

St Helen's Preschool Committee Update Meeting

Minutes of meeting held on 11th March 2014

Present

Gemma King, Rebecca Meredith, Sarah Walters, Kiki Mansbridge

Apologies

Nicole Carter, Melanie Monro, Diane Ponting, Nina Clay, Anna Johnston, Zoe Niccolls, Caroline Hayward, Tricia Pillay

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. <ul style="list-style-type: none"> • New clothing has been delivered and embroidered – thanks to Sarah for organizing all this. Fleeces to be embroidered – Sarah. • Wine and Cheese night at Old Down is scheduled for 22nd May. Provisionally booked with Maite Roche. Sarah and Rebecca to look at venue and consider what is needed – chairs, food, wine etc. 	Sarah Sarah/ Rebecca
3.	Manager's Feedback	
	<ul style="list-style-type: none"> • Tricia was not present at the meeting. • Gemma has looked into the muddy garden and has had a quote for it to be landscaped to present to the hall committee. 	Gemma
4.	Treasurer's Feedback	
	<ul style="list-style-type: none"> • Sarah reported that we made approx £63 from the recent table top sale. We had some learning's re venue, time of day etc for any future such events. • The Hall is to increase rent by 2% from April/May onwards. We have therefore looked to reflect this cost within our fees policy. • Sarah has designed an excellent forecast sheet which was presented to us all and helps us understand ongoing outgoings and in-goings, so we can see how we are throughout the year. Thanks to Sarah for all her hard work implementing this. Everyone appreciated how valuable this tool will be going forward. • Sarah mentioned outstanding debt – letters have been hand delivered to the parent in question. Sarah to approach Play link for advice. • Fees policy was updated during meeting - Sarah to amend and Rebecca to circulate to the rest of the committee for sign off, along with a letter explaining the fees increases. We discussed a possible 5% increase on invoices to go out with a letter before Easter. 	Sarah Sarah/ Rebecca
5.	Chair Update	
	<ul style="list-style-type: none"> • DBS's continue to be an issue. It was decided we would try and cover at the next meeting and see if we could complete on one-line as an example. Gemma to bring a laptop? 	Gemma
6.	Fundraising	

	<p><u>Easter Trail:</u></p> <ul style="list-style-type: none"> • We decided to charge £2 per completed form for the trail. The Greengrocers have agreed to keep the forms and distribute and also accept the completed ones after. We need to provide them with a money box and box for the completed forms. Paul is also happy to give out an egg when the forms are returned. • Rebecca to send letters to local supermarkets asking for any free eggs. • Rebecca to send letter to Old Down asking for a voucher as a lucky prize drawn at random. • Sarah to design posters to advertise the event and a flyer. Sarah is also creating a map for the trail and the form which is to be used. • Gemma to approach Helmet to put an article, possible flyer in the next addition. • Rebecca to write an article for the Gazette. • We currently have around 28 eggs being created. Many thanks to Zoe and Gemma for their sterling efforts to recruit people to decorate eggs. • Gemma to ensure an article is put in the St Helens school newsletter. • We will need the whole committee to help distribute posters this time and make sure everyone knows about the event. Rebecca to email the committee and ask each member to feedback which streets they will deliver the flyers to, so have a planned attack covering the whole surrounding area. • Sports Day – to discuss at next meeting. 	<p>Gemma?</p> <p>Rebecca Rebecca</p> <p>Sarah</p> <p>Gemma</p> <p>Rebecca</p> <p>Gemma</p> <p>Rebecca/ Everyone</p>
7.	<p>Any Other Business</p>	
	<ul style="list-style-type: none"> • Rebecca feedback that there were still spaces at the Thornbury Carnival for a float or stand. The committee decided at the moment that this is probably an event we will not enter. • Annual pay rises are due now. The exact percentages to be agreed and a letter to go out with the March pay packet if possible. Sarah to email Rebecca potential pay rise letter and Rebecca to circulate to committee for a vote via email. • There have been questions asked about pensions. Sarah to ask Play link for advice. 	<p>Sarah/ Rebecca</p> <p>Sarah</p>
8.	<p>Date of next meeting-</p> <ul style="list-style-type: none"> • 27th Feb – 7.30 – The Ship Inn – meet at the bar. • Gemma to book a room. 	<p>Gemma</p>