

St Helen's Preschool Interim Committee Meeting

Minutes of meeting held on 3rd July 2014

Present

Gemma King, Rebecca Meredith, Sarah Walters, Tricia Pillay

Apologies

Nicole Carter, Nina Clay, Zoe Niccolls, Caroline Hayward, Dannielle Airs, Kiki Mansbridge, Diane Ponting

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"> • Rebecca has had IT issues and still needs to write a letter to the parish re. The possibility of any potential grants. • Sarah plans to order some more ink cartridges for Tricia. Tricia to send Sarah the model number/ codes required. • Garden – this was discussed once more and the committee agreed we needed to check our rental contract in detail to see where we stand re. Our responsibilities with the upkeep. Sarah to ask Jane King for a copy. For now, we plan to leave the garden as it is since cutting the grass recently. • Gemma notified us that we are due to receive a donation towards some new garden toys. The committee agreed it may suit us best if we can buy the toys ourselves maybe second-hand and then claim the money back from the donater. Tricia to compile a wish list of the toys she feels we would benefit from and then the committee can start to research the best offers. A playhouse was deemed a good idea. It was agreed it would be good to try and buy the toys over the summer. Tricia mentioned that the shed may need treating also. We could ask B&Q for any donation. 	<p>Rebecca</p> <p>Sarah / Tricia</p> <p>Sarah</p> <p>Tricia</p>
3.	Manager's Feedback	
	<ul style="list-style-type: none"> • The numbers are still looking extremely good with a higher ratio of under 3's than previously. • Tricia is currently working on the Welcome packs. We discussed adding a letter that has already been drafted up by Sarah/ Rebecca about how the committee operates and how we need people to attend the AGM. We discussed how we are aware that this always needs reminding. Sarah to forward on to Tricia/ Rebecca for printing. • Tricia said with our current high numbers, we will need around 17 people to attend and vote at the AGM. • We all agreed that we will need to approach as many of the new parents as possible to reach this attendance figure. • Tricia had a meeting with Mr Spens and he kindly has offered us the use of the woodland at school for our forest school sessions. Tricia said he was keen for us to share premises again in the future, but their was currently nowhere to offer us. He suggested we talk to the Governors for a long term plan. Sarah also raised that it has been suggested that we could attend the PTA meetings as preschool representatives and maybe be able to update on our activity as part 	<p>Sarah</p> <p>All</p>

	of the agenda, which was agreed to be a great idea preferably one sole person to attend regularly. Gemma proposed herself for this role.	
4.	Treasurer's Feedback	
	<ul style="list-style-type: none"> • Sarah has had some payments from the long-standing debtor and they have offered £10 a week payment plan. • The school fête helped us raise approx £200 which proved to be a very worthwhile event both financially and for relationship building. Rebecca to draft a letter to Mr Spens to officially thank him for allowing us a table and to offer a donation. • Sarah raised that we had still not received a donation from the Round Table after helping out with the Santa Sleigh. Rebecca to chase – ask Anna for contact details. 	Rebecca Rebecca
5.	Chair Update	
	<ul style="list-style-type: none"> • Gemma has circulated a copy of the IT job role written by Paula. This outlines the level of experience needed to keep our website page up to date. We discussed this and commented that we currently don't have anyone with the relevant experience. We discussed potential solutions – pay an outside IT company, find a local IT student from the nearby colleges/ University. Sarah to ask Playlink for any advice. Gemma proposed she would ask Marlwood school, Castle school and Filton College/ Academy. • Gemma has offered to stay on as a Vice Chair for the next committee. • The DBS's still need to be completed. 	Sarah Gemma
6.	Fundraising	
	<ul style="list-style-type: none"> • No events at present planned until after the AGM. 	
	Any Other Business	
	<ul style="list-style-type: none"> • Nothing at present. 	
7.	Date of next meeting-	
	<ul style="list-style-type: none"> • 25th September – the AGM – 8.00 – The Ship Inn 	