

St Helen's Preschool Committee Meeting

Minutes of meeting held on 12th March 2015

Present

Rebecca Meredith, Sarah Walters, Tricia Pillay, Victoria Oakey, Emma Caddick, Simon Smith, Hayley Grove

Apologies

Anna Johnston, Jody West, Laura Derham, Kiki Mansbridge, Karina Tippett

1.	Welcome and introductions	Actions
	Rebecca opened the meeting with a warm welcome and thanked everyone for attending	
2.	Minutes of last meeting	
	<p>Minutes were signed off as correct.</p> <ul style="list-style-type: none"> • Rebecca had requested a room from The Ship for our quiz – they have agreed to us using their venue. To ask if 4th June is available. • Rebecca still to send events calendar to Simon for the website. • Anna to chase the Gazette re our garden article. • Rebecca to chase the Hall Committee for contribution towards the garden. • Victoria has researched the tea towel fundraiser and detailed the different options and it was agreed it would make a good fundraising activity. Victoria to draft up a letter to parents to gauge potential order numbers and interest. Approx £2 profit per tea towel. • Sarah will send the copy from the school newsletter about the Easter egg hunt through to Simon to put up on the website. 	<p>Rebecca</p> <p>Rebecca Anna Rebecca</p> <p>Victoria</p> <p>Sarah</p>
3.	Manager's Feedback	
	<ul style="list-style-type: none"> • Tricia went through the numbers of children per session after Easter: Mon a.m – 20- 21 Mon p.m – 18 Tues – 20 Weds – 19 Thurs – 20 Frid – 14 • There will be around 17 children leaving for school in September. • Tricia informed the committee about her plans to reduce her hours from September and her views for this. • The camera is broken. Rebecca took the camera to look into prices etc. This one was donated. • Tricia told everyone about our new starter, Zoe Howard due to start on the 18th March. She has come highly recommended and will be on a temporary contract till September with a possibility of staying on after. 	<p>Rebecca</p>
4.	Treasurer's Feedback	
	<ul style="list-style-type: none"> • Sarah detailed the forecast sheet. • Sarah expressed the need for a new laptop as the laptop is very outdated now and also agreed to look into some Quickbooks training to help get the full functionality out of it. 	<p>Sarah</p>

	<ul style="list-style-type: none"> • Rebecca to ask Anna Bull (South Glos Council) for advice around IT and see if they offer any support to pre-schools. • Sarah to buy a Hard Drive to back up the pre-school laptop. • Sarah to investigate the cost of a new laptop / anyone we could approach for a donation. 	Rebecca Sarah Sarah
5.	Chair Update	
	<ul style="list-style-type: none"> • Rebecca asked for an update on DBS's. Emma still to get her certificate but it is in the process. • Rebecca detailed the parent survey feedback to date. To present back to the parents in the next newsletter. There were lots of discussions about what could be improved and how; mainly centred around communication and how to welcome new parents to pre-school. Various things were discussed from name badges to more info on the noticeboard. To add to agenda for next meeting for further exploration. • Rebecca updated about her meeting with Anna Bull (South Glos Council). She discussed the advantages/ disadvantages of a possible job share for the Managers position. Anna had reinforced that our recruitment and plans for the preschool were all sound and that we were doing a good job as a committee. Rebecca to run the advert for the Managers position by Anna and use as a support network for advice. 	Rebecca Rebecca
6.	Fundraising	
	<ul style="list-style-type: none"> • Emma updated everyone about the £60 donations we have received towards chocolate treats for the egg hunt. To mention the companies that have kindly donated in the newsletter. Emma to buy larger egg / prize for best decorated egg. • Mandy to produce poster to advertise the egg hunt. Rebecca to chase. 	Emma Mandy/ Rebecca
	Any Other Business	
	<ul style="list-style-type: none"> • Simon is asking a friend for support with improving the website. He plans to update it with some new photos – Tricia to send him some. • Rebecca and Sarah mentioned they would be stepping down in September and the need to start recruiting now. To add to the next newsletter. Emma and Victoria and Simon said they thought they would stay on the committee. • Mandy had mentioned we needed some more waterproofs. Sarah agreed to order another dozen sets. 	Simon/ Tricia All Sarah
7.	Date of next meeting-	
	<ul style="list-style-type: none"> • 30th April – 7.30pm – The Ship Inn 	
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