopes will make it easier for SH to do the invoicing. NL to show SH and possibly EH (Emily Harper). After SH left the meeting NL did show the template to BB to see if she thought it would work.

Pension - all fine. BB just has one more form to submit by the end of June, otherwise it is running smoothly.

New pay structure - This is now all in place, and P60's have been handed over for the tax year ending 05th April 2017.

30 Hours Funding - Comes in to place from September 2017. We need to decide as to whether we are going to offer this as a setting. Pre-school currently receives £3.82 per hour for funded places. Currently non funded people pay £3.92 per hour. It is believed the local government will be paying £3.63 per hour.

Pros - Better to offer some at the new funded rate and fill up spaces than to not offer it and have empty spaces.

It is the amount of children that we need in pre-school and not the amount of funding received that will affect things.

Adverts need to be placed in the Sandbeck and the Witham Staples, so new families coming into the area know we exist, and say that we offer the 30 hour funding if that's what we decide to do.

SH to do a letter to all parents to gauge what requirements people want from September and to see how many people would be interested in the 30 hour free funding. A poster is to be put up in pre-school to advertise the funding. SH mentioned there was a management course either this week or next where more questions could be asked regarding the funding. DT to send SH the link to the Lincolnshire government site, and people are to be directed to the HMRC site for the childcare choices site where individuals can see if they qualify.

Fees Increase - Look at other early years settings in the area and then decide what to charge come September. Currently 8.45am - 3.15pm is £25.50. AS to look at what difference settings are charging.

Action Items	Person Responsible	Deadline
Tax Free Child Care new ID code.	NL	
Petty Cash Reconciliation	SC	
New invoice template	NL/SH and EH possibly	
30 Hours funding to offer not to offer	ALL	
Advertising pre-school		
Fee increase comparison	AS	

Agenda item: 4. Fundraising

Discussion:

School Summer Fair, Silent Auction - Saturday 24th June 2017.

Letters have been sent out to outside businesses, and a good response has been received to date.

Letter to go out in children's book bags this week to ask for donations.

Places to advertise the event, Sandbeck, Beckingham Bugle, Witham Staples, BB Message. Possibly contact Lincs FM to advertise on the radio, also speak to Newark Advertiser. Speak to school to add us in to the newsletter.

Banner to be purchased to advertise events. SC to get prices. Possibly £10 - £20.

SH is updating the website with the lots available.

SC / SH - to let everyone know whenever they need help before and on the day of the event.

Halloween Disco - The village hall has provisionally been booked for 29th October 4-6pm. SC has designed a poster ready to advertise nearer the time. It is to include School age and Pre-school children. £5 per ticket (food and drink). Cake donations and tea and coffee will be available for a small fee for adults.

Christmas Cards - SC has found a company where you do the ordering online, the artwork goes home with the child, then the artwork comes back to preschool for a bulk package to be sent in. In term of fundraising the parent pays £5.50 and the pre-school will get £1.50.

Superheros - Keep Fit Sports Day - Happening this week - Tuesday 15th, Thursday 17th, and Friday 18th May..

Agenda item: 6. Pre-School Generally

Discussion:

Parish Council Meeting - NL attended the Parish Council meeting and has asked SH to print out the course information to give to Parish Council for them to issue the cheque to cover the cost of it.

Next year we need to apply for more funding from them as they will issue more if we put a good case forward. A wish list need to be made so we are ready for when the opportunity arises again. Possibly October time. Could include items such as the outdoor shed (learning cupboard). Materials for the free flow area.

SH has spoken to her brother who has suggested asked Turnbolls to contribute the wood to enable us to re do the ramp at the side of the pre-school to enable. We may need to make people aware that they have done this for us. We would then only need to pay the labour for this.

Agenda item: 7. AOB

Discussion:

Nothing else was discussed.

Agenda item: 8. Date of the Next Meeting

Monday 26th June 2017 6pm
