



Attendees:	Debbie Noble, Stephanie Edwards, Hattie Cope, Olivia Barrett, Sarah Putman		
Apologies:	Hayley Eastwood		
Date of meeting:	21 st March 2023	Date of minutes:	24 th March 2023
Re:	Committee Meeting		

Agenda Item	Item / Action Points	Action
1. Welcome	DN welcomed everyone to the meeting	
2. Review of previous minutes	- Accounts submitted. <u>HR/Staff management</u> – DN revised the staff contracts and employee handbook, and SE has made a few amendments. They need to be finalised by the end of May, to be issued in June, allowing staff 2-4 weeks to review and sign. <u>Safeguarding</u> – HE has all the policies which she is in the process of reviewing. <u>Communication</u> – OB to review relevant policies for correct grammar, spelling & wording; after HE has reviewed them. <u>Parent liaison</u> – Overdue payment has now been paid, without court proceedings. <u>Pay rate</u> – Staff received their letters with their new pay rate on 20th March - A new mop is still to be purchased. - The kitchen handle had a temporary fix.	DN HE OB
3. Manager's report	- SE was pleased to announce that since A left, the new outdoor learning was going very well and both practitioners and children have adapted well. - The Pre-school have been given a £1100 help of living payment, £1000 SENCO grant and a £1000 PIP payment to spend on resources for vulnerable children. A small part of this will go towards the new outside renovations. - We've had a few new enquiries – 2 children to start in April, 3 in September and 1 in January. SE confirmed 20 children will be moving up to school in September. - SE highlighted an occurrence of a data breach by using a child's name in an email regarding food tokens, but this was handled very well internally and agreed no action to be taken by the committee. - We have 1 safeguarding issue ongoing. - The government has issued a new ratio guidance which is 1:5, instead of 1:4 – it is up to each individual preschool as to whether this will be adopted.	
4. Increasing income	- Predicting a loss in the current financial year. - We got our heads together to come up with different ideas of how to increase income.	

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	SE to send draft recommendations based on the above advice to DN, to circulate to the committee for sign off. An Admissions Policy will be created.	DN/SE
5. Outdoor renovations	- SP explained the progress and gave a figure of how much the overall project would cost from the quotes obtained which was £5600. - SP to communicate with provider to see if price can be reduced. - OB to communicate with the neighbour before work starts. A letter needs to be written up and sent to the school and neighbour to show everyone is aware.	SP OB
6. Staff recruitment	4 applications received for the job vacancy but none worth pursuing. - DN to create an advert for Indeed to gain more applicants.	DN
7. Fire alarm procedure	- The fire alarm in Preschool was recently set off in error and SE explained the issues experienced with the current procedure in winter conditions. Requested permission for an adapted procedure going forward. - SE explained the lessons learnt and gave her opinion on how to do things better and we all agreed that every point was valid and to make the changes – 1) a new route is to be taken which is through the kitchen instead of the garden. 2) A key is to be cut for the school's fire marshals, so they have access to Preschool. 3) There are no smoke alarms so this needs to be investigated. 4) And the fire notice points will need to be updated.	
8. Updates by theme	<u>Marketing</u> – DN created a new poster to make it more eye catching and informative, which needs some finalising, and can then be printed and distributed onto notice boards and in venues etc. - The digital version is to be posted onto different Facebook groups	DN/SE/ HC/OB/ SP/HE
9. AOB	*Next meeting TBC*	

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)

https://reachskills.org.uk/sites/default/files/RV_TrusteesLegalresp%2BliabilitiesOct2015.pdf

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