

Brant Broughton Pre-School Meeting

Monday November 20th, 2017
6.30pm
Held at Brant Broughton Pre-School

- Attendees:** Neal Lyon (NL, Chair); Deborah Tomblin (DT, Secretary); Anthony Ward; (Treasurer) Adam Fryer (AF committee member); Joules Roach (JR committee member); Gemma Shaw (GS, committee member)
- Apologies:** Sally Harper (SH, BBPS Manager); Alex Palfrey (AP, committee member); Sophie Croft (SC, committee member); Beverley Blackwell (BB, committee member); Tom Garford (TG committee member);

Minutes

Agenda item: 1. Welcome & Apologies

Discussion: The Chair opened the meeting at 6.37pm and presented the apologies.
The Chair opened proceedings by welcoming everybody to the meeting.

Agenda item: 2. Minutes of the last meeting (16th October 2017)

Discussion:

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

Proposer: JR

Seconded: GS

An amendment needs to be made in relation to the last set of minutes in that it should of stated that Alex Palfrey(AP) will not only be doing the banking, she will be doing the petty cash reconciliation too.

Agenda item: 3. Committee Management

Discussion:

Treasurer's Report

The current bank account has around £17,000 in it.

The reserves account has around £3,000 in it. At the next committee meeting a discussion needs to take place in regards to a reserve's policy, as ideally we need to gradually increase the amount saved in the account. NL mentioned six (6) months worth of outgoings would be a good figure.

Treasurer's Role

AW reported that the firm of accountant's who his wife works for has quoted £500 per annum to do the payroll and £1,000 per annum to do the bookkeeping. It was decided this is more than preschool can afford at the moment.

AW reported that his wife Katy Ward has volunteered to do the bookkeeping for free, from January 2018. However, the preschool would like to pay her a nominal fee for doing it, which will be decided at a later date. A vote took place with all those in attendance agreeing to this. Those for Katy Ward doing the bookkeeping were five (5), those against zero (0). It was best practice for Anthony Ward not to vote on this.

NL mentioned that we do need to have a person who is on the committee to be the reported as the Treasurer, but in name only. NL nominated AW who agreed and everyone voted in favor of this. For: five(5) - Against: zero(0).

AW also asked if we were claiming up to the £3,000 threshold for the employers national insurance. It was confirmed by JR that we were. He also asked if we claimed any Gift Aid, which all those present thought that we were not. It was suggested that we invite Katy Ward to a meeting soon in the New Year to discuss any other options where we could be saving money / claiming anything back from HMRC.

Banking

Santander need to be notified that Joules Roach (JR) and [Katy and Anthony Ward \(KW and AW\)](#)¹ need to be added as signatories to the bank account with immediate effect so that they can carry out their accounting duties. SH is to send the relevant paperwork to the bank to action this. Beverley Blackwell (BB) will need to be removed as a signatory once JR and KW have access.

Action	Person Responsible	Deadline
Reserves Account Policy	All	To be discussed at next meeting
Banking - JR and KW to be added as signatories	SH	ASAP

Preschool Building

NL reported that the preschool building is owned but the land it sits on is only leased. Ideally a long term plan needs to be put in place for a more permanent structure. Possibly looking into grants and adding funds to the reserves account.

DBS / EY2 Applications

All those that attended the meeting had submitted their applications and were awaiting the final letters to come through. Once received SH needs to have a copy for the file in preschool.

GDPR - General Data Protection Regulation

As of the 25th May 2018 new rules are coming in regarding data protection, and the preschool will need to comply.

NL attended a meeting in Lincolnshire regarding the GDPR.

An information audit needs to be carried out, and NL and SH will do this initially. We need to see what information we hold, what we still need and what can be disposed of. All the policies we hold will need to be updated

GS has volunteered to do some research into what we need to do and by when to be compliant. NL recommended for her to start by looking at the ICO website. NL will send the web links through for GS.

Data Backup / Storage

AW mentioned that if we are with BT for our broadband they offer a good package to back up to the cloud. Chris Fisher (Thomas's dad) may be able to offer advice on this as well.

Policies

These all need to be looked at and updated and ideally saved in one place. To be discussed at the next meeting.

Action	Person Responsible	Deadline
GDPR Research	GS	
Policy Updates		

Agenda item: 4. Fundraising

Fundraiser Planning

The Christmas fair will not be happening at school this year so we won't have any fundraising for December.

Parish Council - NL has submitted an application to the Parish Council for around £2,500 to have the ramp replaced/ repaired. We are awaiting to see if this has been successful.

The following ideas were put forward as possible fundraisers:

¹ Amendment (in blue) to Minutes of 20 November 2017; inclusion of Anthony Ward as signatory/account operator in his role as Treasurer. To be voted on at a committee meeting in February 2018.

- Easter Egg Hunt - NL to speak to Anna to see if the playing field committee are planning on doing this again.
- Beauty / Pamper Night - JR to look into this.
- Family Activity / Fun Day - Could be held in Brant Broughton Village Hall or The Venue Navenby. A marque may need to be borrowed from somewhere, if anyone knows of anyone who may have one it would be very helpful.
- Quiz / Old fashioned games afternoon. Possibly 4.30pm - 6.30pm
GS is going to look into a fast food (pizza, fish and chips) van attending. Bounce About may have some contact details.

All to be discussed further in January.

Agenda item: 5. AOB

Discussion:

It was agreed to raise the fees from term two, this will now happen from term three once all parents / carer's have been informed.

NL is to speak to SH regarding the opening hours and early starters.

AW spoke to Mrs Bedford regarding the gate, but school have implied they don't really see it as a problem at the moment, and you just need to pull the gate a bit as the busy light is on!

AW also spoke to Mrs Bedford regarding the Sainsbury's order, and basically school have kept the order by mistake and have used the equipment. Mrs Bedford will order a new set of kit for the preschool.

Agenda item: 6. Date of the Next Meeting

Monday 15th January 2018- 6.30pm - Brant Broughton Pre-School.
