

St Helen's Preschool Committee Meeting

Minutes of meeting held on 23rd October 2014

Present

Rebecca Meredith, Sarah Walters, Laura Derham, Hayley Grove, Karina Tippett, Victoria Oakey, Diane Ponting, Anna Johnston, Jody West, Mandy Tomlinson, Tricia Pillay, Simon Smith

Apologies

Ian Portch, Kiki Mansbridge, Emma Caddick

1.	Welcome and introductions	Actions
	<p>Rebecca opened the meeting with a warm welcome and thanked everyone for attending. Everyone introduced themselves and gave a little information on their background. Everyone signed the pledge of confidentiality.</p>	
2a.	Preschool constitution.	
	<p>Copy of constitution distributed. Discussed quorum for decision making, needs to be half of committee to include 2 of the Officers. Action: Sarah to upload accounts and trustee information to charity commission. Action: Sarah to look into asset register (point 16b) Action: Rebecca to look into point 10b – number of allowed committee members. Simon had some concerns about the detail of the constitution and whether it reflected current up-to-date thinking and whether it was in line with the Equality Act. He suggested point 2a of the constitution should include 'all applicable characteristics of the Equality Act'. Action: Rebecca to look into possible changes that can be made to the constitution and amend if possible. Constitution refers to AGM being held in Summer term not Autumn. Action: as above, or hold next AGM at end of summer term.</p>	<p>Sarah Sarah Rebecca Rebecca</p>
2b.	Minutes sign off from July meeting and AGM	
	Minutes from both meetings were signed off as correct.	
	DBS	
	<p>All committee members need to have an up-to-date DBS form in place by mid-December. Apply online at www.ofsteddbapplication.co.uk > receive a form back > take to Tricia to check with 2 forms of ID > send back to Ofsted You will need the following Ofsted code for the preschool: EY3 061 72 If you have DBS from another organisation, it is believed that you still need to obtain one through Ofsted.</p>	All committee members

3.	Manager's report	
	<ul style="list-style-type: none"> • Tricia reported that they have recruited a new member of staff called Gina. She will start after half term. • Tricia brought up the subject of staff pay rise. • Action: Sarah and Tricia to sort out payment of Sam's forest school training. 	Sarah/ Tricia
4.	Treasurer's report	
	<ul style="list-style-type: none"> • Preschool accounts are looking healthy. • Aim to forecast cash flow through the year like last year, a good tool to understand our finances. • Bad debt now coming in slowly. • Invoicing has been brought back into treasurer role, Anna now taking on secretary role. • Action Sarah: Check bank to change signatories. Send copy of bank statements through to Chair. • Action Sarah: Look into limit of reserve account. Hayley advised Playlink can recommend how much should be kept on reserve to cover potential closing down costs. 	Sarah Sarah
5.	Chair's report	
	<p>Garden</p> <ul style="list-style-type: none"> • Tricia has compiled wish list of toys for the garden. • We received a donation of £250 and Alveston Trust will donate £150 too. • Rebecca is applying for a grant from Parish Council for £500. • Gardener quoted £2000 to do work so decision made not to hire gardener but to do the work ourselves. Ian Portch has offered to help. Mr Oakley was volunteered by Victoria and Mr Derham volunteered by Laura. Both have much experience of ground work. Action: Rebecca to e-mail these 3 to get them to plan a way forward. • Jody offered her colleagues to help with labour. Action: Rebecca to inform Jody of start date. • Action: Victoria will look into use of cricket club trailers to dispose of topsoil. • Action: Laura will write begging letter to the Mall for any donations. <p>IT</p> <ul style="list-style-type: none"> • Website needs updating. Paula has agreed to take the updating on again. • Simon will look at design of website and possibility of new website in future. • Rebecca will give information on website to Simon. • Simon also to look into a facebook group / page for the preschool parents who want to be involved. Not linked to the preschool itself. Simon to make proposals to Rebecca. • Much discussion took place around communications and how we should communicate and with whom. It was agreed there is work to be done on our communications as a committee. Simon agreed to be 	Rebecca Rebecca/ Jody Victoria Laura Simon Rebecca Simon

	<p>Communications Officer.</p> <ul style="list-style-type: none"> Rebecca is planning to issue a Parent Survey in November / December to see whether this brings up information about what people want to see and what communication needed. <p>Jubilee Hall Liaison</p> <ul style="list-style-type: none"> Victoria volunteered to act as liaison. She may need a substitute sometimes due to husband's work commitments. 	<p>Rebecca</p> <p>Victoria</p>
6.	Fundraising	
	<p>St Helens Christmas Fair</p> <ul style="list-style-type: none"> St Helen's have agreed we can have a stand at their Christmas Fair on the 28 November 3.30 – 5.30. Volunteers needed to man the stall. It was suggested we sell books and use Nina's pin board like we did before. <p>Christmas Party</p> <ul style="list-style-type: none"> Date set for 12th December. Action: Rebecca to talk to Cricket Club about availability Action: Rebecca/ Mandy try to organise Santa 	<p>Rebecca Rebecca/ Mandy</p>
9.	Any other business	
	<ul style="list-style-type: none"> Staff wages discussed after Tricia, Mandy and Jody left meeting. Committee agreed 5% payrise for all staff. 	<p>Sarah / Rebecca</p>
10.	Next meeting	
	Next meeting 7.30pm, Thursday 4 th December, The Ship	