

SUMMARY OF ST MARY'S NURSERY

TRUSTEES MEETING



Minutes of the meeting held at 7.30pm on Monday 22nd February 2021 via Zoom

Present	Revd Andrew Knowles (Chair)	In attendance	Sue Gauntlett (Manager)
	Lucy Clements (Treasurer)		Chantel Deebank (Deputy)
	Paul Amphlett		Laura Ludlow (Finance Officer)
	Sue Dunn		Dawn Hampshire (Nursery Office Administrator)
	Kay Rothwell (Secretary)	Apologies	Jo Atkinson
			Anne Mitchell

Ref	Item	Notes	Action (what)	Who and by when
1	Welcome and apologies	Andrew welcomed everyone to the meeting and opened with a prayer. Apologies – Jo Atkinson and Anne Mitchell were unable to attend.	Any apologies must be sent to Dawn at least 24 hours prior to the meeting via email.	Whoever this may concern.
2	Welcome to Dawn	Andrew introduced Dawn to the Trustees who has joined St. Mary's undertaking the role of Nursery Office Administrator, and Clerk to the Trustees.		
3	Review of Previous Meeting	Andrew asked for confirmation that everyone was happy with the minutes from the last meeting, and that they were an accurate representation of the agenda. All present confirmed they were.		
4	Finance	<ul style="list-style-type: none"> Laura presented our finance and showed that our budget for this year is on track. The money raised through by the parents will be spent on gardening tools, benches and garden plants. We talked about building and garden maintenance to make further improvements where needed in particular the exterior of the building. Cleaning may need to be increased due to it being a necessity at the moment. Trustees give permission that due to this being related to COVID and staying safe, they give the nursery the discretion to do what we need to do to keep the nursery safe. Laura and Lucy have permission to sign this off. We received our Sufficiency grant a few years ago, which has been allocated to staff training. <p>Our end of year accounts to be submitted for examination in preparation for our Annual General Meeting.</p>	End of year accounts to be completed and sent for examination	Laura and Lucy

Ref	Item	Notes	Action (what)	Who and by when
5	Leadership report	Andrew asked the Trustees if there was anything they wanted to discuss having read Sue and Chantel's Leadership Report. It was highlighted that it was a positive summary of good news regarding securing the funding and generally positive comments about staff. A good summary. Andrew wanted to thank the leadership team and all staff by arranging each staff member to receive a bouquet of flowers for Easter from the Trustees. Andrew stressed that it is important that they know they are valued.	To organise flowers for all staff.	Sue & Chantel
6	Leading together & Getting to Know You	Andrew created and shared a document with the meeting members that asks the question: Where are we heading? He suggested a "vision of wonder" as a strategic plan. We need to look at our resources, finances, and staffing. We need to ask the big questions. We need to celebrate that we are an inclusive nursery and provide a unique environment. We decided that we want to work with staff, parents, schools, St Mary's and the local community in a listening process to consolidation what we do well and develop a strategic plan for the next 5 years.	To begin the process	Sue, Chantel and Andrew
9	Date of next meeting	Monday 15 th March 2021. The next meeting is the AGM on Monday 22 nd March.		
10	Close	Andrew thanked everyone for attending and closed the meeting in prayer.		

Meeting concluded at 9:30pm Monday 22nd February 2021.