

# Ullesthorpe Pre-School Ltd

Charity No. 1112729

## Minutes

Date: Tuesday 22<sup>nd</sup> June 2021 Time: 19:00 hrs

Venue: Chequers Country Inn, Ullesthorpe

Present: Christian Bean, Ruth Thompson, Christina Mactaggart, Lizzie Hinde and Charlene Bird

Nicola Jenkins via telephone

### **1. Apologies**

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

**–Agreed and approved by RT**

### **3. Matters arising from last meeting**

- Equal Card – CB has looked into and actioned the transfer of funds onto card in order for a card to be allocated to Bird to begin to use.
- Bank Card – NJ to contact Barclays to sort out signatories and remove Sam Robinson from the account.
- Noodle Now is paid for and set up, staff have begun to access and complete mandatory and non-mandatory courses.
- Sum up card reader purchased and awaiting delivery

### **4. Finance**

- Account looking ok
- CB to complete sustainability questions for LCC

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## 5. Staffing

- Bank member of staff will be moving away October 2021 and will no longer be able to work at Ullesthorpe Pre-school
- Due to an increase in the number of children aged 2 in September there is a need for 4-5 members of staff that are required in the room in order to remain within Ofsted ratio limits.
- It was agreed that two part time Level 3 qualified members of staff were needed to meet these requirements.
- It was also agreed that a bank member of staff was required to cover sickness and any unavoidable circumstances.
- RT to arrange advertisement of vacancies

## 6. Fundraising

- Welly walk planned for Saturday 11<sup>th</sup> September
- Bird to invite past and present children to join in to raise money for pre-school
- RT to arrange Lottery License

## 7. Matters arising from staff

- Shed – A planned day during the summer break is required to facilitate the removal of the current shed.
- A new shed is required for storage, to look into one being purchased during summer break.

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- IT, RT to compose a letter stating Sam Robinson no longer works for Ullesthorpe Pre-school and does not have permission to access our Microsoft account. RT to state Bird is now Manager and requires full Administrative access rights. Bird to contact and send letter to Microsoft Support who will hopefully help rectify this matter.
- Heating – Three quotes have now been sort, only one quote has quoted for all work that is required. This includes the removal of the old heating system, installation of new system including all plumbing and electrics at a cost of £5555 quoted by Mark Boyfield.
- However, the committee are keen to know more about warranty and servicing costs.
- Before any work is carried out funding will need to be secured and a date set when the building is not in use.
- Fridge – The fridge within the office which is currently part owned between Kidspace and Pre-school has begun to leak. RT to look into cost of a new fridge. It was agreed by the committee that a Fridge would be purchased by Ullesthorpe Pre-school.

### 10. AOB (Any other business) for notification

- AGM is to be postponed until September 2021, therefore enabling current committee and preschool staff to recruit new potential committee members.
- 22 children confirmed for September 2021

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- Proposed dates for an introductory coffee morning for new parents and children; week beginning 23<sup>rd</sup> August 2021. Covid restrictions pending.
- Cleaning to commence sometime during the week beginning 23<sup>rd</sup> August 2021 by Pre-school staff and committee
- Pre-school to reopen Tuesday 31<sup>st</sup> August 2021

## 11. Section 164

A review of wages was discussed by the committee a unanimous decision was agreed that a further wage review would take place in April 2022 for staff and that there would be no change to wages at this time.