

Committee Meeting Minutes - 04.05.22

1. Present: Janet Cushing, Jonny Cooper, Tanya Nykorovych, Amy Livingston

2. Apologies: Matt Franks, Holly Ling, Lykke Hansen

3. The minutes of the last committee meeting were agreed. Agreed

4. Administrator's report discussed. Attached.

Ruth is in the process of offering places to children on the waiting list, but take-up so far has been limited. Committee and parent support is needed to get the word out and promote the Pre-School to new families. Jonny to post on Facebook and Amy to look into possibility of promotion via Stow Brothers' Instagram account following their coverage of the Summer Fair.

5. Preschool leader's report discussed. Attached.

Matt to produce new flyer - "Offering places for September 2022". Janet to share hi-res logo with Jonny. Discussed possibility of sharing Pres-School video tour directly on facebook as an embedded post - Janet to locate the file and explore this.

The committee and parents greatly look forward to the Jubilee Garden Party and thank Janet and staff for their efforts.

6. Fundraising.

The committee is busy planning the Pre-School Summer Fair, due to take place on Saturday 21st May from 11am - 2pm. Committee members, relevant Pre-school staff and additional volunteers to arrive for 10am set-up. A range of stalls and activities are planned, as follows:

Stall/Activity	Volunteer	Cost	Notes
Front of house	Ruth	£1 for adults / 50p for children	Ruth will also sell tickets for the raffle upon entry
Pre-School Information Stall	Louise / Janet	N/A	Stall to also act as 'First Aid Point' and 'Lost Children Point'
Bouncy castle	Jonny	£1 for 10 minutes	Dinosaur themed - to be set up on grass in courtyard at a suitable distance from other stalls. To follow company guidance on numbers and

			restrict to confident walkers and above.
Raffle	Jonny/Siobhan/Ruth	50p per ticket / £2 for strip of five tickets	4-5 tech gadgets acquired so far by Jonny. Siobhan is canvassing local businesses for additional items - Vino Tap has agreed to donate a voucher.
Facepainting	Jade	50p for one, £1 for three	Transfers/gems discussed as back-up.
Hook a Duck	TBC	50p	Thanks to Janet who has acquired ducks/hooks and will also supply a raised tuff tray from the Pre-School - we need a volunteer to run the stall on the day. Amy to check via the parents WhatsApp group. Small prizes needed.
Splat the Rat	Holly	50p	Small prizes needed
Photobooth	Holly	Free	
Design a badge	Holly	50p	
Decorate a biscuit	Issy	50p	
Colouring in competition	Tanya	50p	Janet to provide pencils - possibly combine with badge table. Janet to photocopy/print colouring pages. Alternative idea is to produce flags and bunting for the jubilee garden party. Prizes - possibly couple of books from V+A? Tanya to investigate.
Design your own T-shirt	Matt	£15 for children, £20 for adults	Matt to reflect on cost of adult vs child t-shirts (£15 for child - inc £5 profit for preschool)
Jumble sale	Amy	Assorted prices	Amy to reach out via WhatsApp group for contributions. To be delivered

			to the Preschool on Friday 20th May.
Cake sale	Matt + TBC	Donation	Cakes to be dropped off on Friday
Drinks	Luis	Donation	
Music area	Matt	Free	

Jonny to create a large sign for the front exterior of the Pre-School.

Ruth to arrange a float for stalls.

Matt to post the flyer on social media. Amy to explore putting copies of the flyer in local shops and for it to be featured in Stow Bros instagram stories. Amy in the process of arranging signs to be displayed advertising the fair via Stow Bros, for which the Pre-School will fundraise £10 per sign.

Committee to assess weather conditions on the day. In the event of inclement weather, fair to be held indoors and bouncy castle possibly cancelled if cable cannot be fed indoors via a window.

Janet has confirmed that the Pre-School can reimburse expenses incurred on behalf of the fair, if receipts are provided.

7. AOB. Janet and the Pre-School staff thank the committee - both for their fundraising efforts, but also for the community they are helping to create.

8. Date of next meeting: 6th July at 8pm

BUSINESS MANAGER'S REPORT 4 MAY 2022

Setting numbers:

The setting is currently full, there are twenty-eight funded 3- and 4-year-olds, one funded 2-year-old and one fee paying child on our register.

I am currently in the process of looking for two funded children to start after May half term in order to help fund an additional member of staff who will be staying with us until the end of July.

September 2022:

There are currently eight children who will be staying in September. All the other children are either leaving to start school or join a nursery attached to a school.

I am in the early stages of offering places for September, to children on the waiting list. However, a lot of the children on the waiting list are already placed at other settings or will be starting a school nursery in September. Therefore, it is important that the setting attracts more families to the waiting list.

Free Early Education Entitlement (FEEE):

The Local Authority (LA) have now confirmed that we will receive an increase of 18p per hour from £5.82 per hour to £6.00 per hour for funded two-year-olds and £5.40 per hour for funded 3- and 4-year-olds (this is an increase of 10p per hour from last year) the new funding was implemented from 19th April 2022.

The fee for fee paying children rose from £17.50 to £18.00 from 19th April and will rise by a further £2.00 to £20.00 from September 2022. This increase was necessary to cover additional staffing, PPE costs and replacement of equipment.

Waiting list numbers:

There are currently 42 children on the waiting list. The setting needs to raise the profile of the Pre-school, to attract more families to the waiting list.

Marketing:

Janet will discuss at the meeting about advertising on social media and raising the Pre-schools profile.

Summer Fete:

Thank you, Matthew, for the lovely flyer that you put together for this year's fete. I will be emailing the flyer to all families on the waiting list to invite them to attend the fete.

Review (since last Committee meeting)

Fundraising: A big thank you to the Committee for the coffee morning at the end of term. Combined with the sponsored colours day, we raised around £360. Some of this money was spent on Easter treats and replacing some broken resources; the rest will be used for summer term activities. Any remaining money will go towards new resources.

COVID and Staffing: the Preschool closed for four days in March due to staff illness/COVID. Staff absence due to illness/family circumstance remains a challenge for the Preschool. All specific COVID guidance has now been withdrawn (standard public health guidance remains in place). We hope that this, combined with the seasonal changes, might ease pressure on staff absences.

Stay and Plays: two days of stay and plays were held at the end of the half term. These were well attended and we hope that parents/families enjoyed the opportunity to come and join us for a session. Staff put some effort into preparing activities for parents to share with their children during these sessions.

Curriculum: we had two 'special' days – dressing up on World Book Day and for Colours Day. These were fun to do and the children seemed to enjoy these activities.

Forward Look (this half term):

Staffing: we are looking forward to welcoming back one member of staff following her maternity leave. She is attending some keeping-in-touch sessions this half term prior to her full return on 7th June. The staff member covering the maternity leave is staying with us until the end of the academic year. This is to provide continuity in the support for the children she is key working. Arrangements are being made to cover the additional costs of retaining this seventh staff member until the end of the year.

One staff member continues to take part in the DfE accredited early years development training; and two members of staff will be taking part in a research-based training programme, "Foundations for the Future" which is being offered by the local Teaching Schools network.

Places for Next Year: the Business Manager's report will provide further detail. We are currently expecting around 8 children to stay. We are in the process of offering out places for next academic year.

Getting Social/Promoting the Preschool: The majority of families find out about the Preschool through word of mouth. As we are currently offering places, we're asking all Committee members and parents to promote the Preschool through their social networks. We also have leaflets available, if helpful. The Preschool also has a fully public Facebook page which we update about half termly. The address is: [Handsworth Pre-School Page | Facebook](#)

We have just opened an Instagram page – [handsworthp.s_hp](#). The aim of the page is to 'have something there' if people search us up and to have something for parents/others to share. We will keep this up to date, alongside the public FB account. As Instagram is entirely open, there will be no pictures of children and the images will be largely generic. However, if parents can 'like and share' us on Facebook and Instagram, that would help us get the word out and about. I will be updating all families about Instagram, and asking that our pages are shared, over the next week or so.

Staff would also like to use the Summer Fair as an opportunity to promote the Preschool to families not yet attending. Louise has plans for a display table.

Website Update and Online Forms: The update to the website is ongoing. Following discussions, our existing website provider (Visiosoft) is undertaking the changes. We will also have a fully embedded Registration Form (in addition to the application form); and a closed staff area.

Jubilee Garden Party: all parents are invited to come into Preschool on Friday 27th May, 11.00am for a 'garden party' to celebrate the Queen's Platinum Jubilee.

Janet Cushing, Pre-School Leader

Handsworth Preschool Summer Fair - Risk Assessment

Area	Potential Hazards	Risk Factor	Actions Agreed to Minimize Risk
Entrance / Exit	Risk of injury / overcrowding	Medium	<ul style="list-style-type: none"> ● Entrance to be supervised by Ruth Mattison (or a designated substitute) at all times ● Attendees to queue for entry upon arrival along exterior wall ● Ruth Mattison to keep a tally upon arrival to allow for a reasonable estimate of numbers on site in the event of an emergency ● 2 x first aiders on site (Janet Cushing, and Louise) ● All stalls and activities to be located away from entrance/exit to avoid pinch-points
First Aid	Minor injuries – trips and falls, insect bites, dehydration / heat exhaustion, general accidents	Medium/High	<ul style="list-style-type: none"> ● Janet Cushing and Louise Paul to act as designated first aid officers ● The Pre-School Information stall to act as the designated First Aid Point (as marked on the Programme) ● First aid boxes to be located in the Preschool hall and the Church halls. ● Drinks to be provided via refreshments stall with access to tap water via the kitchen
Whole Venue	Lost children	High	<ul style="list-style-type: none"> ● Programme to make all attendees aware that children are the responsibility of their parents/carers (<u>not</u> Pre-School staff) ● Signs to be displayed around the fair (e.g. at entrance, by bouncy castle and food/drink stalls) to reiterate this messaging ● The Preschool Information Stall to act as the 'Lost Children' point (as marked on the Programme) ● Tambourine to be used to gain attention for 'Lost Children' announcements ● Front entrance/exit to be supervised at all times - no children permitted to leave the building unless accompanied by a parent/carer ● Side exit gate to be locked to avoid children wandering out onto the road (this

			gate only to be opened in event of evacuation by the assigned fire marshalls)
Fire	Burn or smoke injuries; damage to buildings and contents	Low/Medium	<ul style="list-style-type: none"> ● 2 x fire marshals (Janet Cushing and Louise Paul), to be responsible for: <ul style="list-style-type: none"> ○ Identifying where the fire extinguisher and emergency points are; ○ Keeping fire doors and emergency exits clear; ○ Ensuring these areas are kept clear in the event of an evacuation; ○ Closing doors and windows and directing people towards the assembly point (on the pavement outside the Selwyn School playground fence on the other side of Cavendish Road, directly opposite the Preschool entrance/exit) ● Information to be provided on programme regarding evacuation procedure, including designated assembly point ● Tambourine to be used to get people's attention for announcements ● Fire extinguishers available throughout the site - two in the Preschool Hall and some in the Fellowship Hall kitchen. ● Building/site plans are available in each hall ● Preschool gates to be kept clear at all times of vehicles ● No hot food to be prepared in the kitchen ● The only equipment to be used is a kettle, which has been safety-tested and will be unplugged when not in use. ● Jonny Cooper (or other committee member / Preschool staff) to notify emergency services in the event of fire

Very wet weather	Slipping over	Medium	<ul style="list-style-type: none"> All stalls and activities to be moved indoors (across Pre-School and central halls) - decision to be made at 10am on Saturday 21st May Number of activities to be reduced according to indoor space available to prevent crowding Preschool garden to be kept closed
Strong winds	Falling trees or debris; bouncy castle lifting/blowing away; flying or rolling objects (e.g. items from activities or stalls)	Low/Medium	<ul style="list-style-type: none"> Committee to monitor weather forecasts – if strong winds or gusts are likely to exceed 30mph, then event to be cancelled or postponed and parents informed via WhatsApp, Facebook and email. Bouncy castle and outside stalls to be situated as far away as practicable from trees. Bouncy castle to be anchored securely per Operator’s risk assessment
Electronics: Music System; Photo-Booth; Kettle; Bouncy Castle	Fire hazard Electrocution hazard Tripping hazard	Medium Medium Medium/High	<ul style="list-style-type: none"> Check all cables and plugs prior to event. Ensure all equipment has been recently safety-tested No exposed cables - ensure they are either securely covered or thoroughly obstructed No hot food to be prepared in the kitchen The only equipment to be used is a kettle, which has been safety-tested and will be unplugged when not in use.
Activity	Potential Hazards	Risk Factor	Actions Agreed to Minimize Risk
Bouncy Castle	Falling / tripping/ colliding with other users Inflatable not secured properly - accidents Fire hazard caused by generator and/or fuel	High	<ul style="list-style-type: none"> Operator’s risk assessment to be reviewed by committee to verify safe working practices and ensure they are adequate. The committee to ensure that the operator complies with all of the Bouncy Castle Regulations as provided by SPC – this includes anchorage, weather, damage, overcrowding, supervision, training, numbers, weight/size/age, footwear, cables, generators and fuel storage. The committee to also ensure that the operator uses ADIPS, PIPA or PUWER

			<p>inspection schemes and will review their safety certificate to check.</p> <ul style="list-style-type: none"> • The committee to request copy of operator's Public Liability Insurance • The committee to test inflatable is properly secured ahead of the start of the fair and is in good working order • Jonny Cooper to check condition of bouncy castle electronics upon arrival and at frequent intervals during the fair. • Jonny Cooper to limit number of children permitted on the bouncy castle at any one time and stipulate minimum/maximum age (i.e. confident walkers only - no young toddlers or babies) • Jonny Cooper to communicate warning system to children - any repeated misbehaviour beyond an initial warning will result in removal from the bouncy castle
Face Painting / Transfers	Allergy to paints	Medium	<ul style="list-style-type: none"> • Volunteer running stall to ask parent/carer if a child has an allergy / skin condition - if yes, to advise that if he/she proceeds it is at their individual risk • Public liability insurance provided by Pre-School
Cake and drinks stall	Food poisoning Allergic reaction Fire	Medium Medium Medium	<ul style="list-style-type: none"> • Any volunteers handling food must have access to anti-bacterial wipes and/or gel, which should be used at frequent intervals • All home-baked cakes should display potential allergens (e.g. These cakes contain egg and soya) • Fire extinguisher to be located near to coffee and tea making facilities. • No children to be permitted in the kitchen (door to be kept closed and clear signage)
Cash	Risk of theft / injury to cash collectors	Medium	<ul style="list-style-type: none"> • Cash collected at each stall to be the responsibility of the relevant volunteer • Volunteers to be encouraged to store cash in a container with a lid, and keep this out of sight / reach for duration of fair

			<ul style="list-style-type: none"> At the end of the fair, cash to be removed to secure area for counting and subsequent banking by Ruth Mattison
General stalls (tombola, raffle, jumble sale etc)	Collapsing tables Unsuitable goods	Medium Medium	<ul style="list-style-type: none"> Ensure tables are sturdy and prevent overloading. Children not permitted to sit on tables Relevant volunteers to ensure no unsuitable material for children, broken items or unsafe parts.
Hook a Duck	Slipping Injury from hooks Drowning	High Medium Low	<ul style="list-style-type: none"> Stall to be supervised at all times Volunteer in charge to demonstrate how to hook ducks sensibly and carefully Any water spillages to be mopped up promptly Raised tuff tray on stand to be used (i.e. it is not at ground level, preventing young children from falling into it)