

Brant Broughton Preschool Committee meeting

Wednesday 26th January 2022, 8pm – 9pm

Venue: Microsoft Teams

Present:

Karl Hopkinson (KH)	Chair, Voting member
Claire Pawsey (CP)	Voting Member
Elizabeth Hanger (EH)	Voting Member (minutes)
Neal Lyon (NL)	Voting Member
Kelly Clay	Parent
Lorna Spalton (LS)	Voting Member
Callum Clay (CC)	Parent
Tracey Holman (TH)	Financial support, non-voting
Lucy Hopkinson (LH)	Non-voting member (two family members present)

Meeting Quorum requirements: 5 voting members present – quorum met.

Apologies:

Name	
Sally Harper (SH)	Preschool manager
Emily Harper (Emily H)	Childcare Practitioner, non-voting
Michelle O'Reilly (MO'R)	Preschool deputy manager, Non-voting
Alex Coulthard (AC)	Voting Member
Michelle Howard (MH)	Voting Member

Item	Actions
<p style="text-align: center;">1. Membership & Apologies</p> <p>Apologies received from Alex Coulthard, Sally Harper, and Michelle Howard.</p>	None
<p style="text-align: center;">2. Minutes of previous meeting</p> <p>Minutes of the previous meeting were not discussed.</p>	
<p style="text-align: center;">3. Outstanding actions relating to the new CIO</p> <p>There are two outstanding items needing action prior to the transfer to the new CIO charity number:</p> <ul style="list-style-type: none">- Completing the inventory to allow a the transfer of assets.- Confirming a date for the transfer to take place. <p>MH reported via email prior to the meeting that the letters for staff are ready to go out, and require a date of transfer. This date to be confirmed as a date from half term.</p> <p>NL confirmed that insurance can be transferred to the new charity name, and will deal with this.</p> <p>SH noted in a email prior to the meeting that the inventory of items is to be complete in the half term holidays. As the inventory is required to complete the transfer to the new CIO, it would be beneficial if this is completed prior, so that the transfer can</p>	<p>None</p> <p>EH and LS to liaise with SH regarding having access to the building to prepare inventory.</p>

happen over the half term holidays.

EH and LS agreed to liaise with Sally to find a time where they could complete the inventory, with Sally's input. This would be best after school time, perhaps on a day where afterschool club is quiet. This should be complete by Friday 4th February to meet the timescale of transferring to the CIO over half term.

NL has started to prepare an inventory list – to be shared with EH and LS as a starting point.

Items suggested to be itemized include: uniform, laptops, tables and chairs, stationary, toys indoor/outdoor.

EH and LS to prepare a draft inventory and share with the committee prior to agreeing the asset total.

TH to scan previous bank accounts for any expenditure that could be items to include on the inventory.

Outstanding action: agree a date for the asset transfer.

4. Preschool Lease

EH shared a briefing note prior to the meeting – see end of meeting minutes.

EH shared that LCC noted during the meeting that Julie Grindley (EYS at LCC) had full admiration and praise for the provision at Brant Broughton Preschool. She praised all the staff, especially working in a small space, which was being used to its full advantage. She also praised the committee members for progressing to CIO status, and supporting the staff to provide such good provision.

Action: KH (chair) and EH (Secretary) to act as signatories on the lease. KH to send full name, address and tel to EH to include on the lease.

Action: Committee agreed that legal representation was not necessary, as the lease would be a replica of the current lease agreement, and the risk was low in comparison to the potential costs.

EH to continue on progressing the lease agreement with LCC, to be signed following change to CIO status.

There was a discussion about the issues raised by LCC at the meeting to review the lease. LCC have highlighted that buildings of this age have been known to become unusable in a very short period of time, without prior warning signs. Due to the age of the building, and risk of becoming redundant, it is unlikely that LCC will enter into a new lease agreement for a further 5 years at the end of this term, without action to renew or rebuild the premises.

Action: Following this report the committee have made the following decision:

- To ask LCC for advice on can undertake a full building survey, to give a professional view on the structure of the building. This should include giving advise on works to be undertaken over the short and long term to the building. EH to investigate this with Julie Grindley.
- To discuss the proposal to look at a feasibility study for renewing or rebuilding the premises in more detail at the next committee meeting.

<p>NL advised that some work on the premises and potential income streams was undertaken in 2018, and can be built upon.</p> <p>Action: EH to report to JG that there are funds designated for redundancy and removal of the building in the accounts, to the value of £9,200. These are set aside in the preschool savings account.</p>	
<p style="text-align: center;">5. Tracy Holman – sabbatical from financial duties</p> <p>TH reported that she will be going travelling for 3 months, likely to be April to June 2022.</p> <p>The committee agreed that this is to be taken as a sabbatical from her duties at preschool, and wished TH all the best on this fantastical opportunity. We will look forward to welcoming her back into the role on her return.</p> <p>It was agreed that TH would prepare and plan for her trip as much as possible in advance. There are three main strands to TH's work:</p> <ul style="list-style-type: none"> - Payroll - Invoicing - Payments <p>Depending on software being updated, TH can prepare the payroll in advance so that staff are paid at the same time during her absence. The committee asked TH to confirm a fair way with Preschool Staff on how to calculate additional hours during this period. Committee recommended that TH use the previous 3 month average of additional hours to work out a calculation, and pay all staff the average of their additional hours over the 3 months she is absent. This would ensure they have basic pay, and a payment for additional hours based on the previous 3 months average.</p> <p>If there is any more additional hours worked over the period of TH absence, this will be calculated and paid to staff on TH's return. SH to be consulted to confirm if there is likely to be any other additional hours to take account of in TH's calculation for the forward payroll. Any overpayment to staff using this method will be calculated and taken off future payroll runs.</p> <p>Invoicing is currently completed termly – SH could do this, but it is a big undertaking. TH can prepare this as much as possible, with the understanding that any additional payments are either added by SH, or picked up with parents on TH return.</p> <p>Payments of invoices can be made by SH, or if they can wait, by TH on return.</p> <p>In cases of emergency that a staff payment does not go through on wages, or a payment needs making urgently, SH has access to the bank to make these payments. This should be done with the prior agreement of the Chairperson (KH).</p> <p>The committee agreed that due to the additional workload this may bring SH, she has authorisation to use Beth (or other preschool staff) for additional hours to allow her time to complete these tasks in the short term.</p>	<p style="text-align: center;">ALL</p>

<p>AOB:</p> <p>It was noted that the preschool is currently at full capacity across all days. This is a huge achievement by the staff team, and the time, dedication and high standard of care that is put in by all the staff members is hugely appreciated by the Committee.</p> <p>A huge thank you for their continued hard work to Sally, Michelle, Emily and Beth.</p>	

Chairman's Signature:

Date:

26th January 2022 – prepared by Elizabeth Hanger for Brant Broughton Preschool Committee meeting.

Context

The Brant Broughton Preschool have a lease for the land that the preschool is sited on, held with Lincolnshire County Council. The current lease has expired, and we are technically 'holding over' on the land. This needs to be resolved; however the County Council have agreed that the lease should be entered into by the new CIO charity, rather than the current unincorporated Charity.

Following successful renewal of the Planning Permission in November 2021, the lease now needs to be renewed. The lease will be for the same 5 year period as the planning permission (November 2026).

The school (Mrs Bedford) have been informed that the lease will be renewed by LCC. There has been no objection to this.

Site Visit & lease renewal

Elizabeth Hanger (BB Preschool) met with Julie Grindley (LCC) and James Marshall (Kier, acting on behalf of LCC) on Monday 6th December at the preschool site, followed by a meeting at Elizabeth's home. We met Sally Harper at the site, and Sally discussed any works undertaken (roof repairs, canopy, removal of stairs at rear of site) with Julie and James.

At the meeting, Julie confirmed that LCC are happy to enter into a further lease agreement with the Preschool for a period of 5 years, at £500 per year (current rent amount).

EYCC will pick up the LCC legal fees, this is on the basis that there is no protraction that means the costs go over the expected amount usually around £1600 give or take.

The Preschool will be responsible for our own legal costs. As the lease is under 7 yrs. in length it won't need registering with the land registration.

Although there were no major concerns about the building currently, Julie explained that mobile units are becoming less desirable to the Local Authority and stronger advised the Committee to have a plan in place for the replacement/refurbishment of the building. It was advised that planning permission/lease for a further 5 years in Nov 26 would be unlikely to be granted without extensive work/replacement of the current premises.

Decisions/discussion for the Preschool Committee

- For the lease, we need to provide the names ,addresses and tel nos of 2 x signatory trustees for the lease on behalf of the charity. Committee to agree who will sign the lease.
- Decide whether we want to appoint a solicitor. When asked whether settings usually have a solicitor, the response was that 'some do, some don't'. The lease is a replica of the previous version, and therefore the risk is low. Not appointing a solicitor is the quicker and more cost effect option, and is the option taken by 'most regular tenants'.
- Discuss development of an long term plan to rebuild/renovate the existing building. This will require some technical assistance, and understanding of the land available. If the building is replaced, legally it will require a separate baby room and staff room facilities. Recommended that a action plan with timescales and resource is developed, to enable the preschool to start saving funds towards this work, and be in a position to secure funding from LCC or other funders should it become available. Feasibility study into options to be undertaken/commissioned?
- Julie picked up that the accounts did not show reserve funds in a separate restricted account. I informed her that they were, but this needs to be shown on future accounts.

- Regarding transferring assets from the current charity to the CIO, this can be done in several ways
 - Using depreciation of assets from the accounts (not available).
 - Undertaking an audit of the assets, and putting a figure in the new accounts. This could include items worth over a set amount, for example, anything valued over £100. Does not need to be completed by a 'qualified person', but should be recorded should needed. (do we have a asset register?).
- We must notify the charity commission that we are transferring assets over, and state that they will be retained for the new charity use only.