



MAPLE GROVE COMMUNITY GROUP

MAPLE GROVE, MARCH, CAMBS. PE15 8JT

TEL: (01354) 660543, E-mail: office@maplegrovecommunitygroup.co.uk

MINUTES OF MANAGEMENT COMMITTEE MEETING – 6th November 2019



ATTENDING: Tina Bidwell, Lucy Neugebauer, Lucy Willmott, Jo Beckwith, Natasha Delaney, Kirsty Leet, Kirsty St John, Dawn Vidgen, Gill Thomas
New Committee Members, awaiting Ofsted clearance; Samantha Cutler, Wendy Fieldhouse

APOLOGIES: Laura Yarnell

CONFIDENTIALITY:

TB re-enforced to the new committee that everything discussed at these meetings must be kept strictly confidential. All new members signed the Privacy Notice.

MINUTES OF THE LAST MEETING AND MATTERS ARISING:

Minutes were signed as a true and accurate record, by Kirsty Leet.

APPOINTING OFFICERS / SUB COMMITTEES / SIGNING CONSTITUTION

All committee members introduced themselves. The appointing of officers were agreed as:

POSITION	NAME	PROPOSED BY	SECONDED BY
CHAIRPERSON	Kirsty Leet	Kirsty St John	Jo Beckwith
SECRETARY	Natasha Delaney	Dawn Vidgen	Jo Beckwith
TREASURER	Kirsty St John	Jo Beckwith	Dawn Vidgen
VICE CHAIR	Jo Beckwith	Kirsty St John	Lucy Willmott

WW School to be co-opted, voted by the committee all happy. The Sub Committees were also agreed with the new and existing members, and a list is attached. KL, as the chairperson, had signed the Pre-School Learning Alliance Constitution 2011 at the AGM.

POLICIES

The following policies had been sent to committee members prior to the meeting and were all agreed.

- **Management Committee Terms of Reference**
- **Child Protection***
- **Group Structure**

*It was requested by a Committee member to have a list of the acronyms definitions at the end of the policy. They also asked if a leaflet for parents /volunteers could be devised, with a shortened version, with key Designated Persons (DP) names and contact details.

MANAGERS REPORT;

The current co-hort table of children within the Group was given out to Committee.

GREEN ROOM:

All children have settled well they are full with 48 children, all coming for 5 sessions, 15 hours per week.

BLUE ROOM:

All children have settled well, they have started with more children per session than usual. There are 3 funded 2-year-old's. There will be an increase in sessions after Christmas for those children turning 3 years.

YELLOW ROOM:

All full and all the children have settled very well. There will be a small increase in sessions for children as they turn 3 after Christmas and ratios change.

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RED ROOM:

Started off very well – 6 funded 2 year olds. They have done extremely well and a difference is being seen already. There will be a couple more funded 2 year olds joining Red room in January.

THE GROVE:

Continues to be very busy, averaging 30 every morning for breakfast and 30 each afternoon. Holiday Club still experiences low numbers but as staff need to take their holidays during this time, the situation remains manageable.

STAFFING:

All teams are working well together, including our new staff who look on track to pass their probation period. Sadly however our Out of School club leader Susie has handed her resignation in and will be leaving on Friday 15th November. The advert has been out several weeks and the applications have been minimal but we have extended the deadline to Friday 8th November. Existing staff have covered the hours until Christmas.

A lunch club staff member is having an operation and will be absent from 15th November to January next year – we have managed to arrange cover with EC and office staff.

MANAGEMENT / OFFICE:

We seem to have made a better start this September as we are more organised in knowing how to get the parents on board with Tapestry and email address authorisation. Staff Supervisions are due to start after TB & MM have designated Keyworker reviews in which areas of concern can be highlighted to discuss their children. Tapestry observations are going out to parents every two weeks and we will monitor this work load for practitioners. So far Tapestry is a much more interactive system for our families and appears to be working well as most of our families have accepted the app.

FINANCE REPORT

Our first payment from Nursery Education Team (NEF) has been £125K and last year was £101 so that's very good and welcome after last year.

Budgets have all been set between LN and KSJ – Quickbooks working very well and we are now able to invoice parents directly via e-mail for pre-school and the grove, resulting in payments being made much more efficiently.

Our Early Years Advisor (EYA) is coming to speak to us before the end of term regarding our deprivation and Early Years Pupil Premium (EYPP) funding and ways in which to spend it. Nearly 40% of our children attract deprivation funding and it is very much a postcode lottery. TB's understanding of how these pots of money is spent is very limiting and frustrating. TB to feed back more after the visit of the EYA

On a positive note we are expecting an 8p an hour funding increase in April next year which is great news.

SPENDING:

The Committee were advised that a Fire Alarm sounder for outside & repairs to emergency lighting is needed. We have received a quote from our suppliers, Honeywell for £1600, including all parts and labour. The Committee agreed to the Group placing an order.

Further to ongoing problems with the Boiler/heating system we have received an estimate (for £7500K) from our existing maintenance supplier. They carried out an investigation in to our system, along with their electrician. They found a number of faults within the existing system that are causing excess energy use. They are proposing a change to the electrics of the system to simplify it. There are a number of parts that need replacing and / or installing, and the work is likely to take up to two weeks to complete.

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It will not be carried out until next year but we need to budget for it to happen to ensure the system works properly and we want to avoid a total heating failure in the future.

The Committee asked for there to be 3 quotes obtained as this was such a large amount of money to be spent.

DATE FOR NEXT MEETING(S)

Wednesday 15th January 2020 at 7.00pm Dates for meetings for the following academic year were agreed (copy distributed)

AOB

EY2 Forms and registration with Ofsted... All new committee members have to complete a DBS check for safeguarding purposes and an EY2 form which makes that person know to Ofsted. This process is under way for new members.

We will also look into online training for volunteers regarding safer recruitment.

Signed as a true record:

Date:
