

345 Committee Meeting Notes for 1st December 2014

1. **Welcome**

The committee introduced themselves by name and role.

2. **Apologies for absence**

It was decided that with 50% of the committee in attendance the meeting should proceed.

3. **Late items and order of business**

None added, but see Any Other Business at end.

4. **Finance update**

The previous forecast income was £269k and expenditure was £291k giving a £22k deficit.

Revised forecast income is now £258k (the drop is due to revised fees at Springfield setting where occupancy is slightly lower than forecast due to lower pm occupancy).

The revised expenditure forecast is £267k. The relief expenditure has been reduced from £30k to £10k to bring the overall wages spend more inline with LY, there is a £2k reduction in rent payments due to TD not moving to PL until Sept and £2k has been taken from the training figure again to bring inline with LY figure. This brings the deficit down to £9,000.

Risks to forecast:

VCs still only at approx. 40%.

For T1, £10,000 has been invoiced and approx. £4,000 paid. £6,000 is still due. However, £1,200 of this won't be paid as those parents have said they can't afford it.

Some attendees at the meeting felt it was overkill to pressure parents again to pay this.

TD is at 70% capacity. And CC at 40% capacity.

There are new starters due in January for all settings. Need to review occupancy in Jan and if not full at TD need to advertise on website places are available. Only CC is currently advertising places.

There are not enough on the waiting list that are eligible to start earlier, i.e. they are too young.

There is a waiting list for September 2015 though.

If these new starters all pay their fees, then there is potential to wipe out the deficit – good news!

Re staff pay rises – the committee feel wages should rise in line with inflation and after the deficit is reduced with fee payment in January then there will be further discussion at next term's committee meeting.

Equipment budget – SF to be given £500 this year and CC and TD will be given the same amount in September when they merge.

5. Planned fees and VC increase

The committee voted to increase fees in January to £20. An email has been sent to parents informing them of this.

VCs to increase to £4.50.

6. Pages Lane (PL)

The planning hasn't come through yet.

The planning office were concerned about a potential increase in traffic, but have been assured to hear that most parents walk their children to preschool.

Now they are concerned about the increase in waste and PL to assure them that this isn't going to be a problem and there are sufficient bins etc to cope.

The works are scheduled to take 5-6 weeks and then OFSTED need 6 weeks notice to inspect.

There is plenty of time before September.

Since TD hall not being sold after all and notice hasn't been given on either TD or CC, there is the chance of staying put if PL isn't ready.

7. Manager's report

There will be an inset day on 6th January at SF for staff training.

There will need to be another next term and two at the end of the summer.

Haringey has visited as part of the Quality Assurance Scheme. This is looks good to OFSTED.

There were no issues raised from the manager's meeting.

Lou has been on an Employment Law Course

Lou talking to NowPensions, who have been recommended. The threshold is around £8,000 - but staff will receive info on this in the next 6 months. Our staging date to start Auto-enrolment is in October 2015.

Lou has also been on a marketing course as PL will need to be heavily promoted.

The staff Christmas party is this Friday at the Clissold with 12 attendees.

The committee need to complete their EY2 Forms for OFSTED – none have been done so far.

This year's policies document has been added to the website by Mia.

Documents that need shredding should be given to Lou to do.

ACTION

Mia to chase committee to complete their EY2 Forms for OFSTED.

8. Social Media

The committee want to survey parents and staff about 345 and social media. Gita took attendees through the intended survey and invited all to have a go. It is to be quite neutral and only take 5 minutes to complete.

Then we can see how parents and staff feel about all the options and consider what to do next.

Social media could be used as a source of marketing, to raise funds and improve communication with parents.

There was concern about staff and parents not having the time or inclination to update a Facebook page or blog and about getting bad comments that harm the reputation of the preschool.

There is general feeling that the website isn't that great and needs updating, especially the Fundraising page.

It also might benefit from a page celebrating what goes on at 345, perhaps uploading the newsletters to the site for prospective parents to also see.

ACTION:

Gita's survey to be sent to parents and staff in January.

Mia to finish updating the website, especially fees info.

Mia to add policy document that Lou sends.

Mia to liaise with the fundraising team about wording for Fundraising page and to include the info about Easyfunding.

9. Fundraising update

The Christmas Fair raised approx £2,000, a £400 increase from previous years. Although there is a fundraising target per year, it was suggested that this be per event.

It was a massive job and there isn't a lot of time between the new committee being elected in October and the fair.

It was suggested that the outgoing committee's last job is to start the begging letters for the fair before they hand over.

The list of jobs needs to be set out and made clear and the load spread better.

ACTION:

Nicole to write up what needs to happen to organise a successful Christmas Fair, all the jobs, so this can be allocated and handed over easily.

10. Manager's Reports

Not doing this anymore.

11. Report from parent reps

None attended.

12. Any other business

SF staff said that they used to have a list of non VC payers and they'd ask parents in person for their contributions and couldn't this be done again.

However, with the new code of practice entitling free childcare there is an issue with pressurising parents to pay something voluntary.

It was decided that Ian's VC cartoon should be used as it is less confrontational and to give this by hand rather than just in an email that gets buried under incoming mail.

It is mostly parents whose children are entitled to free childcare that are failing to pay their VCs.

There could be more emphasis on the website about VCs – putting this narrative front and centre in a positive manner, i.e. this is what your money gets.

Prospective parents need to be told about VCs on the show-round.

Website to stress that 345 is a charity, what money raised is spent on and that more is needed for XYZ.

SF shed doors are completely rotten and new doors needed. Estimated cost £2,000.

The area near the playhouse is a mud bath.

Sand and mats might help, but no more permanent solution this winter.

There is planning approval for astro turf.

Perhaps SF can apply for a Haringey grant.

ACTION:

Lou to investigate a grant from Haringey.

13. Next meeting to discuss

- the results of the social media survey; the budget, staff pay rises.