

Brant Broughton Pre-School Committee Meeting

Monday September 11th, 2017

6.30pm

Held at Brant Broughton Pre-School

Attendees: Neal Lyon (NL, Chair); Beverley Blackwell (BB, Treasurer) via Skype; Deborah Tomblin (DT, Secretary); Sophie Croft (SC, committee member); Sally Harper (SH, BBPS Manager);

Apologies: Amy Smalec (AS, committee member); Stephanie Mann (SM, committee member)

Minutes

Agenda item: 1. Welcome & Apologies

Discussion: The Chair opened the meeting at 6.48pm and presented the apologies.

The Chair opened proceedings by welcoming everybody to the meeting.

Agenda item: 2. Minutes of the last meeting (03rd July 2017)

Discussion:

The Minutes of the last meeting had been read by all and accepted as a true reflection of that meeting.

Proposer: DT

Seconded: SC

Agenda item: 3. Committee Management

Discussion:

AGM

This is to take place on Tuesday 3rd October 2017 at 6.30pm in the Pre-School building.

Posters have been displayed outside the Pre-School on the A-board, and inside on the notice board. An email was sent to all parents attaching a poster advertising the meeting, and a letter with a return slip on for people to express their interest on joining the committee.

A few people have expressed some interest in joining the committee.

A report from the manager and the treasurer will be required for the meeting.

Treasurer Report

The latest reports show the nett income is £7,000 - £7,500.

NL mentioned transferring some funds to the reserves account. BB said that this was possible, but ideally we need to leave £10,000 in the current account.

Funding has arrived in the bank account of around £7,000 for funded children.

The money has arrived in the bank account for the outstanding debt of £400, where the child has graduated to school.

BB mentioned the child care voucher schemes, and that any overpayments could be carried over. SH and BB agreed to do this.

The accounts are finished (all reconciled, just need to look at accruals) for the year ending 31st August 2017, however BB would like to have one final look over them.

As the turnover is over £25,000 they need to be audited by an independent person. The deadline is the 30th June 2018. NL to speak to someone he knows to see if they would be able to do it.

SH asked BB if she could have a debit card for the bank account rather than just a cash card, as when she purchases something she always has to reimburse herself back from petty cash. An application needs to be made for another card. It was also suggested again that NL should be another authorised person on the account.

NL proposed a fee increase to £13 for half a day. Those in favour of the increase were NL, SC, BB and DT. This will happen from term two.

NL mentioned purchasing some software for the pre-school which would record the daily register, do the invoicing, and reconcile the bank. Superfox has been mentioned as one option and the other is EY Essential which we could get a discount on (this one is quoted as £295). Everybody agreed this was a great idea and should be looked into further.

Action Items	Person Responsible	Deadline
Managers and Treasurers Report	SH / BB	3rd October 2017
Independent person required to audit the accounts	NL	30th June 2018
Debit Card needed for SH	BB/SH	
Software purchase	NL/BB/SH	

Agenda item: 4. Fundraising

Discussion:

Halloween Disco

The village hall has been booked for Sunday 29th October, 4-6pm. SC to check if a stage and sound system are available.

SC has designed a poster ready to advertise the event, to be sent to the Sandbeck, Witham Staples, and Brant Broughton Messenger. SC has also designed some tickets if needed as well.

It is open to children from pre-school to age 11. It will cost £5 per ticket, which includes a hot dog and a drink. Tickets can be either purchased in advance or on the door.

NL to contact Morrisons to try and get some donations of cakes

Myrlen - may be able to get some bread rolls etc from the bakers in Welbourn.

Disco Lights / Music system - SH to speak to Chris and Linnhe Bush if they could help with this.

Face Painting / Hair Braiding will be done by - Emily Harper

Halloween Games - SH has numerous games and bits in a box.

Help will be needed from the committee, and possibly other parents, only requirement is that a DBS checked person needs to be on the door.

Children can be left but the parent / carer will need to complete a short form.

Parish Council Funding

NL has started to complete the application for this as the deadline is the 30th September. The suggestions were to ask for funding for a new disabled access ramp, replacement steps to the main door, possibly integrating a canopy / storm porch, and a canopy for one of the outdoor areas, to provide shade in the summer and shelter in the winter. Copies of the last audited accounts will need to be sent with the application. Need to mention the Equalities Act and that we are an inclusive setting.

NL has made contact with Belton Construction to come and quote.

SH had received a quote from Brett Leasing (Friend of Karen Johnson's) last November for the ramp. The quote came to £1,350 which was valid for three months. SH has emailed for an updated quote.

SH has also had a verbal quote off Mark Clarke of around £2000 for the ramp. SH emailed him to get confirmation on his quote.

Action Items	Person Responsible	Deadline
Halloween Disco Preparations	All	
Apply for Funding for Ramp to Parish Council	NL	

Agenda item: 6. Pre-School Generally

Discussion:

EYE - Contract

NL has gone through the contract and has highlighted a few areas where we might need to make some adjustments to ensure we comply.

Data Protection - A portable hard drive may need to be purchased which is to be left in the building.

Anti Bribery Policy - NL has created one of these.

All committee members need to sign the contract by the 22nd September 2017. NL, SC and DT signed at the meeting. SH will try and catch SM and AS at BBASE.

It is also hoped that if the new software is purchased (see [Item 3](#)), it will produce the reports that the council may require as a condition of the contract.

Insurance - SH mentioned she had not seen a copy of the new certificate yet.

Printers - a new printer has been purchased for Pre-School. SH will purchase one for herself to replace the one she brought in from home.

SH needs to keep passing invoices on to the Parish Council for the recent training, to be able to get the funding back from them.

Tapestry - this has been looked into by the staff and they have agreed that they do not think this will work at this setting. They are potentially looking at Class Dojo instead as an option.

Plumber and electrician - SH has found an electrician; Tom Garford the father of Harry and Ollie, who is a qualified electrician, capable of fixing the lights. He is also going to look at the plumbing that needs doing.

Action Items	Person Responsible	Deadline
EYE Contract Needs signing and sending	All	22nd September 2017
Plumber / Electrician	SH	

Agenda item: 7. AOB

Discussion:

Beverley has received an invoice from LCC for £125 for rent for the period - 17th April to 17th June 2017. A payment has already been made of £500 for the whole year. BB will call them to find out what it's for.

Agenda item: 8. Date of the Next Meeting

AGM - Tuesday 03rd October 2017 6.30pm - Refreshments will be provided.
