

St Helen's Preschool Committee Meeting

Minutes of meeting held on 29th January 2015

Present

Rebecca Meredith, Sarah Walters, Emma Caddick, Victoria Oakey, Anna Johnston, Tricia Pillay, Simon Smith

Apologies

Kiki Mansbridge, Karina Tippet, Laura Derham, Hayley Grove, Emma Burnell, Zoe Nutley, Jody West.

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 4th December 2014 meeting were signed off as correct. • There are a couple of outstanding actions: <ul style="list-style-type: none"> ○ Action: Tricia to send list. ○ Action: Tricia to send profile on Gina to Simon for the website. ○ Action: Anna chase Gazette re article submitted. 	Tricia Tricia Anna
3.	Manager's report	
	<ul style="list-style-type: none"> • There has been no further cat fouling in the new garden. • Hannah has now left, she did not return this term. Advertising for a replacement has begun. Some suggestions were made for places to advertise including school newsletter, Job Centre, Gumtree. • Tricia will have difficulty covering Tuesdays going forward until replacement member of staff found. A rota of volunteers has been drawn up for the next 6 weeks as follows: 3rd Feb – Tricia 10th Feb – Anna 9-12, Victoria 11.45 – 12.30 (to check) 17th Feb – half term no cover needed 24th Feb – Sarah 3rd March – Sarah / Anna / Victoria 10th March – Emma 	Rebecca/ Tricia Anna/ Sarah/ Victoria/ Emma
4.	Treasurer's report	
	<ul style="list-style-type: none"> • Sarah discussed our current financial situation with the finance forecasting spreadsheet. Discussion around the various income and outgoings. Miscellaneous income for December includes the fundraising from the bookstall, children's party, stall at Christmas Fair, photos and parish council donations. • The long-term outstanding debt has now been cleared. • There are a couple of very old outstanding monies which have only just come to light. We don't understand why they have not shown up 	

	sooner. Sarah will investigate further, maybe ask Roy, we can only chase if we can provide some audit trail behind the request for monies.	Sarah
5.	Chair's report	
	<p>DBS Update</p> <ul style="list-style-type: none"> Everyone gave Rebecca an update on their current status with obtaining DBS and completing EY2 form. <p>Book stall</p> <ul style="list-style-type: none"> This was a big success raising £75. <p>Round Table</p> <ul style="list-style-type: none"> Our volunteers for this raised us £150. <p>Parent and staff Survey</p> <ul style="list-style-type: none"> Rebecca to initiate the parent and staff survey. <p>Hall Committee</p> <ul style="list-style-type: none"> Victoria attended the Jubilee Hall Committee meeting. The Jubilee Hall Committee have not received the letter regarding the garden donation. Victoria has email address for us to resend to the Hall Committee Treasurer. Rebecca to resend letter. Jubilee Hall Committee has said they will match our fundraising and donations for the garden. We need to let them know how much this is. Action: Sarah to calculate total garden costs and then Rebecca can justify asking for around £400. The rental charge for the Jubilee Hall will rise by 2%. However we will not be charged for our storage in the attic. 	<p>Rebecca</p> <p>Rebecca</p> <p>Sarah / Rebecca</p>
6.	Fundraising	
	<p>Easter Egg Trail</p> <ul style="list-style-type: none"> Last year this was a great success and very popular with the children in the village. Have decided to organise again. Theme: 'Fairy tales' was received well. Emma to source chocolate treats. Action: Rebecca to send a sample begging letter to Emma. Sarah to paint eggs white again ready for redecorating. Sarah to redo map of trail. Rebecca to email around for volunteers to decorate and host an egg – large number of committee present volunteered themselves and other names were mentioned – all to ask around. <p>Quiz Night</p> <ul style="list-style-type: none"> Another good fundraising event from last year. Suggested we ask Ship if we could hold it there rather than at Olldown Country Park (more local, might be more popular). Action: Rebecca to ask The Ship. <p>Other Ideas</p>	<p>Rebecca / Emma</p> <p>Sarah</p> <p>Sarah</p> <p>Rebecca / all</p> <p>Rebecca</p>

	<ul style="list-style-type: none"> Victoria showed us a tea towel with a picture drawn by each child. She thought we could do something like this for parents to buy as children leave preschool. Action: Victoria to find out more. Simon said that Simply Health provide large donations for charity. More likely to succeed if there is something specific that we want for the preschool. Tricia will pursue with Simply Health. 	Victoria Tricia
9.	Any other business	
	<p>Communications</p> <ul style="list-style-type: none"> Rebecca to send events calendar to Simon for putting on internet. <p>NEG</p> <ul style="list-style-type: none"> This is now wanted to be emailed in secure email. This is an issue as preschool does not have secure email or even internet access and it is not permitted to remove personal details of children from premises. They have agreed we can post as usual at the moment. 	Rebecca / Simon
10.	Next meeting	
	Next meeting 7.30pm, Thursday 12 th March, The Ship	