

# Brant Broughton Pre-School Meeting

Monday March 19th, 2018  
6.30pm  
Held at Brant Broughton Pre-School

**Attendees:** Neal Lyon (NL, Chair); Deborah Tomblin (DT, Secretary); Anthony Ward; (Treasurer); Joules Roach (JR committee member); Gemma Shaw (GS, committee member); Alex Palfrey (AP, committee member); Tom Garford (TG committee member)

**Apologies:** Sally Harper (SH, BBPS Manager); Adam Fryer (AF committee member); Sophie Croft (SC, committee member); Beverley Blackwell (BB, committee member);

## Minutes

### Agenda item: 1. Welcome & Apologies

**Discussion:** The Chair opened the meeting at 6.40pm and presented the apologies.  
The Chair opened proceedings by welcoming everybody to the meeting.

### Agenda item: 2. Minutes of the last meeting (19th February 2018)

**Discussion:**

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

Proposer: JR

Seconded: AW

### Agenda item: 3. Treasurer's Report

**Discussion:**

(a) Bank Status - BB got all the information ready that was requested by the bank for JR and Katy Ward to take in. The person in the bank put all the information together to hand over to Ben (account manager). We are still waiting to hear. BB to chase them up as she is currently the only authorised person to do so.

(b) Forecast and Fundraising

The current position shows that we are looking in the region of a £3,000 loss for the year. This does not include the funding that we are potentially going to be receiving for a 2 year old, which could help to reduce the loss significantly.

Pamper night - the amount of funds raised is approximately £570 but could be nearer £600.

GS mentioned that a lady in the village 'Penny Taylor' has offered to do a quiz night with all the proceeds going to the pre-school. We would just have to run the bar. GS will speak to her about taking her up on the offer and we will potentially aim for June time and a Friday evening.

(c) Early Starts / Breakfast Club

The discussion of opening early (8am) is still ongoing. As a decision could not be met regarding what to charge etc, the next course of action is as follows:

- ❖ GS to make some enquires regarding what other local settings charge for their breakfast clubs.
- ❖ DT to speak to school / BBASE regarding the possibility of us joining their breakfast club.

(d) Reserves Account Policy

NL has checked the insurance policy and should anything happen and we have to close we are covered up to £250,000.

NL has asked SH to get a quote from her brother for the following:

- ❖ Building around the portacabin and adding a new kitchen and office

- ❖ Removing the building and replacing with a new one at ground level so no steps / ramp required.
- ❖ Removing the building and returning it to grass.

AW is to look into the process we would need to go through to work out what funds would be needed to replace the building.

The reserve account needs to cover redundancy monies (currently £5,200) and returning the site back to grass as a minimum (awaiting quotation).

Water Rates - NL is to make contact with Mrs Bedford regarding the pre-school being charged for water. We were made aware at the last meeting by Julie Grindley that we should be paying something for this.

Action	Person Responsible	Deadline
Chase up the Santander	BB	
Speak to Mrs Bedford re Water Rates	NL	
Quiz Night	GS	
Look into what other settings charge for Breakfast club	GS	
Speak to school regarding Breakfast club / BBASE	DT	
New Build Process	AW	

#### Agenda item: 4. Policies and Procedures

##### Discussion:

NL has put all the policies and procedures that were kept in the pre-school office into one document.

SH will need to go through the document to ensure it is correct.

NL will be asking each committee member to proof read in the region of 15 pages each.

The committee are required to accept the policies. The policies were adopted by the committee with a vote of :

In favor:7 - Against:0

Action	Person Responsible	Deadline
Read though Policies and Procedures document	ALL	

#### Agenda item: 5. GDPR and Information Audit; Website

##### Discussion:

GDPR - Chris Fisher took the pre-school computer away ready to encrypt it, however he was unable to as he needed some different software so returned it. Once he has the software he will try again.

Website - NL has put together a website for the pre-school. It was put to the committee that we should purchase the domain: brantbroughtonpreschool.org.uk at a cost of £68.39 for 2 years.

A vote took place to agree to purchasing this and the results were: In favor:7 - Against:0

Action	Person Responsible	Deadline
Encryption of computer	Chris Fisher	

Purchase Domain Name	NL	
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**Agenda item:** 6. AOB

**Discussion:**

Parish Council - NL spoke to them regarding the application and why we did not get anything near the funds requested. The feedback was that they did not think our project was going to be much benefit for the wider community, and with the short term on the lease of the building they did not think we warranted that amount. A council meeting is taking place on Wednesday (22nd March) for those that have applied for the funds. NL will try and attend.

An enquiry has been made to pre-school by someone who's child has cystic fibrosis. This will mean a few changes need to be made. The main one is that the bark outside would need to be removed and replaced with a different surfacing. There are other things that will need to be considered but this is the main one. They would probably be looking at attending a day and a half week, from September but possibly earlier if something can be sorted.

NL's brother in law works for a specialist surfacing company, so he will speak to him about the different options for a replacement surface. The family of the child have offered to help with this research too, and even with some fundraising to help pay for it. Funding might not be available for this project due to the limited hours they will attend.

Co-op Community Champions - SH took a call to say they will be sending a cheque in the post for £611.

Possible other places to look to get some funds from are:

- ❖ Waitrose Community Matters(Green Tokens) JR to ask in store how we can apply.
- ❖ Morrison's - Bag pack etc - AP mentioned she knew someone who she could ask about fundraising there.
- ❖ Tesco Bags for Help - Online application

It was suggested we invite Karen Johnson to a meeting to help point us in the right direction of where grants may be available. GS said she would speak to her.

A reminder needs to be sent to parents regarding thegivingmachine website for when you shop online as this then makes a donation to the pre-school.

Action	Person Responsible	Deadline
Speak to surfacing people	NL	
Waitrose Community Matters	JR	
Morrison's Fundraising	AP	
Invite Karen Johnson to meeting	GS	

**Agenda item:** 7. Date of the Next Meeting

Monday 16th April 2018- 6.30pm - Brant Broughton Pre-School.