

St Helen's Preschool Committee Update Meeting

Minutes of meeting held on 24th April 2014

Present

Gemma King, Rebecca Meredith, Sarah Walters, Kiki Mansbridge, Tricia Pillay, Diane Ponting, Anna Johnston

Apologies

Nicole Carter, Melanie Monro, Nina Clay, Zoe Nicolls, Caroline Hayward, Dannielle Airs

1.	Welcome and introductions	Actions
	Gemma opened the meeting with a warm welcome and thanked everyone for attending	
2.	Minutes of last meeting	
	<p>Minutes were signed off as correct.</p> <ul style="list-style-type: none"> • The committee discussed the fees increase and explained we cannot charge granted people any extra which had been a previous concern. Discussed benchmarking with local nurseries. The plan is to implement from September. The quorum agreed in principle to this increase of around 5%, Sarah is to send on the letter to Rebecca to email to rest of committee also. Tricia needs the correct figures to send out with her session letters. • Garden – a representative of the Hall Committee had been invited to attend our meeting to discuss this further but no-one came. Various options were discussed and the committee decided we should postpone any immediate action for now as Tricia has a meeting with Mr Spens to discuss the viability of moving preschool onto the schools grounds. It was suggested after this initial introductory meeting, that a business plan proposal may be beneficial. To feedback to the Hall Committee that we are looking to do something in early autumn. In the meantime, it was agreed we should look into obtaining any free materials or possible grants. 	<p>Sarah / Rebecca</p> <p>All</p>
3.	Manager's Feedback	
	<ul style="list-style-type: none"> • Tricia said the preschool is pretty much full across all sessions which is fantastic news. Most sessions have 24 children attending with 21 on Wednesday and 16 on a Monday pm session. Also high numbers are scheduled to stay on in September. • It was suggested and greeted favourably that forest school sessions should move to a Monday am slot instead of pm, giving the children more time to explore and less of a rush with lunch. To implement this from September. • The photographer is booked for the 9th June and 13th October. • Tricia asked for agreement to use the preschool as a research site for her doctorate which was granted. • Tricia requested some more waterproofs for the children. 10 jackets and trousers age 4-5 years – Sarah to investigate. • It was suggested we could ask the parish council for a grant towards this as they have supported us in the past. Rebecca to draft a letter. • There has been an issue with colour cartridges not printing photos – Gemma to return faulty ones and investigate further. • There is no-one currently doing our IT and updating the website. Gemma is to ask Paula for a job description which we can then circulate within the committee with a view to someone taking this on in the near future. 	<p>Sarah</p> <p>Rebecca</p> <p>Gemma</p> <p>Gemma</p>

4.	Treasurer's Feedback	
	<ul style="list-style-type: none"> • Sarah has got the accounts ready for Play link – end of tax year. • Sarah to send fees policy on to Rebecca for her to send out to the rest of the committee for a vote. • We looked at the forecast and it was agreed Sarah needed the invoice figures from Anna to be able to put some more actual in. • The outstanding debtor still remains and has offered to pay a protection plan which has not appeared as yet. Play link agreed we had taken appropriate steps so far. The issue still needs to be resolved. 	Sarah/ Rebecca Anna
5.	Chair Update	
	<ul style="list-style-type: none"> • DBS's still need to be completed as a matter of urgency. Please go to www.ofsteddbapplication.co.uk. The charge should be around £8. The URN number is EY306172. • The Easter hunt raised £151 which was reported a success by everyone who took part, with a huge emphasis on raising the community feel and connections. We made some learning's and now have a ready made formula for next year. • The winner of the Old Down pass was Neve Sutton and the best decorated egg went to Harry Nicholls. Gemma to notify winners and distribute prizes. • Rebecca to send thank you letters to all supermarkets that kindly donated eggs. 	All Gemma Rebecca
6.	Fundraising	
	<p><u>QUIZ NIGHT:</u></p> <ul style="list-style-type: none"> • Adult quiz night – 22nd may – Sarah to check with Maite on number of guests allowed. • Decided on £3 per person and team made up of 2-6 people. • Rebecca to use Morrison £10 voucher to buy 2 bottles of wine for winning team and a booby prize. • We plan to do a raffle £1 per strip, and will ask for donations and leave a box in preschool. • Rebecca to write up a piece to go in the Gazette. • Sarah to plan the flyers and then committee can distribute. • Gemma to speak to Helmet to see if we can add anything in the edition. Gemma will also look to put a write up in the school newsletter. • Gemma has agreed to write the questions for the quiz. <p><u>SPORTS DAY:</u></p> <ul style="list-style-type: none"> • Sports day is scheduled for the 12th July. We need to look into the stalls we can recruit. • Zoe – Pheonix cards, Hairclip lady, second hand uniform people, cakes stall and drinks run by us, round table – bouncy castle, sweet stall and anyone else we can consider to help boost the event. Everyone to try their best to recruit some stall holders. 	Sarah Rebecca Rebecca Sarah / All Gemma Gemma All
	Any Other Business	
	<ul style="list-style-type: none"> • Sarah has looked into some information around pensions for the staff and has been given advice from Play Link. Sarah to draft a letter outlining this to the staff. 	Sarah

8.	Date of next meeting- <ul style="list-style-type: none">• 5th June – 7.30 – The Ship Inn – meet at the bar.• Rebecca to book a room.	
		Rebecca