

Brant Broughton Preschool Committee
Autumn 2 Brant Broughton Pre School Committee Meeting

25th November 2020 – 8:30 – 9:30pm

Venue: remote using Zoom.

Present:

Karl Hopkinson (KH)	Acting Chair, Voting member
Sophie Croft (SC)	Voting member
Lucy Hopkinson (LP)	Voting member
Elizabeth Hanger (EH)	Voting Member (minutes)
Sally Harper (SH)	Preschool manager, non-voting
Emily Harper (Emily H)	Childcare Practitioner, non-voting
Michelle O'Reilly (MO'R)	Preschool deputy manager, Non-voting
Michelle Howard (MH)	Voting Member
Alex Palfrey (AP)	Voting Member
Lorna Spatton (LS)	Voting Member
Claire Pawsey (CP)	Voting Member
Charlotte Roe (CR)	Voting Member

Meeting Quorum requirements

Five voting members of the committee must be present

Total Number of members present	9	Quorum achieved? Minimum 5	YES
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Apologies:

Name	
Tracey Holman (TH)	Financial support, non-voting
Neal Lyon (NL)	Chair – voting member

Item	Actions
<p>1. Membership & Apologies KH welcomed everyone to the meeting, and introduced himself as a parent to 2 children at preschool, and gave a brief overview of his role as a Headteacher. KH will be taking on the role as chair permanently (as voted as the recent AGM), once NL steps down.</p> <p>Apologies were noted.</p>	None
<p>2. Minutes of previous meeting Some confusion over who has taken minutes of the last meeting (AGM). Alex was not present at the meeting (current secretary).</p>	EH to confirm with members over whether minutes were taken/recorded

<p>3. Financial report</p> <p>SH gave an update on the financial situation currently. Each month we get funding for the children who are 2yr, 3yrs, 4yrs. Changes on a monthly basis, depending on the hours that children are doing. Funding received in the pandemic was based on last year's figures, plus a top up – this has put the preschool in a positive position.</p> <p>KH asked the committee to make a decision regarding the restrictive reserved funds. Annually £1000 is moved from the accounts into a restrictive reserved funds. This would be used for redundancy etc.</p> <p>Decision: All committee members agreed for £1000 of funds to be moved into the restrictive reserved funds.</p>	<p>KH to be involved with conversations with Sally and Tracy regarding the funding received</p>
<p>4. Managers' report</p> <p>SH gave an update on the running of the preschool. She reported that she is pleased with how everything is running. The COVID-19 measures are all in place, and parents are responding positively to social distancing, and all the requests. There has been no reduction in numbers as a result of the pandemic, since Preschool has been allowed to open to all children. Current numbers are that 8 children are using the breakfast and after school club. This has been really appreciated by parents for breakfast/afterschool. KH commented that as a family where both parents are key workers, they have found this invaluable.</p> <p>Numbers of children attending in January are good – 15/16 people on most days.</p> <p>EH is looking into the canopy for the outdoor area. This will provide a cover for children whilst playing outside, as well as shielding the equipment from bird mess above. The grant application has been submitted to the Parish Council, and a decision is expected in January 2021. 3 quotes have been provided.</p>	<p>EH to provide quote information to SH.</p>
<p>5. Restrictive Reserve Funds</p> <p>Discussed at item 3</p>	<p>None</p>
<p>6. Progress with EY-2</p> <p>SH is waiting for LH's paperwork to come through – LH has recently completed.</p> <p>CP – suitable person documents has come through – to share with SH</p>	<p>CP to send paperwork to SH</p>
<p>7. Litter Pick event for Spring</p> <p>SH updated that she has applied for the Parish Council Litter Pick, and have been successful in securing funding to complete the Litter Pick. The County Council deliver all the equipment needed, and then volunteers undertake the Litter Pick, and fill bags. These are left at the side of the road for collection. The Pre School will be paid £300 for the litter pick. To take part, we arrange a time and volunteers, and then advertised around the village. A socially</p>	

<p>distanced tea/coffee/cakes provided at the village hall after the event.</p> <p>This event will need to be arranged nearer the time (Spring 2021)</p> <p>SC confirmed that she has a poster that she can easily adapt for use for the little pick.</p>	
<p>8. Planning Permission for Pre School building</p> <p>EH has had an email from LCC Planning Officer, Anne Cant, to note that the temporary planning permission for the preschool building runs out on 30th November 2021. It has been suggested that at least 3 months before this date, an application is made to LCC if we wish to retain the building. We will need to make a section 73 application to vary condition 2 of planning permission N14/1193/16 to retain the temporary classroom as pre-school facility. Anne notes "Its better is you make the application at least 3 months before the time runs out, if you let the planning permission expire a full application would be required (and that's a greater fee and you need more information)",</p> <p>EH agreed to speak with Bev Barker and Anne Cant regarding what is required to submit for the planning permission.</p>	<p>EH to follow up with Anne Cant/Bev Barker at LCC</p>
<p>9. Signage for Pre School</p> <p>SH explained that signage to the preschool, sited on the school building, is pointing in the wrong direction, and therefore directing parents in the opposite direction around the school building. Mrs Bedford agreed that the sign should be changed to prevent parents going through the area for reception/year 1. KH – has a contact for signage at school – SH to provide the details of the signage, and KH to obtain a quote. SH to provide details of design and size. It has been suggested that the existing 'Brown sign' on the High Street directing to Brant Broughton Primary School, should include the Preschool on there too. EH to investigate with LCC whether this would be possible.</p>	<p>SH to liaise with KH regarding school sign.</p> <p>EH to liaise with LCC Signs & Lines team regarding possibility of brown sign for BBPS</p>
<p>10. Fire Extinguishers & Security system.</p> <p>KH – quote for fire extinguishers has been sourced - the cost is £100 each, with a 10 year operational guarantee. Wall stand included, but BBPS requires a floor stand as the walls are not strong enough. BBPS requires 2 fire extinguishers.</p> <p><i>Decision: All Committee members agreed that the fire extinguishers are required and should be purchased.</i></p> <p>Lincoln Security – It is time to renew the existing security system. The current arrangements are that if the intruder alarm, goes off then Sally is called. Neal currently is second to be called. This has not been required in the past.</p> <p><i>Decision: The committee agreed to go with Freedom Security, due to better value for money. However, if it increases the cost more than Lincoln Security to move across to Freedom, then we will stick with Lincoln Security.</i></p>	<p>TH to purchase fire extinguishers using debit card. SH to liaise with the company to ensure correct specification.</p>

<p>11.AOB</p> <p>EH updated that the Autumn Fun Trial had been successful, and feedback from people who attended was very positive. Agreed that the event would be run again, especially now we have experience of running the event. We were restricted in what we could provide, for example, tea/coffee/cakes at the end of the trail – this should be revised for next year, if C-19 allows. Sally to confirm the final amount raised, but expected to be £250+</p> <p>KH asked if any advertising been done recently to promote the Pre School? SH advised that some facebook boosting could be done. Some posters have been printed to advertise that children can now join from 18month.</p> <p>It was agreed that all members could share promotional posts on facebook.</p>	

Chairman's Signature:

Date: