

MANAGER'S REPORT

Setting Name.....

1. Operational Update
2. Occupancy/Waiting List
3. Resources
4. Health & Safety/Building
5. Safeguarding Update
6. Staffing (Performance Management, Concerns, Good Practice feedback)
7. EYFS/Legislation
8. Birth to Five Service/Other Agency Involvement
9. Current Topics (incl. Festivals etc.)
10. Suggested Events
11. Parent Partnership
12. Fees/ Budget
13. Petty Cash
14. AOB

Signed by:

..... (Manager) Date

..... (Chair) Date

..... (Treasurer) Date