



Telephone: 07935784567  
Email:  
[owletspreschool@outlook.com](mailto:owletspreschool@outlook.com)

# Committee Meeting

**Date:** Saturday 28<sup>th</sup> May 2022

**Time:** 10am

**Venue:** via Teams –

please email  
[owletscommittee@outlook.com](mailto:owletscommittee@outlook.com)  
if you are able to join

OWLETS PRE-SCHOOL  
*Committee Meeting Agenda*  
*28<sup>th</sup> May 2022*

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



Telephone: 07935784567  
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Title: Annual General Meeting

Date: 28/05/22

Time: 10am

Venue: via Teams

Attendees:

Committee Members  
Staff Members  
Parents / Carers

Agenda:

1. Welcome, apologies and list of people present
2. Committee member news
3. Fundraising – Langford Fete
4. Any other business
5. Arrange date for next full committee meeting

# OWLETS PRE-SCHOOL

## Committee Meeting Minutes

### 28<sup>th</sup> May 2022

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



Telephone: 07935784567  
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Title: General Meeting

Date: 28/05/22

Time: 10am

Venue: via Teams

Attendees:

Donna Lawton (DL)  
Joanne Rockall (JR)  
Michelle Shaw (MS)  
Vicki Snow (VS)  
Wendy Snow (WS)

Apologies:

Jo Hankins  
Tara Martin  
Becky Wells  
Joanne Dale  
Sarah Spinks  
Deborah Gallagher

Agenda:

1. Committee member news  
DL confirmed that Ofsted had been contacted to remove JM & BS from committee. Once DBS certificates received from new members Ofsted can be informed. DL confirmed DG certificate was in the process & JR confirmed that WS paperwork at the setting so certificate can be applied for. DL to email DBS form to remaining new members so they can complete them & return so certificate can be applied for.
2. Fundraising –
  - a. Langford Fete – JR confirmed a plot had been confirmed at the fete & that a tombola (both child's & adults) would be done. Parents/carers to donate any items for this, such as alcohol, candles, gifts etc. JR & MS to purchase tubs to send home for parents/carers to fill up. DL & MS confirmed they will set up but would be grateful if people could 'man' the stall throughout the day if able to.
3. Any other business
  - a. JR confirmed leavers party was going ahead with no restrictions. LVA have also been contacted regarding leavers & JR will keep parents updated with dates for when visits from teachers into the setting will commence.
  - b. JR suggested that a new policy, called fees, needs adding, to highlight that fees still need to be paid if a child is off sick. DL to look into existing policies as may already be in Terms & Conditions one.
  - c. JR issued managers report - see attached

## Manager's Report – 21<sup>st</sup> January 2022

Staff:

Joanne – Manager, SENDCO, Level 5

Michelle – Deputy Manager, Administrator, Level 3

Sam – Practitioner – Level 3

Kelly – 1-1 Support – Level 2 – Completing Level 3

Vicky – 1-1 Support – Working towards Level 3

Michelle Warmoth – NNEB – Bank Staff

Ashleigh has now left for a new position with permanent hours. She can cover as Bank Staff on a Monday as she does not work that day.

We are still advertising for qualified Bank Staff.

Joanne and Michelle are training with EYPD Education Trust to improve the gaps in education due to Covid.

Joanne and Michelle are training for Looked After Children.

Training is now carried out via Teams.

All staff have completed Safeguarding training in Gang Related Issues and County Lines. Domestic Abuse.

We have 32 children on our register at present. 2 SEND children.

COVID:

We have 4 children off at present who have tested positive for Covid. We informed the parents via our FB page/group, Eylog and put a notice on the front gate.

Ofsted need to be informed of confirmed Covid cases within the setting. Joanne has completed the form that Central Beds require with this information.

We risk assess the setting every day. We deep clean on a regular basis, and everything is disinfected by sprays before and after sessions.

Committee:

Committee meeting has been arranged via Teams on Saturday 5<sup>th</sup> February 2022. Details have been given to all parent/carers. We have had one response from a parent who is prepared to be on the committee. We will keep promoting this and the importance of the committee, for the preschool to continue to run.

Advertising:

Can we put our FB pages on website please?

Langford Owlets Parents

Langford Owlets Preschool.

Vicky to take new leaflets to Lollypops to hand out.

If doctors allow, can we put poster up in their waiting room.

Posters in Village Shops and Hideaway?

Fundraising:

Christmas raffle raised £150.00

We are not sure if the summer fete will be on this year. This is usually our biggest fund raiser.

Vicky runs Lollipop's mother and toddler group in the village and has informed us that John Shipman from the Langford Welfare Trust has funds available to improve provisions and resources within the community.

There is apparently a large number of monies available to those who apply.

Owlets Preschool could benefit from a new art trolley and new storage units from Ikea.

Resources need to be accessible to all children, so that we always promote free flow/continuous provision.