



Attendees:	Steph Axten, Lauren Spurway (LSP), Hattie Cope, Caroline McCosh, Sanchia Davidson, Laura Stears (LST), Charlotte Gregory, Stephanie Edwards, Sue Samways		
Apologies:	None		
Date of meeting:	29/03/21	Date of minutes:	29/03/21
Re:	Committee Meeting		

Agenda Item	Item / Action Points	Action
1. Apologies	None	
2. Welcome	SA thanked all members for joining and welcomed SS to the meeting to give her input as Deputy Manager.	
3. Manager's/ Chair's Report	- SE advised that since the committee last met, one new staff member has joined the team and is settling in well, having already received some positive feedback from parents. However, one staff member has also handed in their resignation but will continue to work with the pre-school in the coming weeks. - SE spoke of how SS had been working very well so far in her role as Deputy Manager, overseeing the smooth day-to-day running of the pre-school. - SE advised that almost all funding forms and accounts for this year have been submitted, ready to be verified once they have been signed off by the accountant.	
4. OFSTED Nominees	SA confirmed that she has been accepted as the 2nd nominated person registered with OFSTED. SE remains the 1st nominated person.	

Wingrave Pre-School, Twelve Leys, Wingrave, HP22 4QG, 01296 682217

5. Constitution Review	• CM presented to the committee a redrafted version of the constitution, annotated with suggested amendments. Examples of alterations included amending all references to “playgroup” to ‘pre-school’ and bringing the ‘Aims’ and “Powers” sections more up to date and in line with the committee handbook. • Some questions were raised regarding membership and whether each family of a child attending the pre-school is entitled to a vote on issues, as a member of the pre-school. SA will check the legalities and report back to the committee. • SE suggested that there may be someone at Bucks County Council that would be able to review the amended constitution for the committee, prior to it being submitted to the Charities Commission for approval. • CM’s proposed, amended version of the constitution will be shared with the committee for approval with the meeting minutes.	SA/CM/ LSP
6. Staff visits	• The committee would like to recommence half-termly site visits to the pre-school when COVID restrictions allow. The purpose of these visits is to ensure that there is an open two-way line of communication between staff members and committee members and to allow committee members to identify any issues or concerns and feedback their experience to the rest of the committee. • CM and LST volunteered to conduct a visit during the next half term, COVID regulations permitting (date TBC). Staff will be advised of this visit beforehand.	CM/ LST
7. Breakfast/ After school club	• Following communication from Wingrave School regarding the potential delay/cancellation of the reopening of the after school club, SE advised that even in the event that they are able to open, they do not currently have the level of qualified staff required to accept pre-school children. • SE has received a request from a parent to consider reopening the breakfast club for pre-school children and their siblings only. SE suggested that this could potentially be a viable idea for at least a few days a week. SE will discuss staffing levels/ numbers etc. with SS and see if this might be possible after the Easter holidays.	SE/SS
8. Bonus	• The committee agreed to award staff members a bonus to show their appreciation for all their extremely hard work and dedication throughout a particularly difficult year. SA and SE will draft a letter of thanks to the staff advising of their bonus.	SA/SE

9. AOB	• Pre-school staff have made a request to the committee for four new iPads to replace the existing ones which are very slow. The iPads are a vital piece of equipment for the staff, allowing them to take photos while making observations of the children and upload them on to the Baby Day's system. The committee agreed to the purchase of two new iPads in the first instance, while an ongoing issue with the internet connection is looked at, to see if this might also help with the speed of the iPads. • The Football Man will be returning to pre-school after the Easter holidays, once a week, to deliver multi-sports activities for the children in the outdoor area. • CM will enquire about the possibility of hosting a village BBQ in the summer and report back to the committee. The next committee meeting will be held on 10th May 2021, at 8pm.	SA/SE/ CM
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What are the roles and responsibilities of a trustee?

NCVO outline 12 main responsibilities of a trustee:

1. Set and maintain vision, mission and values
2. Develop strategy
3. Establish and monitor policies
4. Set up employment procedures
5. Ensure compliance with governing document
6. Ensure accountability
7. Ensure compliance with the law
8. Maintain proper fiscal oversight
9. Select, manage and support the chief executive
10. Respect the role of staff
11. Maintain effective board performance
12. Promote the organisation

What are my legal responsibilities?

Being a trustee carries legal responsibilities which should be understood before taking up a position.

It is worth taking some time to understand these duties and to find out the specific situation at the organisation you are considering joining. If a charity is also a company limited by guarantee then the liabilities of a trustee, for example, are different.

Trustees are not expected to be experts in every area, even with the collective skills and experience of the board overall. They are expected to use reasonable care in their role as trustees applying their skills and experience and involving professionals where needed. The Charity Commission can offer information and advice on both best practice and legal requirements.

[Trustees' legal responsibilities and liabilities](https://reachskills.org.uk/sites/default/files/_RV_TrusteesLegalresp%2BliabilitiesOct2015.pdf)

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reachskills.org.uk