

OWLETS PRE-SCHOOL

Owlets Pre-School  
Methodist Chapel Hall  
High Street  
Langford  
SG18 9RU



Telephone: 07935784567  
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# General Meeting

**Date:** Saturday 8<sup>th</sup> May 2021

**Time:** 10am

**Venue:** Owlets Hall & via zoom

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## Minutes 8<sup>th</sup> May 2021

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Title: Annual General Meeting

Date: Saturday 8<sup>th</sup> May 2021

Time: 10am

Venue: Owlets Hall

Attendees:

Donna Lawton (Chair)  
Joanne Rockall  
Michelle Shaw

Apologies

Jo Hannkins  
Tara Martin  
Jenna MacGuinness  
Barbara Smethurst

Agenda:

- 1. Confirm Committee members & discuss recruitment of new members**  
Apologies from Jo & other committee members. Parents/carers were invited & given a copy of the agenda. No attendance from parents/carers. Committee recruitment leaflet sent out via eylog, no response. Donna to produce new poster & leaflet as new members are always needed
- 2. Social Media** – Joanne to provide Jo with a list of parents who have children at Owlets. Jo to remove parents who are no longer part of the setting.
- 3. Website** – Donna confirmed that staff details had been updated, with new pictures & small staff bio to accompany photos.
- 4. Staff:** Joanne to issue Donna with all staff emails & contact details as well as up to date list of staff qualifications & training. Report issued from Joanne, see attached. Staff contracts issued & to be reviewed in September
- 5. Fundraising:** Donna mentioned Langford garage sale trail this July, however Owlets have already sold a lot of the toys they no longer need so wont have much to sell. Fete yet to be confirmed by Parish council due to Covid but Owlets will have a stand if goes ahead
- 6. Any other business:** Policies & procedures to be reviewed in July & uploaded to website Donna & Joanne to liase.

Owlets Preschool – Managers Report for Owlets Preschool Committee

19<sup>th</sup> May 2021

At present we are using all members of staff as we have 6 children with SEND.

We have 29 children on the register at present

9 children will be going to big school in September 2021

We have 24 children on register for September 2021

3 children will be SEND in September 2021

All staff are continuing to develop their training, either online or via Teams.

First Aid training needs to be booked for September 2021. (all staff).

We have liaised with LVA regarding visits, and they have informed us of the dates the children will be going to see the school and also informed us that they have written to the parents with the information.

Due to COVID-19 and the preschool not being able to have any parent consultations, we decided to email all parents of children attending the preschool with a brief summary of how their child is progressing at preschool.

We now hopefully will be able to have face to face consultations for children who will be transitioning to big school. We will be informing parents next term if this is able to go ahead.

We need to purchase book bags for our leavers. Michelle will contact LVA to ask if we are able to purchase these directly from them.

We will be asking parents to confirm what sessions they require for September 2021 so that we will be able to work out staff/child ratios and then see which sessions will be financially viable to open. (This is done every year). If we are unable to open all sessions we will inform parents that once numbers 'pick up' then we are able to offer more sessions.

Central Beds Council have given us £1000 Covid grant that we applied for. This is to cover the cost of extra ongoing cleaning items etc, provisions to support the children learning in the outside area, so that they are in the fresh air.

£3,000 that Central Beds have also given us (Ceiling), we are allowed to keep but it must be spent on education. Before we use any of this money we need to meet with Laura our Development Officer, so that she can approve.

We have applied to ASDA for a grant, as they are supporting charities regarding COVID-19.

Other professionals are now being allowed to come back into the setting to support us and the children when required.

The monies raised by the local community raffle has been spent developing our outside area. This has received lots of positive comments, and the children are all really enjoying this enhancement.

At present we are sorting through all of our resources and upgrading to ensure that learning opportunities are more supported and meaningful.

We thank the committee for organising our new staff uniforms.

When we return in September 2021 we have decided that parents dropping children at the gate in the morning is the safest option, so we will be informing them of this. It helps with safeguarding as it can get very congested in the mornings even with staff members at each entrance when everyone is in the building.

We will also be asking of a £5.00 donation each half term towards snacks and arts and crafts, this enables the children to extend choices and experiences.

The work phone really needs upgrading as it is cracked.

We now pay monthly for our wifi as it works out a much cheaper option.

Joanne Rockall – Manager

Michelle Shaw – Deputy Manager