Ullesthorpe Pre-School Ltd
Charity No. 1112729

<u>Minutes</u>

Date: Tuesday 25th May 2021   Time: 19:30 hrs

Venue: Chequers Country Inn, Ullesthorpe

Present: Christian Bean, Ruth Thompson, Christina Mactaggart, Charlene Bird

                   Lizzie Hinde and Nicola Jenkins via telephone

1. **Apologies**

2. **Approve and sign minutes of last meeting**

3. **Matters arising from last meeting**

- Bank staff – New member of staff commenced employment on 12th April 2021

4. **Finance**

- CB has sent accounts to accountants who have published these on companies house.

- Trustee annual report completed by CB.

- Sustainability meeting highlighted some areas of attention. Committee to arrange a separate meeting to address these.

- Budgets – Bird would like to have a budget in place and to know what our minimum amount of children would be to remain sustainable

- Bank card / signatory's need updating, NJ to contact bank and amend asap. (Bank has been difficult to deal with throughout pandemic)

Equals card

- Monies have been depleted

- No password for Bird to access and unknown telephone number attached to the account

- CB to contact equals card to set up Bird as a new user.

5. Website

- Committee agreed that there is a need for a website

- Information for parents/guardians can be placed on a website as a more viewable resource such as policies and procedures, starter packs, committee minutes etc.

- All Committee members agreed that MM digital would redesign website at a cost of £200 in order to enhance its functionality and appeal to future parents/children.

6. Modulr

- An automated system that pays employees on a given day every month

- Committee felt more information was required

- CB to review

7. Card Reader

- All committee members in agreement to purchase a sum up card reader as it may make future payments more accessible and convenient as we move towards a cashless society.

8. Fundraising

- Village hall booked for Saturday 20th November 2021 for a Christmas fayre

- Bird to organise tables

- Activities to be arranged

- Other possible ideas include: - Music concert, Fashion Show, Wellie walk

- We require a lottery license at a cost of £40, then £20 per year thereafter to be able to sell raffle tickets up to a value of £25,000.

9. Matters arising from staff

- Bird is currently unable to check for payments from parents

- CB to send information via an excel spread sheet on 15th of every month

- Noodle now is a training provider which includes access for up to 90 courses at a cost of £25 per person.

- All committee members agreed that Noodle Now can be purchased for all staff.

- Staff will have access to both educare a free resource through the EYA and through Noodle now once purchased.

10. Building maintenance

- All committee agreed for a plumber to carry out necessary repairs
- LH to arrange electrician to come and quote for an additional socket to be fitted for the bug zapper as an extension lead trailing around the room was deemed as a health and safety hazard

11. AOB (Any other business) for notification

- Lease – currently ongoing Ullesthorpe School now awaiting confirmation from DfE
- Kidspace requiring a freezer in office. This was deemed as a health and safety issue due to space and overloading of electrical sockets. Request has been previously refused and reiterated by Bird to kidspace.
- Bird to check PAT testing status
- Air con requires two more quotes in order to secure funding, RT to complete application
- Bird to look into selling bookbags
- Pre-school and Ullesthorpe School are looking into connecting fire alarms in the event of a fire
- RT to purchase 4 bags of bark for garden area
- Drown prevention week in June. LH to produce a PDF document for children and parents with information regarding water safety.
- Bird to advertise ad-hoc sessions via social media, newsletters, text and noticeboard
- Potential of 20 Children starting in September
- Covid pending – coffee mornings to entice potential parents and promote the sale of bottles, bags, jumpers and t-shirts
- A new shed is required. RT to approach companies for a new shed

11. Date of next meeting

- Tuesday 15th June