



Nancledra Preschool

Advisory Board Meeting

Draft Minutes for Approval

Wednesday 30th April 2025, 5.30pm at Nancledra School

Present	Leanne Goodwin
	Maria Knights
	Sara Martin
	Julie Goldsmith
	Alison Ashby
	Morveth Ward
	Liz Royall
	Jenna Thompson
	Richard Mann
	Leanne Narbett
	Louise Williams - arrived partway
In Attendance	Abi Taylor – Advisory Board Clerk

1	Apologies for Absence
	Apologies received and noted from Hannah Ray, Alexa Parker, and Charlie Wilson
2	Welcome
	Maria welcomed all members and thanked everyone for their time and commitment, particularly new members, noting the value of their diverse backgrounds and perspectives. A round of introductions was completed: • Leanne: Preschool Manager (10 years), at Nancledra (14 years) • Sarah: SENDCo and Deputy Manager, with 17 years' experience • Maria: Chair, Solicitor, parent of 2, trustee for 2–3 years, joined to support building purchase • Liz: Trustee, Former speech therapist • Jenna: Speech therapist, parent of two children • Richard: Farmer, Parish Council member, parent of preschool child • Alison: Former school teacher, retired, active preschool role • Julie: HLTA, former preschool staff, long-standing community member

	• Morveth: Parent, Nancledra alum (2001) • Leanne: Treasurer, background in police force, child protection, has a child at pre-school • Louise: Headteacher, Nancledra School
3	Approve Minutes from last meeting
	Minutes from the previous meeting were reviewed. Minor typographical errors noted by Leanne. Subject to corrections, minutes were unanimously approved.
CIO 1208287	
4	Trustee overview and responsibilities
	Maria explained the importance of transferring to a CIO (Charitable Incorporated Organisation) to ensure the preschool operates as a legal entity. Historically, the unincorporated status exposed trustees to legal and financial risks. The CIO structure will streamline governance and provide legal protection. A Terms of Reference will be drafted to define governance structures and responsibilities. Currently, the CIO owns the building while the day-to-day preschool activities remain under the old charity.
5	Building update including electrical safety testing results
	Leanne reported that during the property purchase, it was revealed the building had not had electrical safety testing in 7 years. Testing was conducted by Murt and Navin, who identified 24 failures. Key failure: Earth rods should measure under 200 ohms but recorded 700+. Other faults also identified. Repairs (including preparation for connecting the new cabin) amounted to £1,200. Work carried out evenings/weekends to minimise disruption. Estimate for further repairs is £850 + VAT. Preschool parent (qualified electrician) assisting. Richard remarked costs were reasonable, and governors agreed prioritising safety was essential.
6	Planning permission update
	Leanne reported a planning application was submitted earlier than anticipated due to strategic opportunities. Plans cover: • Change of use for lower land (currently agricultural) to education/forest school use • Installation of a Cornish hedge to replace an earth bank (currently 3m x 1.5m in size but only 1.5m x 1.5m required) • Creation of safer pedestrian access to mitigate car park risks • Addition of parking spaces • Installation of a geodesic dome (outdoor classroom space with wood burner) Consultations with Cornwall Council, Parish Council, local parents, and landowner have been positive. Minimal objections (concerns about lighting and traffic). The planning inspector requested formalisation of the change of land use and more detailed plans. Further discussions ongoing with planning consultant Gary Wilson. Costs of planning application have risen to £1,200, so comprehensive submission recommended. Discussions were held around potential purchase of additional land from Nicky Monies to enhance space and flexibility. Richard advised consulting AONB (Area of Outstanding Natural Beauty) due to landscape impact. Governors discussed possible visual impact, tree planting (420 trees via Woodland Trust), and long-term maintenance considerations.
7	CIO transfer updated - Ofsted
	• Transfer process to CIO underway. Ofsted require full re-registration, including: • Completion of EY2 forms and enhanced DBS for all trustees • Submission of updated forms and policies • Ofsted visit to setting anticipated

	Sonia Glasson (legal adviser) is supporting. Having current trustees recognised should expedite process. Once complete, the old charity can be closed, consolidating operations under CIO.
Registered Charity 1049149	
8	Five year plan review
	Leanne has drafted a five-year strategy outlining key priorities for growth, sustainability, and provision. Priorities will be circulated for advisory board review ahead of next meeting, where formal adoption will be sought.
9	Grant applications
	Leanne and Hannah submitted a £30,000 grant application to The Fore to support development of facilities and future-proofing of the setting. Decision expected 28th May. Liz is researching additional grant opportunities (e.g., Penderleath Project, Woodland Trust). Advisory board encouraged to suggest suitable funding avenues.
10	SEN
	Sarah updated: • 9 children currently on Record of Need (RON); 2 with EHCPs • 8 further children monitored with emerging concerns • New intake includes child with complex needs; provision adjustments being considered • Preschool actively enhancing inclusive practices: more visual aids, sensory resources, and differentiated learning strategies • Emily undertaking SENDCo Level 3; multiple staff completed Dingley's Promise training on sensory integration and child voice Preschool liaising with Cornwall Council to access assessment tools and support for future cohorts
11	Safeguarding
	No incidents to report. Preschool is now part of Operation Encompass — police notify preschool of any domestic incidents involving children. Staff training complete and processes in place.
12	AOB
	• Rotary Club has invited preschool to attend May Day event • Biffa notified of upcoming changes to waste/recycling collection; new bins to be delivered • Governors discussed fundraising ideas and potential outreach to parents to support upcoming planning application (letters of support via planning portal)
13	Dates for next meeting
	Wednesday 11th June 2025, 5.30pm at Nancledra School

Action	Responsible	Deadline/Notes
Correct minor errors in minutes from previous meeting and recirculate	Abi	Before next meeting
Draft Terms of Reference for trustee governance (CIO structure)	Maria / Trustees	Ongoing – draft to be shared when ready
Progress Ofsted registration transfer to CIO: confirm EY2 & DBS status of all trustees	Leanne (with Helen)	ASAP – prior to Ofsted submission
Circulate electrical safety report to governors for awareness	Leanne	ASAP
Consult Nicky Monies about potential purchase of additional land	Leanne	ASAP

Action	Responsible	Deadline/Notes
Liaise with planning consultant Gary Wilson and ARC to finalise planning application	Leanne	Once land discussions clarified
Share updated site plans (inc. dome and land use) with governors for feedback	Leanne	After consultation with Nicky/Gary
Circulate draft Five-Year Plan to governors for review and comment	Leanne	Before next meeting
Research and suggest additional grant/funding opportunities	All advisory board	Ongoing
Monitor outcome of The Fore £30,000 grant application (due 28 May 2025)	Leanne / Hannah	Awaiting decision
Ensure all trustees complete EY2 and enhanced DBS checks for CIO transfer	All trustees (coordinated by Leanne)	ASAP
Send calendar invites for next meeting (11 June 2025)	Abi	ASAP