

St Helen's Preschool Interim Committee Meeting

Minutes of meeting held on 11th June 2015

Present

Rebecca Meredith, Sarah Walters, Simon Smith, Laura Derham, Emma Caddick, Hayley Grove

Apologies

Victoria Oakey, Anna Johnston, Tricia Pillay, Jody West

1.	Welcome and introductions	Actions
	Rebecca thanked everyone for coming.	
2.	Minutes sign off from October meeting	Actions
	<ul style="list-style-type: none"> • Minutes from last meeting were signed off as correct. • There are a couple of outstanding actions: • Sarah has ordered waterproofs but these were found to be too small, so need re-ordering. • Rebecca has bought a new camera. • The Jubilee Hall Committee have been emailed with garden costs and we are awaiting a decision back from them with the amount they are willing to contribute. Rebecca to continue to chase. • The Gazette has been chased re our article on the new garden, but no response as of yet. • Doorbell has been repaired by Alveston Electricals at a cost of £60. • The Severn room in the Ship has been booked for the quiz – to confirm numbers nearer the time. To find out if they have a PA system also. • Sarah has designed a poster for the quiz night. • The quiz night has been advertised in the school newsletter. • Simon requested prizes from Hawkes House and Romy's but no donations yet. • The shed is still to be painted – Mr Oakes has volunteered. Emma may have some paint she can give us. • The tea towel project is progressing. 	<p style="text-align: center;">Sarah</p> <p style="text-align: center;">Rebecca</p> <p style="text-align: center;">Rebecca</p> <p style="text-align: center;">Emma</p>
3.	Manager's report	Actions
	<ul style="list-style-type: none"> • Tricia unable to attend the meeting. 	
4.	Treasurer's report	Actions
	<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 £2.5k loss. • We made £217 at the summer fete last year so we will aim for the same this year. • We are expecting around £3,500 in grants to come in about now, if we get more than this it will be welcome. 	

	<ul style="list-style-type: none"> To check if Tricia is still obtaining registration fees from new starters. Not sure if we are allowed to or if we may have to make it an admin donation? Sarah mentioned about making up a new starter pack with all the relevant forms needed when a new staff member starts. Hayley to send a sample form to Sarah. 	Hayley
5.	Chair's report	
	<ul style="list-style-type: none"> Rebecca has submitted a grant application for a health inequality grant from South Glos council. It is very unlikely we will be successful, but was considered worth a try. The prospect of enrolling new committee members was discussed again and the challenges this proposes. A coffee morning for new parents was well received. Simon mentioned asking his father if he may consider the Chair position. 	Simon
6.	Fundraising	
	<p>St Helens Primary School fete stall:</p> <ul style="list-style-type: none"> We have several volunteers to help share managing the stall. (Laura, Rebecca, Jody, Anna, Molly, Connor, Victoria). Rebecca to collect the banner from the loft. To source a gazebo – Nicole Carter. Activities decided on – face painting as this was our main earner last year, Nailboard, Guess the number of chocolate eggs in a jar (been donated), Henna tattoos possibly. To set up a rota for volunteers to sign up. <p>Tea towel Project</p> <ul style="list-style-type: none"> In progress, nearly ready to send of. <p>Quiz Night</p> <ul style="list-style-type: none"> Rebecca to ask the Ship if they have a PA system. Simon has a colleague that may be able to help compare the night or possibly give us some questions. We need to step up advertising the event ASAP. Hayley to distribute some posters to the Methodist church, Cricket club, The Ship and put on My Thornbury website. Rebecca to put one up in the shop and to give the poster to Hayley. Rebecca to try and sell tickets in advance also. Heads and tails game was suggested and agreed to include in the night as a way of generating extra revenue. 	<p>Rebecca</p> <p>Rebecca</p> <p>Rebecca Simon</p> <p>Hayley/ Rebecca</p> <p>Rebecca</p>
9.	Any other business	
	<ul style="list-style-type: none"> None 	
10.	Next meeting	
	Next meeting 7.30pm, The Ship - (Date to be confirmed)	

