

Summary of Trustee Meeting 20th May 2019



Present: Revd Andrew Knowles, Nicole Poole (Vice Chair), Revd Anne Mitchell, Kay Rothwell (Secretary), Natalie Saunders (Treasurer), Jo Atkinson, Lucy Clements,

Apologies: Paul Amphlett, Sue Dunn

1. Welcome and Prayers
2. Reviewed minutes of previous meeting (15/4/2019) agreed and signed
3. Trustees to have their own areas of responsibility. The following have been proposed:
 - Finance (Lucy)
 - Curriculum (Anne)
 - Building and H&S (Jo)
 - HR (Paul)
 - SEND (Sue)
 - Governance including Charity Commission & Ofsted (Andrew & Kay)
 - Communications (Jo and Sarah Cooper)
 - Pay Review Body (all trustees led by Finance)
 - Safeguarding – does not necessarily have to be a trustee
4. Outside space
 - Trustees given a copy of the new design proposal
 - The total cost including VAT is just under £39k. We currently have available £24k plus £10k matched funding from Surrey Heath Council. Shortfall to be paid from reserves.
 - Trustees unanimously agreed to accept the design proposal and move forward.
5. Charity Commission
 - Charity Commission have written to the chair accepting the reasons of our Ofsted report in March 2018 and that no further action is required.
6. Nursery building
 - On the recommendation from the manager the trustees agreed that the nursery would not own its own pets but proactively encourage Millers Ark, or PAT dogs.

- There's been a problem with the alarm system, list of contacts for the alarm to be amended.

7. Finance

- Natalie presented the finance for the spring term and for the year to date. Overspending was coming under control, and staff ensuring authorisation before ensuring any spend over £100.
- Pay review
 - i. the chair has spoken to all staff individually
 - ii. The Finance Officer to take on more day to day bookkeeping responsibility.
 - iii. Deputy manager to be supported in leadership and management training.

8. Wraparound Care

- A proposal was put forward to provide wraparound care, including breakfast and after nursery club.
- Some concern was expressed about the short time scale to finalise the scheme and roll out from September.
- It was agreed that we should go ahead and to support this initiative for 12 months once the details and finance have been approved.

9. Managing without a Chair

- Chair proposed Paul Amphlett to be Vice Chair in his absence and to be the first point of contact for Ofsted.