



Ridgeway Under Fives Committee Meeting – minutes

Date: Wednesday 1st March 2023

Time: 6.30pm – 8.30pm (finish earlier if all points covered)

Location: The Queen’s Head, Ridgeway

Invited: All Committee Members, staff from 7pm

Attended: Carolyn Clethro (CC), Jacqui Oxley (JO), Alexa Fox (AF), Emily Woods (EW), Alice Green (AG), Pamela Boden (PB), Emma Mott (EM), Michelle Marshall (MM), Clare Watters (CW), Mandy Curtis (MC)

8:30 - End of Meeting (finish earlier if all points covered)

| Item | Description | Who |
|-------------|--|----------------|
| 1 | Apologies for non-attendance N/A | CC |
| 2 | Approval of previous minutes and review of actions CC contacted OFSTED to inform them of the closure of the pre-school; OFSTED responded stating they should be informed a month before closure. CC contacted Early Years Alliance and LawCall to notify them of closure. Remaining services are too early to contact. All minutes agreed by committee members. | CC |
| 3 | Committee issues All committee members are still required to complete their DBS and EY2. CC contacted Lawcall on 27 Feb 23 to inform them of the closure; they mentioned that the committee may have to invite parents for consultation. CC – asked committee members to check Early Years Alliance constitution document. Consensus was that any parents/family members with ‘an interest in being involved in the running of preschool’ are those who come along to committee meetings. All parents have been invited to attend meetings through text messages sent out inviting them to join the committee; they have had many opportunities to join or attend committee meetings but only those currently on the committee attend. CC emailed accountant regarding payments to staff; awaiting response. | All All |
| 4 | Policies and procedures for approval N/A | |
| 5 | Board of Management (BOM) issues N/A | |

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| 6 | <p>Pre-school issues OFSTED may attend the setting – if they ring up in advance; staff in pre-school to inform them of the decision to close in July.</p> <p>Staff have currently reduced their hours – however, it has become very busy and staff cannot work with reduced hours when the number of children in pre-school is increasing after Easter.</p> <p>Staff will be selling raffle tickets to win a Llama and Easter egg to raise money.</p> <p>Some members of the public are aware of the changes to the pre-school; it was decided that an email should be sent to parents to inform them of the changes to pre-school. An email/letter is to be drafted. EW to draft.</p> <p>Need to inform BOM before the email/letter is sent out – CC to find out when next meeting is and to attend.</p> <p>One meeting will be held with all pre-school staff regarding redundancies and then individual meetings will be set up with each staff member.</p> | EW CC CC and EW |
| 7 | <p>Health and Safety Pirate ship has moved due to it being uneven.</p> | |
| 8 | <p>Finance AF to speak to Nina regarding finances.</p> | AF |
| 9 | <p>Grants Funding N/A</p> | |
| 10 | <p>Marketing N/A</p> | |
| 11 | <p>Fundraising N/A</p> | |
| 12 | <p>AOB EW and JO to book in a STEM afternoon/day and look into logistics of payment, etc.</p> | EW/JO |
| 13 | <p>Date of next meeting Wednesday 22nd March 2023 at 7.00pm</p> | |



Ridgeway Under Fives Extraordinary General Meeting – minutes

Date: Thursday 9th February 2023
Time: 9pm – 10pm (finish earlier if all points covered)
Location: The Queen’s Head, Ridgeway
Invited: All Committee Members
Attended: Carolyn Clethro (CC), Jacqui Oxley (JO), Alexa Fox (AF), Emily Woods (EW), Alice Green (AG), Pamela Boden (PB), Emma Mott (EM)

22:00 - End of Meeting (finish earlier if all points covered)

| Item | Description | Who |
|------|---|----------|
| 1 | Apologies for non-attendance N/A | CC |
| 2 | Approval of previous minutes All agreed by committee members. | CC |
| 3 | <p>Committee issues A meeting was held on the 8th February with some of the committee members to review the income to ensure that all areas is covered.</p> <ul style="list-style-type: none"> • If the decision is taken to dissolve the charity from July 2023, Insurance is still required to be paid as the renewal is due before this date, find out if we can pay monthly rather than for a full year. • There is also a fee for being a part of the Early years – check how much this is. <p>The staff are voluntarily reducing their hours to help save money, where this is possible and still remain within ratio. It has been agreed amongst the staff that if the money that is left in the account for redundancy if RUF is dissolved does not cover full redundancy, they are willing for the amount available to be distributed fairly on a pro-rata basis.</p> <p>AG noted that several of the committee members were unaware they were trustees of the charity when they joined the committee in February 2022.</p> <p>CC mentioned that the staff members were concerned with how sustainable it is to run the pre-school as a charity run committee; hard to recruit members to run it voluntarily.</p> | JO CC |
| 4 | Finance N/A | |
| 5 | <p>Board of Management (BOM) CC and JO attended the Board of Management meeting on the 9th February. BOM are happy to support the pre-school and are keen for it to remain in the village. They have agreed to reduce the rent by £400 a month from March until July; they would like to be updated on developments. CC informed the BOM that the committee are happy to volunteer at their events.</p> | |

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| | <ul style="list-style-type: none"> • dates to be added to WhatsApp group | CC |
| 6 | <p>Vote on whether to dissolve Ridgeway Under Fives with effect from end of July 2023</p> <p>JO left the meeting.</p> <ul style="list-style-type: none"> • Any conflicts of interest declared: <p>CC is an associate governor for Ridgeway Primary School, but cannot vote at the school within this role; the school is also not aware of the pre-school issues.</p> <ul style="list-style-type: none"> • Need a two thirds majority vote for dissolution to be agreed: <p>All voted for pre-school to close as a charity.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Inform OFSTED of closure of charity • Contact Early Years for support and to close • Contact LawCall for redundancy advice – CC to start redundancy process with staff – committee members can participate in these meetings • milkman to be cancelled • inform bank nearer to time that account needs to be closed. CC – check who can close the account. • inform BOM | <p>All</p> <p>CC CC CC</p> <p>JO CC</p> <p>CC</p> |
| 7 | <p>AOB</p> <p>There was a discussion on ways to fundraise. EW suggested that she could hold a stem day and charge £10 for each child. We could also hold a Summer fayre or sponsored walk.</p> <p>JO also mentioned that items are also required for Easter.</p> <p>Meetings to continue through close down period, either online or in person.</p> | EW |
| 8 | <p>Date of next meeting</p> <ul style="list-style-type: none"> • Wednesday 1st March 2023 at 6.30pm | |



Ridgeway Under Fives Committee Meeting – minutes

Date: Wednesday 11 May 2022

Time: 8pm (Committee and Staff) – 10pm (finish earlier if all points covered)

Location: Centenary Rooms, Ridgeway Sports and Social Centre

Invited: All Committee Members
Non-committee Members: Ridgeway Under Fives Staff, parents/carers.

Attended: Mandy Curtis, Clare Watters, Carolyn Clethro, Louise Mizler, Nina Derbyshire, Jacqui Oxley, Alexa Price, Pamela Boden, Emily Woods, Alice Green, Emma Earle

22:00 - End of Meeting (finish earlier if all points covered)

| Item | Description | Who |
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| 1 | Apologies for non-attendance and welcome to new committee members | Carolyn Clethro |
| 2 | Approval of previous minutes and review of actions from AGM: <ul style="list-style-type: none"> • Painting of Centenary Room - BOM have said this will take place in October half term • All other actions will be picked up in agenda items below | All |
| 3 | Committee Issues <ul style="list-style-type: none"> • Treasurer role – ND handing over to AP, but will be available to support AP whilst she is new in the role • DBS and EY2 completion – CC to send link for new committee members to complete DBS checks. LS to confirm to CC which committee members she doesn't have completed EY2's for • Up to date committee details – CC thanked committee members who have already completed their details for. Paper copies available in the meeting for those who haven't yet done it, to complete it • Ofsted – CC to check what address Ofsted have and remove ND | Nina Derbyshire and Alexa Price Carolyn Clethro All Carolyn Clethro |
| 4 | Policies and procedures for approval <ul style="list-style-type: none"> • JO and CC have a list of committee policies to review. Once these have been reviewed they will be shared with the committee for approval | Carolyn Clethro and Jacqui Oxley |
| 6 | Board of Management issues <ul style="list-style-type: none"> • New dryer keeps going off, maybe an issue with the sensor • Bees and wasps going into the wall round the back/the play area (masonry bees) – staff to take photos and look at filling it in | All Preschool Staff |
| 7 | Preschool issues <ul style="list-style-type: none"> • Sue Newton has resigned and leaving end of July, Becca to change days to Thursday and Friday and down to 4 staff each | Carolyn Clethro |

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| | <p>day from September (Becca will need key worker half hour in contract)</p> <ul style="list-style-type: none"> Staff sorting out dates for activities in summer term e.g. sports day, transition days, parents evening, end of term party | Preschool Staff |
| 8 | <p>Health & safety</p> <ul style="list-style-type: none"> No | Preschool Staff |
| 9 | <p>Finance</p> <ul style="list-style-type: none"> Budget 22/23 based on 19 children per day, put in a proposed salary increase from April 22 3%, fees increased from September, halved training budget but still less than had been spent in 21/22. Still showing a £4k deficit. Will look at budget and whether we can agree a further salary increase | Nina Derbyshire |
| 9 | <p>Grants/Funding</p> <ul style="list-style-type: none"> School House funding a possibility? CC to ask BOM | Carolyn Clethro |
| 10 | <p>Marketing</p> <ul style="list-style-type: none"> Website revamp – ND to send log in details to EW, and EW to speak to JO about what needs to be added | Nina Derbyshire and Emily Woods |
| 11 | <p>Fundraising</p> <ul style="list-style-type: none"> Sponsored walk over Easter raised £670, thank you to the committee members who arranged this Leavers photos Any other suggestions welcome e.g. Jacqui to check CO-OP community fund | Jacqui Oxley |
| 12 | <p>AOB</p> <ul style="list-style-type: none"> Nothing to raise | All |
| 13 | <p>Date of next meeting</p> <ul style="list-style-type: none"> Wednesday 6 July | All |



Ridgeway Under Fives Committee Meeting – minutes

Date: Wednesday 11 January 2023

Time: 8pm (Committee) – 10pm (finish earlier if all points covered)

Location: Queen’s Head, Ridgeway

Invited: All Committee Members

Attended: Carolyn Clethro, Louise Mizler, Jacqui Oxley, Alexa Price, Emily Woods, Alice Green, Emma Earle

Apologies: Pamela Boden

22:00 - End of Meeting (finish earlier if all points covered)

| Item | Description | Who |
|-------------|---|---|
| 1 | Apologies for non-attendance | Carolyn Clethro |
| 2 | Committee and Pre-school Issues <ul style="list-style-type: none">• The comparable income for the pre-school for 22/23 is similar to the previous year 21/22. However, staff costs due to the minimum wage rising and the rent has increased significantly. The committee must also ensure that there are enough reserves in the bank to pay out for redundancy if the pre-school was to close.• At the current time, the pre-school is not in a good financial position to continue due to ongoing increased costs and the committee is now required to decide on the future.• A breakdown of the costs, potential options for the future and next steps were presented to the attendees in the ‘Information for RUF Committee meeting document’.• The committee had a thorough discussion regarding potential ways to keep the pre-school open until July 2023 and beyond. As a result, there are a number of actions which the committee members will be following up on before the next meeting:<ul style="list-style-type: none">• Ask for advice from accountant• Contact charity commission to confirm what type of charity we are• Meet with staff to ask them to voluntarily reduce their contract hours• Get advice from Derbyshire CC Sustainability team• Meet with Board of Management regarding reducing the rent• Look for potential grants• An EGM will take place on the 25th January 2023 to vote whether or not to dissolve RUF. Any decision to close pre-school would need to receive two thirds of the votes of those present. | Carolyn Clethro Carolyn Clethro Emily Woods Carolyn Clethro Jacqui Oxley Carolyn and Jacqui Emily Woods |

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| 3 | AOB <ul style="list-style-type: none"><li data-bbox="352 197 596 226">• Nothing to raise | All |
| 4 | Date of next meeting <ul style="list-style-type: none"><li data-bbox="352 271 746 300">• Wednesday 25 January 2023 | |



Ridgeway Under Fives Committee Meeting – minutes

Date: Wednesday 16 February 2022

Time: 8pm (Committee and Staff) – 10pm (finish earlier if all points covered)

Location: Centenary Rooms, Ridgeway Sports and Social Centre

Invited: All Committee Members
Non-committee Members: Ridgeway Under Fives Staff, parents/carers.

Attended: Liz Sidney, Mandy Curtis, Michelle Marshall, Clare Watters, Sue Newton, Carolyn Clethro, Louise Mizler, Nina Derbyshire, Jacqui Oxley, Alexa Price, Pamela Boden, Emily Woods, Alice Green, Emma Earle

22:00 - End of Meeting (finish earlier if all points covered)

| Item | Description | Who |
|------|--|-----------------|
| 1 | Apologies for non-attendance and welcome to new committee members | Carolyn Clethro |
| 2 | Approval of previous minutes and review of actions from AGM: <ul style="list-style-type: none"> • Painting of Centenary Room - CC to speak to BOM • Clearing of toddler cupboard in Church – done, thank you to MC, MM and Matt Oxley for doing this • Key worker hours added to updated staff contracts (where applicable) - done • Link to revamped website to be shared – ND to share with committee • Committee Chair to complete online safeguarding course – done, certificate to be emailed to Preschool | All |
| 3 | Committee Issues <ul style="list-style-type: none"> • Treasurer role – AP to speak to ND about roles and responsibilities and confirm if she thinks this is something she can take on. EW also expressed an interest in the role, or in supporting AP with the role • DBS and EY2 completion – CC to send link for new committee members to complete DBS checks. LS to confirm to CC which committee members she doesn't have completed EY2's for • Up to date committee details – CC to send form to all committee members so we can get up to date contact details to update the Charity Commission website with | Carolyn Clethro |
| 4 | Policies and procedures for approval <ul style="list-style-type: none"> • JO and CC have a list of committee policies to review. Once these have been reviewed they will be shared with the committee for approval | Carolyn Clethro |
| 6 | Board of Management issues <ul style="list-style-type: none"> • Painting the room (suggest inset week 2 May?) – washable paint if we contribute? CC to speak to the BOM | All |

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| | <ul style="list-style-type: none"> Guttering at the front (when it rains, rain comes down in front of the door) – CC to raise with BOM | |
| 7 | Preschool issues <ul style="list-style-type: none"> None raised | Preschool Staff |
| 8 | Health & safety <ul style="list-style-type: none"> CC to raise the following with the BOM - architrave coming off the door, Light slightly off balance in ladies toilet, Hand dryer in toilet is too high and too hot – could this be replaced? | Preschool Staff |
| 9 | Finance <ul style="list-style-type: none"> Last year did well as didn't pay overtime, skeleton staff etc This year, money from fees will cover wages and rent and a few other bits but need more fundraising this year to cover resources Possibly increase fees? – ND to look at costing some scenarios NLW in April – will need to review staff hourly rate differentials | Nina Derbyshire |
| 9 | Grants/Funding <ul style="list-style-type: none"> School house funding a possibility? CC to ask BOM | Nina Derbyshire |
| 10 | Marketing <ul style="list-style-type: none"> Website revamp EW offered to take on website admin when ND steps down | Nina Derbyshire |
| 11 | Fundraising <ul style="list-style-type: none"> £330 made on Christmas photos Upcoming fundraising activities - leavers photos Any suggestions for other fundraising activities welcomed | Jacqui Oxley |
| 12 | Updates for parents/carers (previously Newsletter) Agree any issues to raise/updates to give <ul style="list-style-type: none"> No longer needed as an agenda item, CC to remove from future agendas | All |
| 13 | AOB <ul style="list-style-type: none"> Nothing to raise | All |
| 14 | Date of next meeting <ul style="list-style-type: none"> Wednesday 27 April (rescheduled to Wednesday 11 May) | All |



Ridgeway Under Fives Extraordinary General Meeting – minutes

Date: Wednesday 25 January 2023

Time: 7.30pm (Committee), 8.30pm (staff) – 10pm (finish earlier if all points covered)

Location: Centenary Room, Ridgeway Sports & Social Centre

Invited: All Committee Members and pre-school staff members

Attended: Carolyn Clethro (CC), Jacqui Oxley (JO), Alexa Fox (AF), Emily Woods (EW), Alice Green (AG), Pamela Boden (PB), Emma Mott (EM), Liz Sidney (LS), Mandy Curtis (MC), Michelle Marshall (MM), Clare Watters (CW), Becca Luscombe (BL)

22:00 - End of Meeting (finish earlier if all points covered)

| Item | Description | Who |
|------|---|-----------------|
| 1 | Apologies for non-attendance Louise Mizler has resigned from the committee due to time constraints and links to the school. CC thanked LM for her time on the committee | Carolyn Clethro |
| 2 | Approval of previous minutes All agreed by committee members. | Carolyn Clethro |
| 3 | Policies and procedures for approval <ul style="list-style-type: none"> Policy documents sent by email; all members to check and confirm via email | All |
| 4 | Committee issues There was a discussion regarding upping the number of 2 year olds and reducing the number of staff in setting each day in the pre-school. There was also a discussion regarding changing the committee chair and postponing the vote of the future of the pre-school to a later date. CC mentioned that three members of staff have agreed to voluntarily reduce their hours if the pre-school was to close in July. If we decide to close and these staff did reduce their contractual hours, there would still be £5k of redundancy entitlement outstanding if the bank balance stayed as it is. | |
| 5 | Finance | |
| 6 | Pre-school issues The staff joined the meeting at 8.30pm; the committee members explained that they were unaware they were trustees until the previous meeting but had been looking at potential ways to keep the charity open. Such as taking | |

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| | <p>on a new chair, adding more 2 year old children and reducing staff by 1 person per day to increase income. The staff voiced that 2 year olds required more attention and would take the setting to be more child care rather than pre-school. The committee suggested removing 2 year olds and adding more 3 and 4 year olds to boost income; staff said this wasn't possible due to how the pre-school was set up with OFSTED.</p> <p>The committee suggested working a full day (8am-6pm) or opening an hour before and an hour after the current pre-school hours. Staff said that they are unable to open long days due to there being no facilities to cook meals; but opening before and after may be a possibility.</p> <p>Staff would like the pre-school to remain open but not in the current charity committee format; a business may be the way forward to keep open.</p> <p>BL mentioned that she would be interested in taking the pre-school on as a business with her partner.</p> <ul style="list-style-type: none"> • LS stated that all committee members should be knowledgeable of the safeguarding policies. <p>LS stated that OFSTED are due for inspection imminently.</p> <p>The pre-school staff left with the committee members remaining. The committee had a further discussion regarding the charity and business route. The actions following on from this are:</p> <ul style="list-style-type: none"> • Consider changing the charity to CIO if it remains in the current format. • If the pre-school is to close, CC would organise meetings with the staff regarding redundancy etc. • Contact BL to find out if she would like to take on the pre-school as a business. • Find out if it's possible to change from a charity to a business. • Find out what happens if there isn't enough money for redundancy. | <p>All</p> <p>EW</p> <p>EM</p> <p>EW</p> <p>EW</p> |
| 7 | <p>Board of Management</p> <p>The Board of Management are reviewing whether they can reduce the cost of rent at their next meeting on the 9th February.</p> | |
| 8 | <p>Vote on whether to dissolve Ridgeway Under Fives with effect from end of July 2023</p> <p>The committee asked the staff if they could have an extra 4 weeks to look into all options in keeping the pre-school open in its current format or close with the possibility of reopening as a business (although the committee would aim to make this decision sooner due to the uncertainty this creates for the staff). This was agreed by the staff.</p> | All |
| 9 | <p>AOB</p> <ul style="list-style-type: none"> • Nothing to raise | |
| 10 | <p>Date of next meeting</p> <ul style="list-style-type: none"> • Thursday 9th February 2023 | |