

## Brant Broughton Preschool Committee meeting

3<sup>rd</sup> November 2021- 19:00 – 20:15

Venue: Brant Broughton Pre School

### Present:

Karl Hopkinson (KH)	Chair, Voting member
Claire Pawsey (CP)	Voting Member
Elizabeth Hanger (EH)	Voting Member (minutes)
Michelle Howard (MH)	Voting Member
Alex Coulthard (AC)	Voting Member
Neal Lyon (NL)	Voting Member
Lorna Spalton (LS)	Voting Member
Callum Clay (CC)	Parent

**Meeting Quorum requirements: 7 voting members present – quorum met.**

### Apologies:

Name	
Tracey Holman (TH)	Financial support, non-voting
Sophie Croft	Voting Member
Sally Harper (SH)	Preschool manager
Emily Harper (Emily H)	Childcare Practitioner, non-voting
Michelle O'Reilly (MO'R)	Preschool deputy manager, Non-voting
Lucy Hopkinson (LH)	Voting member
Kelly Clay	Parent

Item	Actions
<p><b>1. Membership &amp; Apologies</b></p> <p>Apologies received from Kelly Clay and Lucy Hopkinson.</p> <p>Noted that Sally, Emily and Michelle (Preschool staff) were requested not to attend the meeting, as staff salaries to be discussed on the agenda.</p>	None
<p><b>2. Minutes of previous meeting</b></p> <p>There were no actions from the last committee meeting.</p> <p>NOTE, not discussed at meeting, included for future meeting: The AGM meeting stated the following:</p> <p>The Chair and Manager report are required to be presented with the <a href="#">Trustees Annual Report</a>, to be submitted to the Charity Commission by 30<sup>th</sup> June 2022.</p> <ul style="list-style-type: none"><li>• The financial reports require an independent audit.</li><li>• There needs to be a trustee report prepared.</li></ul>	Action to be picked up at next meeting.
<p><b>3. Outstanding actions relating to the new CIO</b></p> <p>NL reported that the new bank account is now set up, and ready to be used. Prior to the charity formally beginning, the new bank account requires adequate funds to start paying for relevant items, such as insurance for the new charity, the ICO registration, and Ofsted registration.</p>	None

<p>VOTE: The Committee agreed to transfer the sum of £2000 to the new bank account, in readiness to pay for these items. All committee members voted in favour.</p> <p>The committee agreed that TH (financial support to preschool) has authorized authority to spend from this account, as required.</p> <p>NL confirmed that the <a href="#">S105 Order</a> has been received from the charity commission, which gives authorization for the existing preschool charity to transfer assets to the new CIO. Along with the current charity funds, the following assets will need to be transferred to the new CIO:</p> <ul style="list-style-type: none"> <li>- Building</li> <li>- Contents</li> <li>- Staff</li> </ul> <p>There was a discussion regarding the requirements of insurance of the CIO. It was agreed that the committee initially investigate if the current provider (The Early Years Alliance - EYA) could transfer the existing policy to the new CIO, without too much bother. AC agreed to liaise with Sally to determine if this was possible – conversation with EYA required. The exact date that the transfer will happen is currently unknown, but expected to be w/c 20<sup>th</sup> December.</p> <p>It was agreed that should the transfer of insurance not be allowable, that 3 quotes for insurance will be sourced, and the committee will review to make a decision on which to proceed with. Transfer of the existing policy is the preferred way forward.</p> <p>The step that need to be taken to transfer to the CIO are as follows:</p> <ul style="list-style-type: none"> <li>- Ofsted deregistration of current charity, and registration of new CIO – NL to liaise with Samantha at Ofsted to confirm the date for this.</li> <li>- Register with the Information Commissioning Office (ICO) – NL to arrange.</li> <li>- Staff to be TUPE over to new CIO – MH investigated what needs to be done, and will prepare letters for staff with the required information confirming they will be moved to CIO organization.</li> <li>- Insurance to be arranged – discussed above</li> <li>- Declaring and transferring the assets – this can be completed following the move to the CIO – EH to liaise with Bev Barker (LCC) on how this is undertaken. First Committee meeting in 2022 will discuss the process of this.</li> </ul> <p>There was a discussion about the ownership of the Preschool building. There is an understanding that the Preschool own the building, and the land it sits upon is leased from the County Council. Committee members recall Bev Barker discussing that there should be “Holding Trustees”<sup>1</sup> responsible for the preschool property. Trustees must lawfully instruct the Holding Trustees to transfer the property – EH to confirm with Bev the details of this, and how to progress if these people are not known/no longer contactable.</p> <p>EH will also liaise with BB (LCC) on how the early years funding paid by LCC will be paid to the new CIO – who do we need to notify?</p> <p>It was agreed that the committee/trustees should undertake GDPR training, as we register with the information Commissioning Office. CC will provide some free online training that trustees can undertake.</p>	<p>EH to ask TH to transfer £2000 into new bank account from current bank reserves.</p> <p>AC to liaise with SH regarding transferring the insurance.</p> <p>See highlighted actions.</p> <p>EH to contact Bev Barker at LCC to confirm requirement of transferring the assets, and how the accounts are transferred between the two charities (old and new).</p> <p>EH contact BB re early years funding.</p> <p>CC source GDPR training.</p> <p>KH liaise with SH regarding</p>
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<sup>1</sup> For definition, roles and responsibilities, see C7 and E10 of: [https://www.ihbc.org.uk/recent\\_papers/docs/Charity\\_Commission.pdf](https://www.ihbc.org.uk/recent_papers/docs/Charity_Commission.pdf)

<p>LS noted that we must investigate whether childcare vouchers/free hours need to be attached to the new CIO in order to be paid to the correct charity/bank account. KH to liaise with Sally on whether this is required, and what we need to do to change this over.</p>	<p>vouchers / free hours.</p>
<p><b>4. Staff wages</b></p> <p>The national minimum wage will increase to £9.50hr from 1<sup>st</sup> April 2022. This effects one staff member, who will be entitled to a wage increase.</p> <p>The committee reviewed the impact of the wage increase, on two versions of scenarios. V1 is in the increase of ~5.5% to Emily's wage £9.50hr, with an increase of ~3.5% to both Sally and Michelle to reflect the responsibilities and roles within the setting.</p> <p>V2 increased Emily's wage to £9.60hr (~6.6% increase), to reflect Emily's qualifications, which should set her above national minimum wage. This version kept the increase to Michelle and Sally at ~3.5%.</p> <p><b>VOTE:</b> The committee all voted in favour to implement V2 of projected pay costs.</p> <p><b>VOTE:</b> The committee all voted to start the increased pay for all 3 members of staff from the start of the CIO organization (expected to be 20<sup>th</sup> December 2021).</p> <p>Committee members agreed that the pay structure of the staff should be reviewed once the CIO is established, and more detailed work undertaken to consider whether the staff pay is representative of the work they undertaken, and comparable to other Early Years setting of the same size.</p> <p>CC agreed to prepare some research/case studies to show the prices of attending other local settings, which will feed into a review of Preschool fees, and staff pay. It is intended this work will be completed by the Committee, once the work on the CIO is complete, in early 2022.</p> <p>EH agreed to speak to TH to determine if there are any practical implications of asking preschool staff if they would like to receive December pay 1 week early, to ensure pay is received before Christmas. This is best practice in other organizations, and should be offered to staff if there are no practical implications or costs.</p>	<p>KH to liaise with SH to communicate committee decisions.</p>
<p><b>5. Trustees week</b></p> <p>MH informed the committee it is Trustees Week, and volunteered to put together some information about the committee that can be shared with members and on the website. This may encourage others to join the committee, and help communicate what goes on behind the scene of running the charity.</p> <p>Committee members to send information to MH if they would like to be included</p>	<p>ALL</p>
<p><b>6. AOB:</b></p> <p>Milk: The current milk supplier has stopped providing a service to preschool on a Wednesday, which is causing a problem with providing fresh milk to the children. CP agreed to liaise with SH to contact the company on behalf of the Trustees, to try and resolve the issue.</p>	<p>.</p>

<p>Autumn Fun Trail: The event was a success, and raised £305 profit. There was positive feedback received from all, and everyone enjoyed. Thank you to everyone involved.</p> <p>Planning Permission has been granted on 03/11/2021 to give permission for the building to remain on the land for a further 5 years. <a href="#">Decision notice</a> has been circulated to KH, SH and EH.</p> <p>NL handed the 'emergency key' for the preschool building, and code to access the school grounds, to LS. NL no longer lives in the village, and will be resigning from the committee shortly.</p> <p>KH thanked all for attendance and contribution and closed the meeting at 8:15</p>	

**Chairman's Signature:**



**Karl Hopkinson**

**Date:**