

St Helen's Preschool Committee Meeting

Minutes of meeting held on 30th April 2015

Present

Rebecca Meredith, Sarah Walters, Victoria Oakey, Anna Johnston, Tricia Pillay, Simon Smith, Laura Derham, Jody West.

Apologies

Emma Caddick, Hayley Grove, Zoe Nutley.

1.	Welcome and introductions	Actions
	Rebecca thanked everyone for coming.	
2	Minutes sign off from October meeting	
	<ul style="list-style-type: none"> • Minutes from last meeting were signed off as correct. • There are a couple of outstanding actions: <ul style="list-style-type: none"> ○ Action: Rebecca to send events diary to Simon. ○ Emailed Hall committee twice re garden money and no response. Action: Rebecca to follow up. ○ Chased Gazette several times, no response. Action: Anna chase Gazette. ○ Action: Sarah order water proofs. ○ Action: Rebecca to go ahead with sourcing second hand camera 	<p>Rebecca Rebecca</p> <p>Anna</p> <p>Sarah</p> <p>Rebecca</p>
3.	Manager's report	
	<ul style="list-style-type: none"> • Numbers approximately the same as reported before. 17 will be leaving for school in September, 15 to remain. • Gina leaving on Friday 1st May. Sam covering Thursdays. Dawn covering Fridays. • Considering extra applicants for bank cover. To meet 14th May. • Danni volunteering on a Wednesday. • Advert gone to South Glos bulletin for manager job share. • Victoria reported that Hall committee have stated that the hall doorbell is preschools responsibility as they are the only ones that use it. Action Rebecca to ask Jane for handyman's number. 	<p>Rebecca</p>
4.	Treasurer's report	
	<ul style="list-style-type: none"> • Sarah discussed our current financial situation. The grant monies received at present are lower than forecast. Unsure whether more monies will come but if don't, could mean we finish the year at a £2.6k loss. 	

	<ul style="list-style-type: none"> • There is still significant levels in reserve account. • Discussion around the various income and outgoings. Parish council grant lower this year. Couple of outstanding bills and a bad debt. • Action: Sarah will see if there is any way to forecast the grant monies accurately. 	Sarah
5.	Chair's report	
	DBS Update <ul style="list-style-type: none"> • We are there with this now. Newsletter, Parent and staff Survey <ul style="list-style-type: none"> • To include the survey feedback. Nothing of real note brought up from surveys. Tricia to compile feedback and make responses to include in Newsletter. 	Tricia
6.	Fundraising	
	Easter Egg Trail <ul style="list-style-type: none"> • A great success, raised similar to last year (£140 vs £151) Tea towel Project <ul style="list-style-type: none"> • Decision to order 100 tea towels. Quiz Night <ul style="list-style-type: none"> • Decided to move to 25th June to give us longer to advertise effectively. Action: Rebecca to check with The Ship. • Poster / flyer – Sarah • Questions – Sarah • Adverts in the Helmet, Gazette, shop, school letter - Anna /Rebecca • Prizes – Simon donating 1 white, 1 red wine. Loser prize – Rebecca's chocolate egg stockpile. • Raffle donations – contact: Old Down (Adele Sharp) – Rebecca Alveston House Hotel – Anna Hawkes House – Simon Romy's Kitchen – Simon O2 box – Sarah Parent donations – Victoria 	Rebecca Sarah Sarah Anna/ Rebecca Simon/ Rebecca Rebecca Anna Simon Sarah Victoria
9.	Any other business	
	Carnival <ul style="list-style-type: none"> • Decided to not put a float in carnival. Decide later about walking in procession – no great desire to do so expressed. Shed <ul style="list-style-type: none"> • Needs a paint... Victoria agreed to ask Mr Oakes. Sam to possibly paint a mural again. 	Victoria
10.	Next meeting	
	Next meeting 7.30pm, Thursday 4 th June, The Ship	