

## 345 Committee Meeting Notes for 1 November 2017

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**Present:** Tamar Nigogossian (Chair), Wendy Patrick (Joint Co-Chair), Daniel Cohen (Joint Co-Chair), Henry Monahan (Treasurer), Nazar Chynybekov, Terrence Fitzsimmons, Susan French (Secretary)

**Staff:** Lloyd Razemba (General Manager), Sarah Matejczk (Pages Lane Preschool Deputy Manager), Donna Sandford (Springfield Preschool Manager)

**Apologies:** none

**Pages Lane 8pm. Meeting closed 10.45pm**

- |  | <b>Action</b>      |
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| <p>1. <b>Staff and Class Reps input and discussion</b></p> <p>The co-chairs had met before the meeting and agreed to rotate the chair. Wendy/Daniel would alternate as co-chair with Tamar. After some discussion, it was agreed that staff would be present for the majority of items on the agenda with any confidential items discussed towards the end of the meeting without staff present. Tamar felt it was important that the Committee had the opportunity to discuss some issues without staff present. It was also agreed that staff would be asked to provide a structured update to each meeting.</p>   | Donna/<br>Loredana |
| <p>It was agreed Donna would seek that a parent rep from SF, having produced a note setting out the key responsibilities of the role.</p>  | Donna              |
| <p>2. <b>Minutes of the last meeting held on May 4</b></p> <p>The minutes of the last meeting were not available. Susan agreed to circulate these and make them available at the next meeting.</p>   | Susan              |
| <p>3. <b>Finance Update</b></p> <p>Henry has met with Matt for a brief handover and would meet Lloyd in the coming weeks to go through financial information. Lloyd reported that he is using existing financial systems and spreadsheets until he gets to grips fully with the finances. Henry confirmed that his key role is providing oversight on reconciliations. Susan asked about financial information to the Committee and Tamar requested clearer financial information. It was agreed that once Henry and Lloyd had met, the Committee would look at what financial information they needed in order to properly oversee the finances. This was likely to include quarterly management accounts circulated in advance of meetings.</p> <p>Donna suggested that budgets should be split between settings. Lloyd explained that some budgets are central and some delegated and that it was important that he retained the flexibility to be able to move money between settings according to need. Lloyd agreed to circulate the budget.</p> | Lloyd              |

- Tamar asked how fundraised monies had been spent and Lloyd agreed to provide a list of how fundraising had been spent in the past. It was also agreed that each setting would develop a 'wishlist' of items for the fundraising committee by the next meeting, both to help with fundraising itself and provide some transparency. Lloyd confirmed that monies raised through fundraising was used solely to purchase equipment and not on routine expenditure or maintenance.
- Lloyd  
Donna/  
Loredana
- There was a discussion on the timing of the annual audit. Lloyd agreed to check when Sarah (the accountant) produced the formal accounts. These needed to be within 7 months of the end of the financial year (31 August). Lloyd and Henry would also review the terms of the engagement letter with Sarah. There was some confusion about the timing of the AGM in relation to the accounts and Tamar agreed to review this.
- Lloyd  
Lloyd/Henry  
Tamar
- Tamar raised the issue of a potential overpayment from Haringey. Lou had known about this issue but it had not been clarified whether this was an overpayment or not. Lloyd agreed to look into this.
- Lloyd
- 4. Fundraising update**
- Tamar provided an update on fundraising activities:
- Winter Fair 25/11 at the Baptist Church
  - Tea towels
  - Art Auction which had raised £1075
- Dorothy is the lead fundraiser and would attend the next meeting.
- 5. Agreement of Term Dates**
- There was a discussion about term dates, in relation to the 38 weeks funded by Haringey. It was agreed to stick with Haringey term dates though Lloyd would come back with details on inset days. Both settings would have the same inset days.
- Lloyd
- 6. Registration of Committee Members**
- Susan agreed to circulate a note setting out the information needed from each member to complete registration with Companies House and Ofsted. Henry agreed to be the nominated Ofsted rep with a DBS check. Susan would circulate a note about what was needed. This would be paid for from committee expenses.
- Susan  
Susan
- 7. Voting in new General members**
- The following members were co-opted to the committee:
- Nazar – proposed by Tamar and seconded by Wendy
  - Terrance - proposed by Tamar and seconded by Wendy
  - Dorothy - proposed by Tamar and seconded by Wendy.

Wendy would act as alternate co-chair with Daniel but otherwise act as general member.

Donna and Sarah then left the meeting.

8. **AOB**

- Susan asked about the policy on providing semi-formal feedback to parents. Lloyd  
Lloyd agreed to look at this.
- Susan asked that information about voluntary contributions is brought to the next meeting Lloyd
- Wendy asked about gift aid on direct payments. Lloyd confirmed that we do receive gift aid and this is included in the budget
- Tamar had £255 cash from the art auction and it was agreed that she could give this to the fundraisers to act as a float for the Winter Fair. Lloyd also agreed to check whether we have had the £85 refund from the gallery. Lloyd
- Lloyd agreed to circulate a pack of information to members. Lloyd

9. **Dates of next meeting**

The meeting dates were agreed as:

- January 11, 8pm Pages Lane
- March 1, 8pm Pages Lane