

Brant Broughton Preschool Committee meeting

18th May 2021- 8pm- 8:45pm

Venue: remote using Microsoft Teams

Present:

Karl Hopkinson (KH)	Chair, Voting member
Charlotte Roe (CR)	Voting Member
Lucy Hopkinson (LP)	Non-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
Alex Palfrey (AP)	Voting Member
Claire Pawsey (CP)	Voting Member
Neal Lyon (NL)	Voting Member
Lorna Spalton	Voting Member
Michelle Howard	Voting Member

Meeting Quorum requirements

Five voting members of the committee must be present

Total Number of members present	8	Quorum achieved? Minimum 5	YES
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Apologies:

Name	
Tracey Holman (TH)	Financial support, non-voting
Sophie Croft	Voting

Item	Actions
1. Membership & Apologies No apologies were noted	None
2. Minutes of previous meeting Agreed as an accurate record of the previous meeting	None
3. Managers' report Safeguarding training - just a couple of committee members to complete, but majority have now completed. Anyone who has not yet completed the safeguarding training, please do ASAP as it will be required by Ofsted if the setting is inspected.	
4. Transfer to COI Neal shared a presentation with the tasks remaining to complete to change over the status of the organisation to a CIO. It would be ideal if we can start as a new CIO for September to tie in with the start of the academic year. New bank account required; setting up the bank account: Tracey, Sally and Lucy to arrange to go to the Barclays Bank in Newark in Half Term to set up the account.	

<p>Transferring staff to the new charity - Michelle Howard has experience of this, and will take forward the actions to start this process.</p> <p>Gain Permissions for transfer of assets to the new charity - Neal Lyon to lead on this</p> <p>Arrange EGM- vote on dissolution and record vote - Karl Hopkinson to work with Sally to arrange this.</p> <p>Contact Early Years Alliance. The current constitution requires us to contact them with evidence of transfer plan - to be arranged following all other actions.</p> <p>Transfer assets to the new charity; will require those individuals in step 1 to organize this with the bank</p> <p>Contact Ofsted - have to de-register the current preschool and register with the new setting.</p> <p>Copy of the presentation to be circulated to the group by Neal on email- saved on sharepoint for people to view.</p> <p>Next meeting Monday 7th June to update on progress of the actions above.</p>	
<p>5. Canopy and Planning Permission</p> <p>Alex will contact Antony Ward to ask whether he is able to do a scale drawing for the proposed canopy - this will be required to check with LCC whether Planning Permission is required.</p> <p>Sally has been unable to get a revised quote and confirmation that the works can be completed from Mark Blant - Elizabeth to contact Mark for a revised quote, and ask for confirmation within the next two weeks.</p> <p>Elizabeth to progress the Planning Permission with Anne Cant at LCC.</p> <p>Once COI has been complete, then the lease can be completed (Julie Grindley is the contact at LCC).</p>	
<p>6. Litter picking</p> <ul style="list-style-type: none"> • Sunday 6th would be a good day for most people. Lorna is available to support on the Sunday. • Sophie will do a poster once the date is confirmed. • Parish Council Clark Lesley is aware that everything is in motion. • Claire will liaise with Playing Field Committee regarding the hire of the pavilion. • The bags need to be at the village hall for collection. • Further details to be circulated once everyone has responded to the dates. 	
<p><i>Next meeting Monday June 7th</i></p>	

Chairman's Signature:

Date: