



MAPLE GROVE COMMUNITY GROUP



MAPLE GROVE, MARCH, CAMBS. PE15 8JT

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

MINUTES OF MANAGEMENT COMMITTEE MEETING – 14th November 2018

ATTENDING: Tina Bidwell, Lucy Neugebauer, Lucy Willmott, Jo Beckwith, Natasha Delaney, Kirsty Leet, Kirsty St John, Dawn Vidgen,
New Committee Members, awaiting Ofsted clearance; Chris Harrold, Laura Yarnell

APOLOGIES: Gill Thomas

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	Dawn Vidgen
SECRETARY	Natasha Delaney	Kirsty St John	Dawn Vidgen
TREASURER	Kirsty St John	Dawn Vidgen	Jo Beckwith
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	Actioned by:
The following policies had been sent to committee members prior to the meeting and were all agreed. <ul style="list-style-type: none"> Management Committee Terms of Reference Group Structure 	

UPDATE ON GROUPS / STAFFING ISSUES:	Actioned:
<p>The current co-hort table of children within the Group was given out to Committee.</p> <p><u>GREEN ROOM:</u> All children have settled well they are full with 48 children, all coming for 5 sessions, 15 hours per week.</p> <p><u>BLUE ROOM:</u> All children have settled well, they have started with more pre-pre children than usual – very few pre-school children. There are 9 funded 2-year-old’s. There will be an increase in sessions after Christmas for those children turning 3 years.</p> <p><u>YELLOW ROOM:</u> 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.</p> <p><u>RED ROOM:</u> Started off with very low number of children and 3 members of staff – 5 funded 2 year olds. There will be an intake after Christmas of more funded two year olds plus an increase in sessions where possible.</p>	

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<p><u>THE GROVE:</u></p> <p>Continues to be very busy, averaging 30 every morning for breakfast and 20 plus each afternoon, we have a waiting list for new starters. Holiday Club though has had poor attendance over October half term and Christmas figures are looking a little low, so we will continue to monitor this.</p> <p><u>STAFFING:</u></p> <p>All teams have started well and are working together, including new staff who look on track to pass their probation period. We started September fully staffed, however MD has handed her notice in for Yellow room, she felt that with the changes in reporting & assessment & her age determined that this was a good time to move on. We are awaiting LG maternity response before it can be decided if we need to recruit or not.</p> <p><u>MANAGEMENT / OFFICE:</u></p> <p>We seem to have made a better start this September as we are more on the ball and know what we need to do to get the parents on board with Tapestry and email address authorisation. Staff Supervisions are due to start shortly, after time with Melissa to discuss their key children. Tapestry observations are going out to Parents every 2 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. Most of our families have accepted the app.</p>	
<p><u>FINANCE REPORT</u></p> <p>The Income forecast is looking to be a lower year this year. We have had a good uptake of the 30 hours scheme again and more funded two year olds, however the lack of pre-school children is a little concerning. This year we will be moving over to a more formal accounts processing package, due to the increase in our income last year. LN is working with the treasurer to start this.</p> <p>A quotation for additional outdoor lighting was reviewed and agreed. The matter of the foyer glass roof was discussed. The committee would like additional quotations for possible options of air-conditioning or sun-shaded glass.</p>	<p>Actioned:</p>
<p><u>DATE FOR NEXT MEETING(S)</u></p> <p>Wednesday 16th January 2019 at 7.00pm Dates for meetings for the following academic year were agreed (copy distributed)</p>	<p>Actioned by:</p>
<p><u>AOB</u></p> <p>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.</p> <p>Child Protection & Whistleblowing Policy – all committee members must be aware of some basic child protection points. The Committee were all given a copy of our current Child Protection & Whistleblowing Policy. Although the Committee will very rarely come into contact with children within the setting – they must be aware of what to do if an allegation is made against a member of staff. Telephone numbers are vital to seek further advice.</p> <p>The possibility of some bespoke training was discussed, for the roles & responsibilities of the committee, and AGM plan. TB to contact Michelle Cooper to find out further details of possible dates in January.</p>	

Signed as a true record

Dated _____ Position _____