

St Helen's Preschool Committee Update Meeting

Minutes of meeting held on 16th Jan 2014

Present

Gemma King, Rebecca Meredith, Sarah Walters, Kiki Mansbridge, Caroline Hayward, Zoe Niccolls, Tricia Pillay, Danielle Airs

Apologies

Nicole Carter, Melanie Monro, Diane Ponting, Nina Clay, Anna Johnston.

| 1. | Welcome and introductions | Actions |
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| | Gemma opened the meeting with a warm welcome and thanked everyone for attending. Gemma wished everyone a Happy New Year. | |
| 2. | Minutes of last meeting | |
| | <p>Minutes were signed off as correct.</p> <ul style="list-style-type: none"> • Sam has had a letter and update of her job role. • Sarah has kindly looked into outdoor clothing options for staff – Initially Yours can provide waterproof coats and trousers with emblems at a reasonable cost with a discount (£50 for coat, £12 trousers). Everyone agreed seemed fair – Sarah to look at finances. • New CD player has been sourced. • Tricia still to send grant payment dates through to Sarah. • Change in date for Wine & Cheese night to midweek – possibly 19th May. | <p>Sarah</p> <p>Tricia</p> |
| 3. | Manager's Feedback | |
| | <ul style="list-style-type: none"> • The fees policy needs updating. Paper copy given to Sarah to type up and distribute for updating among committee. • Garden is really muddy – perhaps we could bring up at the next Jubilee Hall meeting (29th Jan). Gemma will look to draft a letter to Jubilee Hall about different options, preferably not decking. Artificial grass was discussed, more path to gate but need to keep some lawn. | <p>Sarah</p> <p>Gemma</p> |
| 4. | Treasurer's Feedback | |
| | <ul style="list-style-type: none"> • Bank accounts look healthy currently - £11,000 and £13,000 across savings accounts. • Sarah still looking at outgoings in view to mock up a forecast – Tricia to help with dates of regular payments. • Busy Bees are still being chased – Tricia has raised it with John Britton, Sarah to look into again. | <p>Tricia</p> <p>Sarah</p> |
| 5. | Chair Update | |
| | <ul style="list-style-type: none"> • Everyone needs to have their DBS – Enhanced Disclosure certificates ASAP, by Feb half term latest please. • Rebecca to resend email from Gemma with steps to completing the forms to everyone in committee again. • Gemma requested Rebecca send a committee contact details list for Playlink. • Gemma to check Sarah's form. • Gemma thanked everyone for their help with the Xmas disco. We raised £136, so a great effort and on target. | <p>Rebecca</p> <p>Rebecca Gemma</p> |

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| | <ul style="list-style-type: none"> • To look at sourcing some new face paints for the face painters. | |
| 6. | Fundraising | |
| | <ul style="list-style-type: none"> • The next event is the table top sale – 8th Feb at the Jubilee Hall from 2-4. • Table Top Sale: • Sarah to design a poster please and distribute. • Gemma is going to ask for it to be added into school newsletter. • Caroline to mention to the PTA. • Kiki will mention to Jo Glasgow. • Rebecca to email details and posters to Rainbows, Beavers and Stroke Support. • Gemma has booked the hall and we will be charged for 2 hours but can access earlier. Need to confirm time. • Gemma to speak to Shelley re a cake stall. • We agreed we would do just tea and biscuits, no cakes. • Easter Trail: • This has been advertised in the Helmet. Gemma has been approached by a few interested parties in the village already. • Scheduled to start the 4th April and run over a 2 week period. • Plan to have forms in the local newsagents and have a post box for them. • Sarah is going to ask B&Q if they have any spare materials we could use for the egg templates. • We plan to charge £1 approx per form and will look to give out some eggs for prizes. Rebecca to write a letter to Asda re egg prizes. • Sports Day: • The youth centre has been booked for the 12th July. Gemma has discussed with the dance teacher how we can use the facilities. • Messy Day: • Gemma has booked this. | <p>Sarah Gemma Caroline Kiki Rebecca</p> <p>Gemma</p> <p>Gemma</p> <p>Sarah</p> <p>Rebecca</p> |
| 7. | Any Other Business | |
| | <ul style="list-style-type: none"> • Rebecca has looked into the Carnival this year. She explained the different options – a float, joining parade or having a stall. • Rebecca to chase the carnival organisers again for deadlines of entry. • Committee to consider options and decide if we plan to take part. • Staff pay rises were discussed. An increase was agreed in principal – just need to agree on percentage. Sarah to look at the figures and send out. | <p>Rebecca</p> <p>Sarah</p> |
| 8. | Date of next meeting- | |
| | <ul style="list-style-type: none"> • 27th Feb – 7.30 – The Ship Inn – meet at the bar. • Rebecca to book a room. | <p>Rebecca</p> |
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