



Attendees:	Steph Edwards, Lauren Spurway(LSP), Hattie Cope, Debbie Noble, Laura Stears(LST)		
Apologies:	Caroline McCosh, Sanchia Davidson, Steph Axten		
Date of meeting:	29/03/22	Date of minutes:	29/03/22
Re:	WPS Committee Meeting		

Agenda Item	Item / Action Points	Action
1. Apologies	Caroline McCosh, Sanchia Davidson, Steph Axten	
2. Manager's Report	- SE advised the committee that the Ofsted inspection on 25/03 had gone very well. Feedback was extremely positive on all aspects. A sample report will be received within 18 days and the full report will be published in 30 days. - Two safeguarding issues have arisen this term. Both have been discussed and minuted at an exceptional committee meeting. - A positive half term other than those issues. The children were very much enjoying having the ducklings at pre-school and watching them hatch and grow.	
3. Kitchen Refurbishment/ Extension	- SE obtained a quote from Artis Property Services for the kitchen refurbishment. This is now an urgent matter as the oven is no longer working. The new kitchen will also address the lack of storage, change the hob to a safer induction one, fix several leaks and possibly remove the little-used dishwasher. This could be completed in the Easter holidays, so there would be minimal disruption to pre-school. SE's parents have kindly donated an oven with induction hob. The committee agreed that ideally at least one other quote should be obtained but due to wanting to get the work completed over the Easter holidays, this may not be possible. DN has a contact that may be willing to look over the quote and advise if it seems reasonable. If this was found to be satisfactory, the committee agreed to go ahead with the refurbishment. - SE had also obtained a quote from an architect for drawing up plans for a proposed extension. This would either be out from the front door area or from the fire exit into the outside area. The architect's plans would cost around £2000. The extension would add an extra room which could increase intake by around 10 children. Although pre-school does have a good amount of funds available currently, some additional fund-raising may be required to complete the extension.	DN
4. New committee member applications	- Following a post on a local community group advertising for a chairperson/new members, the committee received 3 expressions of interest for potential committee members: - SE had met with this applicant; however it was decided that due to the parent/non parent ratio currently being quite unbalanced on the	



	committee, this application would not be accepted. LSP to confirm in writing. 2) This applicant has some relevant experience. SE will contact to try and arrange a visit to pre-school and the committee will review at the next meeting. 3) SE to meet with this applicant on 31/03 and the committee will review application at next meeting. None of the above had expressed an interest in the Chairperson role. - SA has agreed to continue in the position of Chair for a short time to cover a handover period but will be removed from the committee no later than May half term. - DN to consider taking on the role of Chairperson and advise the committee at the next meeting. The committee discussed how since SA's resignation, some aspects of the Chairperson role had been delegated to other committee members so as to reduce the burden on the Chair.	LSP SE SE
5. Actions from previous meeting	- Safeguarding training for LST – training courses in Bucks are currently fully booked until the summer. SE may try to get a trainer to come to pre-school to conduct training for LST and the three staff members with training outstanding. SA will continue as consultant designated safeguarding officer until LST has completed the relevant training. - Survey – on hold until Ofsted report has been published. - Newsletter/communication – still to action. - Banking signatory – still to action.	SE/LST SE/LST SE/HC
6. September fees	Fees for September 2022 to be reviewed at the next committee meeting along with pay review. Committee members to research current fees of other pre-schools in the local area for comparison.	ALL
5. AOB	SE to arrange a party for staff members and their families at the Social Club to thank them for their hard work and celebrate a successful Ofsted inspection. ***The next meeting will be held on 9th May 2022, at 8pm.***	SE

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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