

# St Helen's Preschool Interim Committee Update Meeting

## Minutes of meeting held on 28<sup>th</sup> November 2013

### Present

Gemma King, Rebecca Meredith, Sarah Walters, Nina Clay, Anna Johnston, Diane Ponting, Tricia Pillay

### Apologies

Nicole Carter, Melanie Monro, Zoe Niccolls, Caroline Hayward, Kiki Mansbridge, Danielle Airs.

| 1. | Welcome and introductions   | Actions   |
|----|---|---|
|    | Gemma opened the meeting with a warm welcome and thanked everyone for attending.  |   |
| 2. | Minutes of last meeting   |   |
|    | Minutes were signed off as correct.   |   |
| 3. | Manager's Feedback  |   |
|    | <ul style="list-style-type: none"> <li>• Tanya has retired. She was doing only a Monday pm session and has been with us for 7 years.</li> <li>• Sam is to cover this session so will now do the whole of Monday.</li> <li>• Gemma and Sarah to review Sam's pay due to change in responsibility.</li> <li>• There are 27 – 28 children on roll, doing 100 sessions. This will increase to 116 in January with an expected 29 children.</li> <li>• So we will need an extra staff member on Tuesday and Thursday also potentially from Jan.</li> <li>• Gemma offered to help out as a parent helper on a Tuesday.</li> <li>• Tricia raised that staff need a pay rise – Gemma and Sarah and Tricia to discuss. Sarah to send formal letter to Sam.</li> <li>• The Staff has asked for additional funds to be made available for the provision of outdoor clothing for their forest school sessions. This has previously been a sum of money for the year. Sarah to look into clothing options, such as – hat, gloves, coat and waterproof trousers.</li> <li>• The CD player is no longer working. Committee to look for a cheap new alternative.</li> </ul> | <p>Gemma/ Sarah</p> <p>Gemma/<br/>Sarah/ Tricia</p> <p>Sarah</p> <p>All</p> |
| 4. | Treasurer's Feedback  |   |
|    | <ul style="list-style-type: none"> <li>• All is going ok so far.</li> <li>• Sarah is to meet with Jo Roper for a refresher on childcare vouchers etc.</li> <li>• We have received a £8,000 grant from the council.</li> <li>• Sarah is planning to set up a forecast of all outgoing and regular incoming money so she can manage the accounts easier.</li> <li>• Tricia to send grant payment dates through to Sarah.</li> <li>• All the signatories have been updated with the bank so thanks to Sarah for sorting this.</li> <li>• There is still an outstanding old debt – Sarah plans to discuss face to face with the parent involved to try to resolve the issue.</li> <li>• Sarah to chase Busy Bee nursery for the return of fees where they over-claimed our hours.</li> </ul>  | <p>Tricia</p> <p>Sarah</p> <p>Sarah</p>                                     |
| 5. | Chair Update  |   |

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|           | <ul style="list-style-type: none"> <li>• Everyone needs to have their DBS – Enhanced Disclosure certificates ASAP.</li> <li>• Nina to complete her CRB check on-line.</li> <li>• Rebecca to email everyone to remind them to complete the forms and have them returned by beginning of Feb latest.</li> <li>• Anyone who already has a DBSS/CRB form – to send the details through to Gemma please.</li> </ul>  | <p>Nina<br/>Rebecca</p> <p>All</p>     |
| <b>6.</b> | <b>Fundraising</b>  |  |
|           | <ul style="list-style-type: none"> <li>• The next event is the Christmas part on the 20<sup>th</sup> Dec. This is at the Cricket Club from 3.45 – 5.00. We plan to invite reception class children also. We will sell tickets at £2 per child and are limited to 50 spaces on a first come first served basis. Laura has kindly offered to do face painting again. Sarah is to mock up the tickets and invites for reception children and print please.</li> <li>• We will sell tickets for preschool children from Tricia and Reception class children from Gemma.</li> <li>• <b><u>Ideas for fundraising in the future:</u></b></li> <li>• <b><u>Table top sale:</u></b></li> <li>• Provisionally looking at Feb 8<sup>th</sup> 2 -4 in the Jubilee Hall. To sell tables at approx £5 each to parents, PTA, Cake sellers, etc on a Valentines Day theme.</li> <li>• To send advert to Helmet, church and advertise in school newsletter.</li> <li>• <b><u>Easter Trail:</u></b></li> <li>• Possibly similar to scarecrow trail idea in Easter Compton, but using an egg theme and designed around nursery rhymes.</li> <li>• This would include designated gardens taking part by designing an egg and the children would then have a 2 week window to hunt the eggs and answer questions.</li> <li>• You would pay to enter the hunt.</li> <li>• We would look to do this around the 4<sup>th</sup> April.</li> <li>• We would need to advertise in school newsletter, Helmet, preschool letter – Feb time.</li> <li>• <b><u>Old Down Voucher – Cellar party – Wine &amp; Cheese night:</u></b></li> <li>• We plan to use this free voucher as an adult only evening. We would look to hold a wine and cheese evening, sometime during mid May. Possibly 16<sup>th</sup> May from 8 pm – need to investigate the venue’s availability. Also, need to find out about bar facilities.</li> <li>• <b><u>Summer Sports Day:</u></b></li> <li>• We are looking to repeat the success of last year’s event.</li> <li>• The date is set provisionally as the 12<sup>th</sup> July from 1-5.</li> <li>• Gemma to check the Youth Centres availability with Angela.</li> <li>• <b><u>Messy Day:</u></b></li> <li>• We are also looking at doing a Messy Day on the 19<sup>th</sup> September from 1-3.</li> <li>• This could involve messy play, such as paint and also a ‘barefoot trail’ idea outside to include a picnic weather permitting.</li> <li>• Gemma to book venues for all these dates.</li> </ul> | <p>Sarah</p> <p>Gemma</p> <p>Gemma</p> |
| <b>7.</b> | <b>Any Other Business</b>   |  |
|           | <ul style="list-style-type: none"> <li>• The door bell has been repaired and curtains put up. Gemma has also kindly trimmed the tree outside.</li> <li>• To remind children to make sweetie jars by the 16<sup>th</sup> Dec to raffle off at the Christmas disco.</li> <li>• Rebecca to book the Ship for next meeting.</li> </ul>  | <p>Rebecca</p>                         |

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|           | <ul style="list-style-type: none"> <li>• Sarah agreed to buy flowers and wine for Tanya's retirement – to bring on the 20<sup>th</sup> Dec.</li> </ul>   | Sarah             |
| <b>8.</b> | <p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>• 17<sup>th</sup> Dec – 7.30 – 8.30 – Gemma's house – final prep for Christmas disco</li> <li>• 16<sup>th</sup> January – 7.30 – meet at the bar – Ship Inn.</li> </ul>                      |                   |
| <b>9.</b> | <p><b>Staff Christmas</b></p> <ul style="list-style-type: none"> <li>• It was agreed to give the staff £50 Christmas bonus each to thank them for their hard work throughout the year. Rebecca to buy the vouchers. Sarah to transfer the funds to Rebecca.</li> </ul> | Sarah/<br>Rebecca |