

**Committee Meeting**  
 of Abington Pre-school and  
 Abington Community out of School Club (GAPS)  
 Google Meet  
 on Thursday 15<sup>th</sup> April 2021 at 19:30  
 Minutes

NAME	PRE SCHOOL / GAPS / ROLE	ATTENDED / APOLOGIES
Wendy Morgan	Outgoing Chair/GAPS Parent	Yes
Gina Warren	Outgoing Treasurer / GAPS Parent	yes
Angela Lindsay	Pre School Manager and GAPS Deputy	Apologies
Georgina Blyth	GAPS Manager	Apologies
Louise Woolcott	Finance Manager	Yes
Ruth Beach	Administrator	YEs
Wendy Williams	GAPS Parent	yes
Emma Webb	GAPS Parent	Apologies (clash with PTFA meeting)
Alice Kirk	Pre School and GAPS Parent	yes
Emma Morgan	Pre School Parent	
Megan Ayres	Pre School Parent and GAPS Parent (Holiday Club)	Apologies- would like to help out with fundraising rather than full committee.
Emma Morris	Pre School Affiliate and GAPS Parent (Holiday Club)	Apologies
Adriaan van Leeuwen	Pre School Parent and GAPS Parent (Holiday Club)	Apologies
Michal Fabrykiewicz	Preschool parent	To join later in the year.
Sophie Ellis	GAPS Parent/Pre School Affiliate	Yes

Emily Hadfield &George Hadfield	Pre School and GAPS Parent	Yes Yes
Lucy Fisher	Pre School Parent	Yes
Viv Ellis	GAPS Parent	Yes
Mark Victory	PS Parent (GAPS - holiday club parent)	Yes

Agenda Item	Pre School	GAPS
Welcome ( <i>Chair</i> ) WM	Welcome all and thank you to all new committee members.	
Apologies ( <i>check everyone has signed in</i> )	E Morris; M Ayres; E Webb; A van Leeuwen; G Blyth; A Lindsay	
Minutes of the last meeting ( <i>reviewed and accepted by membership then signed by the Chair</i> ) WM	agreed	agreed
Managers' reports Angela Lindsay - Pre School Georgi Blyth - GAPS	Introduction from Angela - Apologies Safeguarding	Introduction from Georgi - Apologies Safeguarding
Finance report Louise Woolcott	Introduction from Louise LW explained her role as finance manager and other office roles.	
Chairs /Trustee's report WM	<p>WM - Rent has increased, decision by Board of Governors (BOG) at GA Primary. BOG only allowed provision for an upward increase in rent. None of the committee were happy at the time and would not sign a potential updated lease.</p> <p>Updated new committee on the status of the Tenancies at Will lease that both settings currently have.</p> <p>Cambridgeshire County Council have now agreed that CCC own the annexe building.</p> <p>Proposal from the school on repairs to annexe door - miscommunication as to what was needed and who was to organise the work.</p> <p>WW asked what was required in regards to the lease and the CIO. WM suggested full clarity from Alison Morris.</p> <p><b>ACTION:</b> RB (LW) to chase County / Alison on behalf of committee.</p>	
Administration	Introduction from Ruth.	

<p>Ruth Beach</p>	<p>RB explained her role from policies, HR, finance support, staff /committee coordination. Site management. Any other jobs that need doing.  <b>ACTION:</b> WM suggested RB and LW need contracts and job descriptions clarified.                  WM explained contract history for staffing. Zero hours contracts and some fixed hours contracts. Need review and uniformed contracts across the board.                  HR company, Avensure. Have been of some help, but also not always consistent advice. Have provided draft contracts for staff to be reviewed.                  LW and WM have had conflicting advice from Avensure and LawCall. LawCall 24/7 advice line. Also advice for CIO information to follow.  <b>ACTION:</b> Committee to review need of Avensure v LawCall (free service as part of our membership and insurance with Early Years Alliance). Does the school have an HR set up that we would be able to employ? (EMP services).                  WM: CIO will employ the Operations Manager. What will that role involve? (Alison Morris to suggest job description). Would need an understanding of HR practices, if not necessarily a full HR qualification.  <b>ACTION:</b> WM to email new trustees smartpractice consultation report for review before next closed committee meeting (tbc).  <b>ACTION:</b> RB to collate trustee emails for WM/GW and for new committee to share.</p>
<p>Members discuss, agree and adopt reviewed policies RB</p>	<p>Safeguarding <b>ACTION:</b> RB to share for approval Early Years Foundation Stage Framework Sept 2021 <b>ACTION:</b> RB to share for trustees to gain understanding of EYFS.</p>
	<p>Policies reviewed annually Safeguarding updates are more frequent</p>
<p>Trustee Pledge and Confidentiality Agreement WM</p>	<p><b>ACTION:</b> RB to email paperwork to trustees</p>
<p>Members adopt the Constitutions WM</p>	<p>WM clarified that the constitution only needs to be resigned if there is an update on the constitution from the Early Years Alliance, or if changing the constitution. New CIO constitution is much more fit to purpose.</p>
<p>DBS checks and EY2 applications LW to discuss and answer any questions</p>	<p>WM explained DBS EY2 process. LW has already emailed trustees directly. One DBS for one setting per person, join Update service, then add trustee to DBS for other setting if needed.</p>

	<p>Mark and Amaris Victory unable to join the committee as trustees (as EY2 form not possible as they have 1 more year before USA documents are available to process). Happy to help in any other way.</p> <p>WM confirmed that all staff members are to have DBS renewed and to go onto Update service.</p> <p><b>ACTION:</b> LW/RB to chase</p> <p>Viv Ellis - Confirm that he agreed Safeguarding and DBS at the top of the agenda, as well as the financial side of the settings.</p> <p>Training available for trustees through County Council.</p>	
	<p>WM reiterated that trustees are employers.</p> <p>Operations manager should be employed to manage the employees.</p> <p>WM happy to sign up to a confidentiality agreement for her to provide advice to the new committee when she has left the committee.</p> <p>WM recommends more staff have Safeguarding training.</p> <p>RB confirmed Designated Persons for Safeguarding x4. All staff have full safeguarding training.</p> <p>Safeguarding regarding children - trustees are not privy to the information but Safeguarding role needs to oversee the Designated Persons for Safeguarding and the managers.</p> <p>(DP's are Angela, Yasmine, Georgi and Ryan + GU and JR at school).</p>	
<p>Members appointed to roles</p> <p><b>Chair</b> <b>(Deputy Chair)</b></p> <p><b>Treasurer</b></p> <p><b>Secretary</b></p> <p><b>Safeguarding Trustee</b> To ensure that the settings are compliant with all Safeguarding requirements. In coordination with AL/GB and Designated Persons. RB to update policies.</p> <p><b>Health and Safety Trustee</b> To review the Accident / Incident logs termly. RB to coordinate.</p>	<p>discussion and tbc at next meeting</p> <p>Sophie Ellis (pending DBS / EY2) Alice Kirk (pending DBS / EY2)</p> <p>tbc at next meeting</p> <p>tbc at next meeting</p>	<p>discussion and tbc at next meeting</p> <p>Sophie Ellis (pending DBS / EY2) Alice Kirk (pending DBS / EY2)</p> <p>tbc at next meeting</p> <p>tbc at next meeting</p>
	<p>WW asked why WM and other trustees are all stepping down now.</p> <p>WM wanted to stand down for over a year. Difficult coping with staff during covid. No guidance from the Government. Staff relations have been stressed. Difficult decisions have been made. WM happy to help as much as required.</p> <p>WM burnt out and personal reasons.</p>	

	<p>SS had a baby and moved out of the area.          GW would have stayed on if nobody came forward - happy to be a co-opted member for background information.          WM thanked the outgoing committee.</p>
<p>Secretary to set up an email group /whatsapp group.          (Coordinate via RB).</p>	<p>ACTION: Alice Kirk          Open committee - to include RB and LW          Closed committee - just trustees</p>
<p>Action decision log.          RB</p>	<p>This electronic document is very useful to allow trustees to view ongoing actions and to vote on any actions needed.          RB/LW/AL and GB can all add to the log with items.</p>
<p>Any other business.</p>	<p>None</p>
<p>Agree date and time for the first meeting of the new committee.</p>	<p><b>ACTION:</b> RB to share doodle poll dates with WM to arrange the next closed committee meeting.</p>
<p>Staff members asked to leave.</p>	<p>RB and LW left the meeting at 20:50</p>
	<p>WM addressed the new committee.</p>
<p>Meeting ended:</p>	<p>21:30</p>