

Nancledra Preschool Advisory Board Meeting**27th September 2023****At**

**Nancledra Preschool
Nancledra
Penzance
TR20 8NB**

Present:

Leanne Goodwin
Liz Royall
Farahnaz Thomas-Kamali
Jess Smith
Julie Goldsmith
Hannah Ray
Alexa Parker
Alison Ashby
Maria Dunn (new)
Charlie Adkin (new)
Leanne Narbett (new)
Sara Martin

Apologies:

Susanne Monies
Mel Berryman

Absent:

Sarah Dennis

	Items	ACTION
1.0	<u>Governance.</u>	
1.1	New members were introduced: Charlie, Maria and Leanne. Maria will act as new co-chair and Leanne as treasurer. Hannah Ray to step down as co-chair back into member role. All new members were voted in. Farahnaz was attending her final meeting before relocating to Spain.	

2.0	<u>Building</u>	
2.1	Leanne (Preschool manager) updated on latest discussion with HSBC, shared in the pre-read material, resulting in the mortgage in principle.	Maria to speak to Early Years Alliance for guidance on whether CIO status is relevant, but Leanne to also move forward to HSBC and valuation.
2.2	Maria explained how the charity may need to register as CIO— a charity incorporated organisation. This would give us a legal personality meaning the building would not be owned by any one trustee, but by the charity, giving Nancledra its own legal standing in case of being sued etc. This requires making an application to the charity commission and takes 40 days.	
2.3	We may also require independent legal advice, legally before entering into the mortgage.	
2.4	Leanne explained solicitors fees coming in at around £4k.	Alexa to keep Thomas's informed of agreed decision in principle and moving forward with valuation.
2.5	The board debated the various pros and cons of a 5-year or 10-year fixed interest on the mortgage. Alexa checked the Thomas's didn't come back on request to fix the sale price. Charlie offered that the Thomas's would have no legal ability to raise rent due to status as a sitting tenant and 'Right to renew.' Charlie will also review the valuation.	
2.6	Board unanimously voted to: 1. Join the CIO—pending check in with Early Years Alliance 2. Agreed to the mortgage in principle on a 10-year fixed-term interest—pending independent legal advice that this is a sensible financial decision at this time. 3. The solicitors fees—providing no cheaper option can be found.	
2.7	The board discussed how to make up the rest of the deposit shortfall—agreeing these efforts should start now: - Ask more from the council (Leanne) - Letter to businesses (Alexa) - Christmas appeal (Hannah to pen copy) - Derek Thomas - Find a grant writer	Board members assigned to help with each idea. Alexa and Maria to create a timeline.

3.0	<u>Staffing</u>	
3.1	Laura Hall joined as preschool teacher and is having great impact across the team and for the 3-4yo children. She works 5 mornings a week and has taken some of the pressure off Leanne. There is still a need for additional admin support.	Leanne to pen grant writer job rec.
3.2	The preschool will be seeking an individual to run after-school club which is usually extremely tiring for staff and children. Feelers will be put out for 10-hours per week employment.	
3.3	Safeguarding. Staff will be giving extra training on a new system called C-Pomes, shared with Nancledra school. An additional tablet has been bought for the Preschool room.	
4.0	<u>Finances</u>	
4.1	Leanne shared a positive insight into the Autumn accounts which may free up some profit for the building solicitor fees.	
4.2	Leanne (treasurer) to review all accounts with Helen in coming weeks.	

NEXT MEETING:
Wednesday 6th December at 5:30pm

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