

Summary of Trustee Meeting 21st January 2019



Present: Revd Andrew Knowles (Chair), Nicole Poole (Vice Chair), Paul Amphlett, Sue Dunn, Revd Anne Mitchell, Kay Rothwell (Secretary), Natalie Saunders (Treasurer)

1. Welcome and Prayers
2. Reviewed minutes of previous meeting and signed
3. Finance
 - The treasurer presented the latest figures for 2017/18
 - No water bill received for the new site as yet
 - We need to find a new person to examine our accounts in preparation for our AGM
 - It was agreed that any funding received would be used in the academic year it was received
 - We agreed to increase fees from September 2019
 - We agreed to review pay at our next meeting.
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4. Manager's Report
 - Trustees noted that IT was an area needing improvement
 - Current number of children on role 52
 - Nursery to become an Eco nursery with Louise taking the lead. Michelle, Patricia and Sarah will support.
 - Deputy Manager has written a document on benefits of snack and healthy eating in the nursery.
 - Trustees asked the manager to give more detail on the difference between an accident and an incident.
5. Chair's Report
 - We agreed to complete an operational management calendar to note key dates for maintenance etc.
 - We agreed to look at the future shape of trustees meetings
6. AOB
 - Kay raised the matter of Andrew's sabbatical and the trustees discussed next steps.
 - Paul Amphlett to be line manager for the nursery manager
 - Safeguarding for new trustees to be completed.