



**GREAT GRANSDEN PRE-SCHOOL PLAYGROUP
COMMITTEE MEETING
MONDAY 23rd JANUARY 2012
8.00PM KINGSMEAD HOUSE, GREAT GRANSDEN**

MINUTES

THOSE PRESENT: Rosemary Hussain, Jo Hicks, Jeanine Kennedy, Fiona Cox, Sally Willmott, Catherine Fox, Diane Taylor, Viv Cottam, Ronnie Thornton, Sharon Peer and Liz Bull.

1. APOLOGIES
Catherine Fox, Michelle Swallow.
2. MINUTES OF PREVIOUS MEETING HELD ON 21st NOVEMBER 2011
The minutes of the previous meeting dated 21st November 2011 were agreed and signed by the Chairperson, Rosemary Hussain.
3. MATTERS ARISING FROM PREVIOUS MEETING HELD ON 21st NOVEMBER 2011
 - Catherine is now signatory of the bank account. Although Rachel has now handed over all the paperwork to Catherine, they haven't yet managed to have a handover meeting.
 - Levels of rubbish on the sports field are much better.
 - Diane sent a letter to Phil Taylor and Graham Coulson regarding the availability of toilet facilities during football matches. Paul Thomas replied and said that one of the team Managers has the Pavilion key, or people should ask at the refreshment stand.
 - The new doorbell has been fitted.
 - Michelle and Jo will take turns to attend fundraising committee meetings. A member of staff will also attend when necessary.
 - Rosemary has emailed Linda Henderson at the Cambourne Children's Centre,

but has not had a reply.

- Rosemary will speak to Jo Grace about improving links with Newton school. (RH)
- The roof space has been cleaned and now looks very smart.
- Liz will contact Tom Race to ask for advice about fitting a security light outside playgroup. Care will be taken to ensure the light does not disturb the residents opposite playgroup.
- The Christmas concert was a great success and we have received lots of positive feedback from parents.
- The parents on the committee will decide a date for the first parent's coffee morning at the Bourn coffee shop. (JH, MS, FC, JK, SW, CF)

4. TREASURER'S REPORT

Unfortunately Catherine was not able to attend the meeting due to illness. Sharon read out the up to date figures. The profit to date is £722.11, and the balance in the Santander account is £25,636.68p. Salaries will be paid next wednesday and the next grant payment is due during the first week of March. It is estimated the grant payment will be £10,228. We currently have 40 grant-funded children at playgroup. Sharon is still receiving fees for this term. She will bank £1000 tomorrow.

5. MANAGER'S REPORT

There are currently 53 children on the role at playgroup. One child has left and one more will start after half-term. Liz is receiving a steady stream of enquiries from prospective parents with children due to start in September 2012. Some have arranged to visit playgroup.

Cindy will return to work next week. Four staff need to attend a first aid course this year. This course costs £80 for 2 full days.

Liz sent a letter to parents today regarding a change to the sickness policy. Following recommendations from the Health Protection Agency, the period of exclusion following sickness or diarrhoea has been extended to 48 hours, rather than 24 hours. The policy also applies to members of staff. Rosemary needs to sign this new policy. (RH)

6. NEW LAPTOP FOR SHARON

The employer database for salaries, tax and national insurance is on Sharon's home computer. Unfortunately, Sharon's computer crashed over Christmas and she can no longer access these files. This led to problems paying the staff salaries this month and Rachel had to step in and set-up a special template late on Friday night. All these problems mean that Sharon is currently working a lot of extra hours.

As Sharon is only in playgroup on Tuesday mornings, she feels that she is

missing important correspondence that really should be dealt with straight away, rather than leaving it for a whole week. This particularly applies to grant issues which need addressing ASAP.

Liz has suggested that Sharon should have a laptop for use at home and when at playgroup. As Martin Bennett set-up the database, Sharon will ask his advice on the type of laptop she would need. Rosemary will ask Nor to research laptops and negotiate a good price. We will then decide if there are sufficient funds to purchase a laptop.

While discussing the IT at playgroup it was noted that the staff computer needs to be networked to the printer in Sharon's office, and we also need an external hard-drive for backing up all data.

7. CARPARK

The surface of the car park has deteriorated significantly and cars are now being damaged as they use the car park. Diane attended a charity meeting last week and it was stated that the car park is the responsibility of the sportsfield committee. However, the Parish Council owns the land and would therefore be liable if a car owner filed for damages. It was suggested that Rosemary should write a letter to Phil Taylor and Graham Coulson regarding the state of the car park and to ask if there are currently any plans to repair the surface. (RH) We are aware that we will have to contribute to the cost of the repairs.

8. IMPROVING OUTSIDE PORCH AREA

Viv has obtained a quote from a carpenter. It would cost £4306 to supply and fit 4 sections of softwood frames with toughened, double-glazed glass (above and below) and stain the frames. It would be slightly cheaper to use glass above and ply panels below: £3848. The committee thought that glass above and below would be more aesthetically pleasing. Using double-glazing would give us the option of completely enclosing the area with a door in the future.

Liz will ask Richard Dring for a quote. (LB) Fi will ask John Vinnell. (FC)

If we go ahead with this work, the money would have to come from the current working capital fund or the property sink fund. The current working capital fund is £15,000. This is £5000 below the optimal value of £20,000. Sharon also questioned whether the £10,000 borrowed from the savings account for the extension has ever been replenished. Sharon will check and let the committee know. (SP)

The committee thinks that running funds low would not be advisable at this time, especially if we may have to contribute to the car park repairs in the near future. Therefore, it may be best to postpone this project.

9. FEES

The discussion of fees has been brought forward this year so that Liz can advise prospective parents of the correct rate. Currently a 2.5 hour session costs £10 (£4 per hour) and lunch club costs £3.80. Although Sharon suspects the grant level from September won't change significantly, we will not know the exact figures until much nearer the time.

After much discussion it was agreed that the fees will remain at £10 per session (£4 per hour), and the fee for lunch club will increase from £3.80 to £4. This will help with administration significantly. The new rate will apply from September 2012.

Liz suggested that it would be better to discuss fees biannually, so that parents only have one increase during their child's time at playgroup. It was agreed that this would be a good solution.

10. DISCUSSION OF PAYSCALES

As the meeting was running very late, it was agreed that this item would be discussed at the beginning of the next committee meeting. Liz will be asked to arrive late on that occasion. The discussion will centre around the introduction of staff pay scales and whether our staff are paid the correct amount compared to the staff in other pre-school settings.

Rosemary will check whether Liz is paid for overtime at present. (RH)

11. AOB

There were no further items to discuss.

12. DATE OF NEXT MEETING

Rosemary will send an email regarding the date of the next meeting. (RH)

The meeting concluded at 10:25pm.