

MINUTES FOR THE TRUSTEES OF ST MARY'S NURSERY

Minutes of the meeting held at 7.30pm on Monday 26th April 2021 via Zoom

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

Ref	Item	Notes	Action (what)	Who and by when
1	Welcome	Andrew welcomed everyone to the meeting.	Any apologies must be sent to Dawn at least 24 hours prior to the meeting via email.	Whoever this may concern.
	Apologies	Apologies – Lucy Clements, Anne Mitchell, Sue Dunn & Paul Amphlett were unable to attend.	Dawn to re-email meeting dates to personal email addresses, and a copy of all emails to notify Trustees to check their St. Mary's email accounts.	Dawn.
2	Review of Previous Meeting	<p>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.</p> <p>Matters arising - to be addressed as the meeting progresses by anyone who wishes to raise anything.</p> <p>Off the back of the last meeting, Sue said she had contacted TG Escapes about the treatment on the outside of the building.</p>	3 quotes to be investigated for price comparison of the work required.	Sue

3	Staffing	<p><u>Recent Events</u></p> <p>On behalf of the Trustees, the leadership team organised a beautiful bouquet of flowers for every member of staff as a thank you at the end of the Spring term. Andrew also spent some time talking to each staff member individually regarding how they were feeling, whether they had any concerns etc. which resulted in some fantastic feedback on how the staff feel about St. Mary's Nursery. Staff highlighted they would like more interaction with Trustees so Andrew plans to be in contact with individual staff members once every term.</p> <p><u>Staffing Decisions</u></p> <p>Moving forwards, Andrew and Paul are to be involved in all decisions regarding staffing.</p>	<p>Trustee's to touch base with individual staff members every term.</p> <p>Andrew & Paul to be involved in the interview process going forwards.</p>	<p>Andrew</p> <p>Andrew & Paul, when necessary.</p>
4	Nursery Security	<p>To ensure adequate security for the property, staff and children, CCTV should be installed.</p> <p>Alarm key holders to be reviewed and removed if necessary. CCTV Cameras to be used remotely to check property if alarms are raised.</p>	<p>Sue to explore quotes and present the strongest contender to the Trustees.</p>	<p>Sue</p>
5	AGM	<p>We will need to invite some parents to the AGM. TARS needs to be done by finance, chair and manager, and we will need to put a report together and present it. The next trustee meeting is due on the 21st June 2021, AGM to be consolidated within that meeting. The 30th June is the last day we can submit the report so it gives us enough time to complete it and submit it.</p>	<p>Complete TARS report.</p>	<p>Sue, Andrew & Lucy</p>

6	AOB	<p>Delegating decision making amongst staff and Trustees.</p> <p>Policies need renewing before the end of July.</p>	<p>Dawn and Laura to action this and replace anything that has been updated within the last year. Sue and Andrew to check and sign.</p>	<p>Dawn, Laura & Sue.</p>
7	Close	<p>Andrew thanked everyone for attending and closed the meeting in prayer.</p>		