



Attendees:	Debbie Noble, Hattie Cope, Stephanie Edwards, Hayley Eastwood, Olivia Barrett, Sarah Putman		
Apologies:	None		
Date of meeting:	6 th February 2023	Date of minutes:	6 th February 2023
Re:	Committee Meeting		

Agenda Item	Item / Action Points	Action
1. Welcome	DN welcomed everyone to the meeting	
2. Review of previous minutes	<u>New Candidate Applications</u> – SP now fulfilling the Officer position of Secretary, after her application was accepted by the committee. Handover completed between LSP and SP. The committee would like to extend their thanks to LSP for performing the role of Secretary over the last couple of years. <u>Safeguarding Lead</u> – HE fulfilling the position of Designated Safeguarding Lead (DSL) within the committee, meeting the desired best practice level previously agreed by the committee. <u>Handbook</u> – updated Handbook has now been circulated to all new Committee Members, forming part of their training to date. All confirmed happy with the content and that no errors/oversights have been spotted. Handbook can now be finalised. <u>Outstanding Fees</u> – Discussions had <u>Website</u> – the committee agreed that other social media campaigns (such as open an Facebook page for marketing) should take priority over a full review of the website. A bullet list of the prioritised top 10 changes will be decided between the committee, then SE will send the list SA to action. <u>SE Performance Review</u> – DN to perform these going forward. - Minutes signed off by the committee.	
3. Manager's update	- SE gave feedback on parent's evening. Pleased it was more successful than previous parent's evenings. A couple of cancellations and some no shows but otherwise very positive. - Preschool said their goodbye's to Annalisa who's last day was Thursday 2nd Feb - The interview for the new employee was discussed, with input from HC who attended the interview on behalf of the committee. - SE said the books are open for September and we need to promote the preschool to get more children attending - Communications week is coming up - Request from SE for committee members to be part of the staffing ratios on two dates to cover staff absence due to training. Dates shared. All committee members committed to checking their availability.	

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4. Safeguarding training	SE gave an overview of what safeguarding is and the best ways of communicating any issues that may arise. She gave examples of previous incidents and how they were resolved	
5. End of year accounts	- HC ran through the accounts for September '21 – August '22. - We are running at an expected loss due to the kitchen refurb - Debits are down, excluding the overdue payment - No change to wages - Accounts signed off by the committee. DN to physically sign documentation	
6. Theme action planning	<u>Marketing/advertising</u> – SP to create a Facebook page for potential parents to easily access. OB to take professional photographs, date/time to be arranged <u>HR/staff management</u> – Staff contracts need to change due to new legislation coming into play September '22 regarding holiday pay. Employee Handbook will also be reviewed in parallel. <u>Communication</u> – OB to review relevant policies for correct grammar, spelling & wording <u>Parent liason</u> – Overdue payment discussed. SE mentioned emails went out to all current parents regarding lateness, another one may need to be sent for attendance <u>Safeguarding</u> – HE to review safeguarding policies	
7. Pay rate discussion	We discussed what hours and pay the new employee would be on, which is still to be decided	
8. AOB	- SE brought to our attention that more storage is needed as soon as possible. Potentially a metal container or a log cabin (but this would need maintenance). Ideal would also be to create an outside learning space too. Budget is requested. May need to consider fundraising as an option. - The mop has broken so they need another one of those, potentially a more industrial one. Sue to have a shop around - Kitchen handle broken which Sue will fix - Are there any ways to increase income, other than increasing numbers – other preschools are charging registration fee, and deposits. To be thought about and discussed in our next meeting	
	****The next meeting will be held on Tuesday 21st March at Wingrave Preschool at 7pm ****	

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%20liabilitiesOct2015.pdf)

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