

# St Helen's Preschool Committee Meeting

## Minutes of meeting held on 5<sup>th</sup> November 2015

### Present

Andy Clark, Diane Ponting, Victoria Oakey, Nic Bright, Tricia Pillay, Natalie Phillips, Gail Curtis, Emma Caddick.

### Apologies

Simon Smith.

1.	Welcome and introductions	Actions
	<p>Andy thanked everyone for coming and wanted it put on record his thanks to Rebecca Meridith for the great job she did last year as chair and also for her help handing over. Andy to arrange flowers and a card and invite Rebecca to the next meeting.</p> <p>Confidentiality pledge was signed by all committee members.</p>	Andy
2	Minutes sign off from October extra ordinary meeting	
	<ul style="list-style-type: none"> <li>• Minutes from last meeting were signed off as correct.</li> <li>• There are no outstanding actions.</li> </ul>	
3.	Manager's report	
	<ul style="list-style-type: none"> <li>• South Gloucestershire Council have awarded us a grant of approximately £1200. £645 has already been received; remainder will follow once this is spent. To cover equipment (approx. £200), Waterproof clothing (approx. £600) and IT, laptop and Ipad air (approx. £489).</li> <li>• Victoria volunteered to look into sourcing the clothing (thermal socks, waterproof trousers, jackets, gloves and hats).</li> <li>• Rebecca Meridith had sourced a laptop Acer £249, Gail volunteered James Curtis to see if there were any better deals around now. And also the recondition Ipad for £239.</li> <li>• Spoken to Jubilee Hall Committee re installing internet access. Andy to take this forward.</li> <li>• Application for around £213 also with the Parish Council.</li> <li>• Pay rises: unqualified staff have now fallen below the minimum wage since 1<sup>st</sup> October 3% increase, also a further 7.5% will be due in April when the new living wage comes in to effect. Gail to do a forecast of what this will mean. Pay rises will be backdated.</li> <li>• Christmas Bonus: usually a £50 Mall voucher across the board. Gail agreed to purchase the vouchers for all 6 members of staff.</li> <li>• Tricia handed over a letter from the Pension Regulator, will need to offer all staff some form of pension. This needs discussion at a further date.</li> <li>• Numbers for all sessions apart from Monday morning are currently</li> </ul>	<p>Victoria</p> <p>Gail (on James' behalf)</p> <p>Andy</p> <p>Gail</p> <p>Gail</p> <p>All</p>

	<p>below 14 which is the break even number. Numbers will rise in January when only a Friday session will be below 14. Tricia noted that once a session exceeds 18 children an additional member of staff is required. Andy asked for a copy of the current staff rota, registered and planned numbers and the current prospectus.</p> <ul style="list-style-type: none"> <li>• Discussion around how numbers can be increased and better publicity of the pre-school. Andy to draft a poster.</li> <li>• Mrs Boffin, reception teacher at St Helens has contacted the preschool to develop better links. Emma volunteered to attend meetings along with Tricia to see how we can improve the links between the two.</li> </ul>	<p>Tricia</p> <p>Andy</p> <p>Tricia/Emma</p>
<b>4.</b>	<b>Treasurer's report</b>	
	<ul style="list-style-type: none"> <li>• Cheque signatories agreed as Victoria, Gail, Natalie and Andy.</li> <li>• Gail has had a handover with Sarah Walters, although the old laptop had crashed so was unable to produce a current report or forecast.</li> <li>• First payroll with the new treasure had gone through ok, no issues reported by any staff members. Tricia now sending through timesheets directly to playlink.</li> <li>• Query re public indemnity insurance, valid until 31/03/2016. Gail to check whether outdoor equipment is covered by the insurance policy.</li> <li>• Gail to check the grant of £645 has been paid in.</li> <li>• Gail to check whether there is a current inventory of the preschool assets.</li> <li>• Bad debt: one outstanding debt of £258 is owed to the preschool. Child has now left the preschool and parent is asking for proof that the money is owed. The child's sibling will be starting preschool in the new year and it is felt that the debt should be before being allowed to start. Natalie to draft a letter to recover the debt.</li> <li>• Gail to authorise payment to Emma Caddick for wheelbarrows.</li> </ul>	<p>Gail</p> <p>Gail</p> <p>Gail</p> <p>Natalie</p>
<b>5.</b>	<b>Chair's report</b>	
	<ul style="list-style-type: none"> <li>• DBS: All committee members who don't have a DBS/EY2 to complete one by January. Diane to circulate email instructions on completing the process. Victoria offered to help anyone struggling.</li> <li>• Constitution was adopted by the committee. Diane to re-send the constitution to all members.</li> <li>• The garden needs some tidying up. Andy to draft a letter to all parents asking for volunteers to help. Gail volunteered James Curtis to source more playbark. Victoria to let her know where the previous lot came from. 'Groundforce' morning Sunday 29<sup>th</sup> November from 10am – 1pm where all parents are invited to come along and help with the tidy up.</li> <li>• Andy to draft a newsletter with important dates (groundforce, Christmas Fair, Preschool Party) and information for parents and pass to Tricia for distribution.</li> </ul>	<p>Diane</p> <p>Diane</p> <p>Andy</p> <p>Victoria/Gail on James' behalf)</p> <p>Andy</p>
<b>6.</b>	<b>Fundraising</b>	
	<p>Christmas Fair</p> <ul style="list-style-type: none"> <li>• St Helen's School Friday 27<sup>th</sup> November 3:30-5pm. We will sell reindeer food as this was a success last year, the remaining tea towels and have a 'name the reindeer' competition. Nic to make the grid for the name the reindeer and also to source the toy. Also possibility of</li> </ul>	<p>Nic</p>

	<p>selling books. Tricia to see if there are any remaining in the loft and Natalie and Gail to speak with Ian Portch to see if he can get any books as in previous years. Gail to sort the float for the day. Emma, Victoria and Diane to make the reindeer food. Can set up from 3pm various people offered to help at some point during the afternoon. Will prepare a flyer for the Christmas Fair. Diane to look to see what might already be available from previous years.</p> <p>Tea towel Project</p> <ul style="list-style-type: none"> <li>Will look to do this again in some way whether tea towels or bags. Victoria to look into this for January.</li> </ul> <p>PreSchool Christmas Party</p> <ul style="list-style-type: none"> <li>The Christmas party will now be held in January and will be a New Year Party and will enable new children joining in January to attend. Providing the Cricket Club is available the date will be Saturday 9<sup>th</sup> January 2016, 4:30-6pm and will cost £2.50 per child. Nic to design invites, posters tickets etc...</li> </ul>	<p>Natalie/Gail</p> <p>Emma/Victoria /Diane</p> <p>Diane</p> <p>Victoria</p> <p>Nic</p>
<b>9.</b>	<b>Any other business</b>	
	<p>Registration Fee</p> <ul style="list-style-type: none"> <li>Could this be re-introduced for 2 ½ yr olds.</li> </ul> <p>Website</p> <ul style="list-style-type: none"> <li>Simon would like some new photos for the website but in order for this to happen the new camera needs to be purchased. Gail to sort out the purchase of the new camera and printer.</li> </ul>	<p>Gail</p>
<b>10.</b>	<b>Next meeting</b>	
	Next meeting 7.30pm, Thursday 3 <sup>rd</sup> December, The Ship	