



**AGENDA Abington Pre-School and Abington Community Out Of School Club  
 Committee Meeting.**

**Date, 18:45 – 21:00**

**GAPS room, Abington Annexe, c/o 68 High Street, Great Abington, Cambridge,  
 CB21 6AE.**

| <b>Committee Members</b>                |             |                             |
|---|-------------|-----------------------------|
| <b>Name</b>                             | <b>Role</b> | <b>Present ✓<br/>Absent</b> |
| Wendy Morgan (WM)                       | Trustee     | Y                           |
| Teresa Stone (TS)                       | Trustee     | Y                           |
| Poppy Aldam (PA)                        | Trustee     | N                           |
| Gina Warren (GW)                        | Trustee     | Y                           |
| Lizzie Taylor (LT)                      | Trustee     | AR                          |
| <b>New trustees – paperwork pending</b> |             |                             |
| Amani El Fagui (AEF)                    | pending     | AR                          |
| Kate Brown (KB)                         | Trustee     | Y                           |
| Ellie Tolchard (ET)                     | pending     | N                           |
| Selena Sephton (SS)                     | pending     | Y                           |

AR – apologies received

| <b>Staff Members / Volunteers</b>  |                                |   |
|--|--------------------------------|---|
| <b>Name</b>  | <b>Role</b>                    | <b>Present✓<br/>Absent</b>  |
| Ruth Beach (RB)  | Administrator                  | AR  |
| Louise Woolcott (LW)   | Finance Manager                | AR  |
| Georgina Blyth (GB)  | GAPS Manager                   | Y   |
| Angela Lindsay (AL)  | Pre-School Manager/GAPS Deputy | AR  |
| Yasmine Wilkie (YW)  | Pre-School Deputy              | AR  |
| Katie Mannion (KM)   | Baby & Toddler Group Leader    | N   |
| Ryan Moclair (RM)  | Holiday Club Manager           | N   |
| Ollie Townsend (OT)  | Holiday Club Deputy            | N   |
| Alan Cooke   | Governor's Representative      | Y   |
| Additional attendees:  |                                |   |
| 1. Welcome from the chair.   |                                |   |
| 2. Conflict of interest forms.<br>New committee pledge forms.                      |                                | WM Conflict of interest with some aspects as married to accountant. Will sit out on financial discussions   |
| 3. Minutes of the previous committee meeting.<br>To be agreed and matters arising. |                                | Agreed  |
| 4. GAPS report<br>GB   |                                | <p>Last space on Friday after school has been offered out<br/>Numbers are high</p> <p>Agency on Wednesday but still need to recruit<br/>Henry TA at school finishes after Easter<br/>Post been offered out for new starter but currently away and awaiting references</p> <p>WM Induction for ALL staff needs to be started as priority by GB</p> <p>Discussion about registration next year. All agreed existing families at GAPS to have priority. Registration forms to go out May 2020.</p> <p>GB would like Annexe Admin</p> |

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|  | <p>account to be set up and google calendar to synchronize events</p> <p><b>PLAN New adverts to recruit GB to induct all new staff GB to put staff appraisals in diary ASAP</b></p>                              |
| 5. Pre-School report<br>AL   |  |
| 6. Finance report<br>LW  | <p>Discussion around new finance forms now in VT..IS THIS REQUIRED??</p> <p>?if LW requires additional training to fill out VT finanacila accounts and if this is a requirement.</p> <p>WM to ask accountant</p> |
| 7. Confirmation of roles to be filled:<br>WM<br>Chair<br>Treasurer<br>Secretary<br>Deputy / Joint Deputies | <p>GW to take over as chair over the next 2 months, transition role from WM</p> <p>KB to take on treasurer</p> <p>AF to take on secretary role once paperwork through</p> <p><b>Thank you!</b></p>               |
| 8. Site security/Building<br>RB/LW   | <p>Additional lighting required to go up outside as too dark.</p> <p>WM to check with school if issue raised as landlord responsibility</p>  |
| 9. DBS – confirmation of staff re applications and update service<br>RB/LW                                 | <p>EY2 changing from 29<sup>th</sup> January 2020. New forms on ofsted website</p> <p>If staff need to do DBS again the cost is approved by committee</p>  |
| 10. Policies Annual Review and Risk Assessments<br>RB  |  |
| 11. Surveys<br>RB  |  |
| 12. Tesco Grant – application needed for funding for toilet refurbishment AL/TS                            | <p>TS in process of completing toilet grant</p> <p>Discussion around needing small toilet and sink in each toilet</p> <p>Cupboards for storage</p>   |
| 13. Donation to EACH for Orchard   |  |

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| Toys parts replacements<br>RB  |  |
| 14. CIO timeline and status re CCC and leases<br>WM/TS/RB/LW   | KB/TS to complete CIO paperwork  |
| 15. Any other business   | <p>Refurb of kitchen<br/>£500 cooker<br/>£200 freezer</p> <p>Check with AL how often preschool and GAPS has deep clean</p> <p>? School fair in June<br/>Glitter tattoos<br/>Normal tattoos<br/>Candy Floss machine WM</p> <p>Not enough people to do face painting and time consuming</p> <p>Over the summer term GAPS to do Ice cream/Ice Pops on Fridays</p> |
| 16. To deal with any matters raised at the meeting.  |  |
| 17. Date of next committee meeting:  | TBC Via google poll  |
| 18. Date of next fundraising meeting:  |  |
| 19. End of meeting:  | Time:  |
| By order of the charity trustees<br><br>Teresa Stone<br><br>Secretary<br><br>28 <sup>th</sup> January 2020 |  |

