

Brant Broughton Preschool Committee

Brant Broughton Pre School Committee Meeting

Wednesday 27th January 2021 – 7:30 – 9pm

Venue: remote using Microsoft teams

Present:

Karl Hopkinson (KH)	In the role of Chair, Voting member
Sophie Croft (SC)	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
Neal Lyon	Official Chair, voting member
Alex Palfrey (AP)	Voting Member
Lorna Spatton (LS)	Voting Member
Claire Pawsey (CP)	Voting Member
Charlotte Roe (CR)	Voting Member
Tracy Holman	Financial Support, Non-voting

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
Michelle Howard

Minutes of previous meeting	
Apologies	
Financial report Tracy - Looked at cash flow statement. Income and expenditure. Shows a projected cash flow to the end of the year. Currently shows end of year deficit of £4,400 but funding details etc. are not accurate at this moment in time. Projecting £5,000 of funds to come in from the fees due. £1700 of that is based on additional charges from term 2. Additional charges are add ons and amendments from the previous term. Couple of hundred for the fire hydrant and alarm. Early years grants September/Oct/Nov £600 worth of top up funding. So grateful to have that in as well. Session numbers - term 3. Increase of 10% from last year.	None
Manager's report – copy included at the end of minutes. Everyone read the manager's report. LFT (lateral flow testing) starting at the end of the week. EHarper and MO'R being included and Mrs Bedford asked if SH would like to be included. Twice a week.	None
Decision Making The committee considered the need for decisions to be made between Committee Meetings. Examples were given of when there may be a need for a quick decision to be made, where there is a cost involved. Decisions are usually taken between the Chair (KH/NL) and Preschool Manager (SH), with the financial officer involved (TH). It was agreed that where the cost of the decision to be preschool is less than £200, that the Chair and preschool Manager may make the decision, approve the expenditure, and advise the committee at the next meeting. This was agreed by all committee members.	No actions Committee decision agreed.
Audit of annual accounts Charity Commission require us to submit audited annual accounts to them annually. This includes information from the AGM, such as the chairs report. The requirement is that if income if over £25k then accounts need to be audited. Previously done by Katie and Deborah. Needs to be completed by the end of June 2021. Tracy to approach Deborah to enquire whether she is able to help with this.	Action - TH
Lease and Planning Permission Planning permission for the preschool to run from a temporary building on the school site runs out in November 2021. The lease has not been renewed since 2008/2018. Likely to be tied into the planning permission, and therefore may need addressing with LCC to renew. EH advised that the Planning Permission needs to be renewed with Lincolnshire County Council, and that it has been raised with Senior Planning Officer, Anne Cant. EH to follow up with AC to determine what needs to be done.	EH to contact Senior Planning Officer, Anne Cant at LCC

<p>Grant Application The Brant Boughton and Stragglethorpe Parish Council have approved a grant of £1000 towards a covered canopy. The terms of the grant are unclear.</p> <p>EH has submitted a grant application to the LCC Community COVID grant for £500 towards the costs.</p> <p>The Committee need to consider if we have sufficient funds to put towards the remaining cost of the canopy. EH to provide a short paper for the committee to consider all the options, when we know the outcome of the COVID grant.</p> <p>The Parish Council have asked us to confirm whether we intend to claim the funding allocated last year for fixing the roof. These repairs were undertaken by volunteers, at a minimal cost to the preschool. Although we asked to reallocate the funds to help towards COVID Recovery, the request was denied by the Parish Council, and therefore we are unable to claim the grant allocated.</p>	<p>EH to follow up with Parish Council to confirm terms of grant.</p> <p>EH to provide paper on canopy for committee to consider all options.</p> <p>EH to write to PC to confirm unable to accept the grant.</p>
<p>Update on changed constitution Trustee information needs to be updated. All Trustee's to please send required personal information to Neal on email by Tuesday 2nd February.</p> <p>The Charity Commission have to to approve constitution before the changes can be made; should not be a issue as using template provided by them.</p> <p>Once agreed, there needs to be a EGM with the full membership of the Preschool for all members to agree the change over to a Charitable Incorporated Organisation. This should be prepared for March/April time.</p>	<p>NL leading.</p> <p>All committee members to send info to NL</p>
<p>Breakfast and out of school club update SH reported that both are going really well, with many parents using it September – December. From start of January, the numbers have dropped significantly. The committee discussed whether it is working financially for the Preschool to offer both clubs. It was noted that these were started to support key worker children during the pandemic, as they were unable to access the School facilities. This was always agreed as a trail, and should be regularly reviewed.</p> <p>SH agreed to survey parents to find out who intends to continue to use both breakfast and out of school club, once restrictions are lifted.</p> <p>EH asked TH to provide some financial information on the cost of breakfast/after school club, and the income being received.</p>	
<p>AOB 1. Reserves account money – designated fund account number has gone up from £8200, to £9200, currently sits in current and savings account. TH asked the committee to make a decision on whether to</p>	<p>TH to move funds into</p>

<p>make up the amount in the savings account to match the amount in the accounts of 'designated fund.'</p> <p>All committee members agreed to move £5873.57 into the savings account, to make the designated funds match the amount in the savings account.</p> <ol style="list-style-type: none"> 2. Invoicing was discussed, as the current format does not allow for a detailed breakdown on what is included on the invoice, which leads to lots of enquires to TH. Agreed that there needs more space on the invoice for Tracy to detail the extra sessions on invoices, and give more detail to parents. NL to look into this. 3. LH suggested a Easter Egg Hunt, in the similar style to the Autumn Fun Trail. Agreed to start a small group to look into delivering this. 4. National Living Wage – increasing, which will impact on Emily's wages. All staff wages to be increased to at least £8.91. Neal has produced a table showing wage increases, based on moving Emily up to living wage, +1%, and then everyone else raised in comparison to their skills set. Decision to be made on email – everyone to respond to Neal's email in the next two weeks. 5. The current closure of Preschool due to isolation requirements was discussed, in terms of repayments made to parents who have missed sessions. Committee agreed that parents who pay for the sessions will be issued with credits to use in the future. Those where the child is in full time, there needs to be a reimbursement of some sort. TH to liaise with SH on how many children this will impact, and agree with Chair on the reimbursement to be issued. The next meeting the committee will discuss writing a new policy on this, to share with parents. 6. The committee agreed that breakfast and after school club fees will not be charged to parents whilst the preschool is closed, as there is no additional cost to the preschool (staff are not paid for these hours, unless there is a need for the preschool to be open). 7. Next meeting to be held W/C 2nd March 2021. 	<p>savings account</p> <p>NL to look at invoicing template.</p>
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Manager's report January 2021

The academic year has been very challenging and January has been one of the most challenging times I have experienced as a Manager. Michelle, Emily and I are working tirelessly following government guidelines and procedures, keeping

children and families safe and in general making sure everything is ticked to a high standard.

In January the lovely Boris announced schools would close to all children except key/critical workers and vulnerable children. Early Years' settings did not have the same restrictions and all children are able to attend. With this it gives more risks having all children and staff in. At the end of January Brant Broughton Primary school will be receiving boxes of lateral flow testing kits, Michelle and Emily work at the after school club and will automatically be included in the testing. Mrs Bedford has kindly offered for me to be included in the testing which is wonderful news. This will take place twice a week and hopefully give parents reassurance when your child attends preschool.

We have welcomed lots of new faces this month and welcomed back most of our little people. We now have 19 children attending preschool which is fantastic and life in preschool is very happy place.

As you know in September we reduced the age from 2 years to 18 months and introduced a breakfast and after preschool school club, this has been beneficial to families. However, from January due to the school closure the numbers have been a lot lower and fewer children attending.

Karl kindly organised a new sign for preschool, we want to protect all families on a one way system and encourage parents to turn right and walk around the back of school to preschool, this will be also helpful for visitors. Mrs Bedford has kindly agreed for us to move the old one in a more suitable place.

Good news about the grant, Thank you to Elizabeth and all for all the hard work.

Michelle, Emily and I would like say a huge thank you for all the support over the last few months, lots go on behind the scenes and we really appreciate it.