

<p>5.</p>	<p>Minutes of previous meeting – 7th May 2024 – and matters arising</p> <p>The minutes of the previous meeting were unanimously agreed as being a true record.</p> <p>The Vice Chair confirmed that she had investigated the Life Vac as requested and suggested that all staff undertook the free training annually. The Nursery Manager confirmed that staff had already had the training but she was unsure if a separate policy on the use of the equipment was needed. The Vice Chair suggested that a section be added to the First Aid Policy. Following discussion, all trustees agreed that a section should also be added to the registration documentation to obtain parents’ permission to use the device. The OSC Manager would discuss the use of the Life Vac with her first aid trainer at her forthcoming training and report back to the meeting.</p> <p>All action points had been dealt with. There were no matters arising not covered by the agenda.</p>	<p>RD</p> <p>RD</p> <p>LS</p>
<p>6.</p>	<p>Nursery Report</p> <p>6.1 <u>Nursery Managers Report</u> The Nursery Manager presented her report, highlighting that registrations were still coming in and in 2026 the Toddler room would be full along with the Pre-School room the year after. A trustee asked for clarification on the data presented in the table of places available. The Nursery Manager explained that the 2023 figures were from September 2023 compared to the figures for September 2024.</p> <p>The Nursery Manager explained to the meeting that the flooring in the playground area was coming to the end of its life. Trustees discussed the replacement of this surface and the Nominated Chair offered to help apply for some grant funding towards the costs. Baby room flooring was also an issue and Trustees agreed for the Nursery Manager to obtain costings. Trustees unanimously agreed the purchase of a new trolley / pushchair as well as additional bark chippings to add to the area under the tree.</p> <p>The trustees thanked the Nursery Manager for her report and congratulated the staff on a glowing report from the Local Authority visit.</p> <p>6.2 <u>Budget Report</u> The Nominated Chair presented the budget report. A trustee asked if the cost for the playground works would be split with the school. It was agreed to discuss this further once the full cost was known and if any funding was available. A trustee asked how the facilities charge for the Nursery was calculated and billed. The Nominated Chair confirmed that it was based on a calculation which incorporated different factors including a percentage of the utilities, use of the communal facilities, use of shared staff such as the caretaker, as well as floor space. The charges were invoiced on a quarterly basis. A</p>	<p>RP</p>

Signed Amanda Chair of Meeting ..26.1.25..... Dated

	<ul style="list-style-type: none"> • Confidentiality • Client access to records • Transfer of records <p>Staff, Volunteers and Students Policy</p> <ul style="list-style-type: none"> • Staff deployment • Deployment of Volunteers • Student Placement • Staff Grievance • Staff Discipline • Allegations against staff • Child Protection Policy • Acceptable use of Technology • Social Media Policy • Mobile Technology Policy • Global Goals <p>The Clerk was asked to check all references to Mrs Carolyn Chivers had been removed from all policy documents.</p> <p>All policies and procedures were unanimously approved and adopted. The Nominated Chair reported to the meeting that a parent had expressed concern that plug socket covers were not in use in the waiting corridor outside the Nursery, however, upon checking with the HSE these are no longer recommended.</p>	Clerk
15.	<p>Training & Publications</p> <p>The Clerk reminded Trustees that they needed to have completed their online Safeguarding and Prevent training prior to the FGB on 7th November. The Clerk would circulate any links and reminders by email.</p>	All Clerk
16.	<p>Any Other Urgent Business</p> <p><u>16.1 Ratios</u></p> <p>The Nursery Manager explained to the meeting that on a recent DSL course she was told that anyone with a Level 2 or 3 qualification obtained prior to 2016 and with no first aid qualification could not be counted in ratios. She had one member of staff affected by this. Trustees agreed that the Nursery Manager and Nominated Chair should raise this issue with the Local Authority during the annual conversation and report back to the committee.</p> <p><i>The Nursery Manager and OSC Manager left the meeting at this point.</i></p> <p>The remainder of this item was deemed confidential.</p>	
17.	<p>Confidentiality</p> <p>Item No 16.2 was deemed confidential.</p>	
18.	<p>Date of Next Meeting</p> <p>Tuesday 21st January 2025 at 4.00pm.</p>	

The meeting closed at 5.15pm.

Signed  Chair of Meeting 20.1.25 Dated

SUMMARY OF ACTIONS

MIN NO	ACTION	BY WHO	BY WHEN
4.1	Approach New Trustees begin process	Clerk	ASAP
4.1	Associate Member	Clerk	FGB 07.11.24
5.0	Life Vac added to First Aid Policy	RD	ASAP
5.0	Consent added to registration forms	RD / Admin	ASAP
5.0	Report back from 1st Aid Course	LS	CIO 21.01.25
6.1	Grant Funding application	RD / RP	ASAP
7.0	QR Code / Online Forms	LS / Admin	ASAP
13.0	Legal Responsibilities Agenda Item	Clerk	CIO 21.01.25
13.0	Trustee Visits	RP / BH	CIO 21.01.25
14.0	Clerk to check all policies	Clerk	Before Signing
15.0	Online Safeguarding and Prevent	All / Clerk	FGB 07.11.24
16.1	Ratio issue reported back	RD	CIO 21.01.25

Signed  Chair of Meeting Dated 21.1.25