



Attendees:	Debbie Noble, Steph Axten, Steph Edwards, Laura Stears (LST), Lauren Spurway (LSP), Caroline McCosh		
Apologies:	Hattie Cope, Sanchia Davidson		
Date of meeting:	09/05/22	Date of minutes:	10/05/22
Re:	Committee Meeting		

Agenda Item	Item / Action Points	Action
1. Apologies	Hattie Cope, Sanchia Davidson	
2. Manager's Report	- SE updated the committee on the two safeguarding concerns raised in the last meeting. - The kitchen refit was completed during the Easter holidays and has made the kitchen much more workable for staff, with extra worksurface area and space to take their lunchbreaks. Overall, SE reported that she is very pleased with the result. - Lots of activities at pre-school this half term are based around The Queen's Jubilee, as part of the British values area of learning. Some or possibly all pre-school children have been invited to attend a picnic on 27th May with Wingrave School to celebrate the Jubilee. - Pre-school received a Good result overall following the Ofsted inspection that took place on 25/03. SE reported that the inspection itself had gone very well and was pleased with all staff performances. The points raised in the report as areas for improvement will be addressed with staff by management. A date for a staff party to celebrate the Ofsted result is still being planned.	
3. Chair confirmation/ New candidate applications	- DN confirmed as the new Chairperson. SE to complete SA's EY3 and inform Charities Commission of change of Chairperson. - SA to remain as pre-school's safeguarding lead in a consultant capacity and will support future and legacy safeguarding processes until further notice. - The committee received two applications for new committee members: - currently volunteers in pre-school. Has Early Years knowledge, although no formal qualifications. - has a wealth of experience as a psychologist and has previously worked as a Learning Support Assistant and as an Education Welfare Assistant. - The committee discussed each application. The committee acknowledged that it does not currently have the recommended 60%/40% split between pre-school parents and non-parents. However, due to a lack of applications from parents and the fact that both applicants have valuable knowledge and skills missing from the committee, both applications were accepted.	SE



	- LSP to confirm acceptance in writing to both new members, invite them to the next meeting and send details of EY2 and DBS requirements. - LSP to update and circulate list of committee contact details.	LSP LSP
4. Safeguarding update	SA updated the committee regarding the safeguarding complaint discussed at the previous meeting.	
5. September fees	The committee compared the hourly fee charged by pre-school to several other pre-schools in the surrounding area. The percentage of increase in funding from Bucks Council was also taken into consideration as a guide. The committee agreed to increase the hourly fee to £5.60ph for new joiners from September 2022. SE will investigate benefit of increasing the fees of children already attending pre-school to the same rate. Currently hourly rates remain the same for children throughout their time at pre-school.	SE
6. Staff Pay Review	The committee conducted the annual staff pay review. *****SE left the meeting*****	
7. Accounts review and sign off	The committee approved the accounts for the year ending 31st August 2021. These will now be submitted to the Charities Commission.	SE
8. Committee process, action, ideas	- The committee discussed how to streamline and simplify the decision-making process used and reduce email communication. It was decided that DN will set up a committee email address which will be used for internal email correspondence with pre-school. This will be monitored by one or two members. A committee Whats app group will then be used for decision making before sending a reply from the committee email. <u>Outstanding ideas from previous meetings</u> - Parent survey – CM has produced an updated survey following the Ofsted report. CM to send this out prior to half term and request replies be received before the next committee meeting. - Communication ideas: -Newsletter – LST still happy to action this when requested. -Whats app group – broadcast only -A board outside pre-school The committee to wait for results of the survey before deciding which if any of these to action.	
9. AOB	- Banking signatory – ongoing. To be resolved by HC and SE when HC is back from maternity leave. - CM to conduct an annual development review with SE. - The possibility of greater involvement of the Deputy Manager and other staff members in committee meetings going forward. - New starters/leavers picnic – this is something the committee would be keen to action if possible - Summer nativity – DN has suggested this to SE as due to COVID many children and parents have missed out on activities such as this.	SE/HC CM

	The next committee meeting will be held on 20th June 2022 at 8pm	
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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