

St Helen's Preschool Committee Meeting

Minutes of meeting held on 14th April 2016

Present

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

Apologies

Natalie Phillips

1.	Welcome and introductions	Actions															
	<p>This meeting was held at the Ship. Andy thanked everyone for coming.</p>																
2	Minutes sign off from March meeting																
	<ul style="list-style-type: none"> • Minutes from last meeting were signed off as correct. • There are a few outstanding actions and these are noted in the minutes. 																
3.	Manager's report																
	<ul style="list-style-type: none"> • Library bookcase is broken either needs fixing or purchase a new one, needs to be on wheel. Diane will see what needs fixing and ask if anyone can fix it. • Some bits for the tip. • Printer cartridges required. • Dani requires some training in September to level; 3 preferably free otherwise approximately £1200 • Tania needs a new contract. • Numbers: From April • Capacity is 24, 20 for Wednesday cooking, 20 forest school. <table border="1" data-bbox="375 1444 1127 1556"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thur</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>20/21</td> <td>20</td> <td>20/21</td> <td>16</td> </tr> <tr> <td>22</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Mon	Tue	Wed	Thur	Fri	21	20/21	20	20/21	16	22					Diane
Mon	Tue	Wed	Thur	Fri													
21	20/21	20	20/21	16													
22																	
4.	Treasurer's report																
	<ul style="list-style-type: none"> • Grant dates are now know and grant payments have been made. • New payroll provider from this month. New timesheets in use no other changes for staff. • No pension update. • Projection for an extra hour per week to cover doing learning diaries approximately £50. • Andy to contact Rebecca to see if Roy can do the year end accounts, Gail to catch up with Sarah re this. • Money has been received from South Glos. 																

5.	Chair's report	
	<ul style="list-style-type: none"> • EY2s and DBS still outstanding for some. • Still awaiting the response from the diocese regarding the land. • Estimated costs for a 30 place nursery £120k brand new £100k second hand using Eliots modular buildings. • Diane will look in to National Lottery funding and other potential funding streams. • Andy will look at planning issues. 	Diane Andy
6.	Fundraising	
	<ul style="list-style-type: none"> • Easter egg hunt raised £117.35, winner of best egg was Karen & Harry Snow and the winner of the Old Down pass was Alex & Charlotte Walters. We have over 75 chocolate eggs left for using at the school fair. • Cross hands are keen to run a quiz night for us and will donate takings from the quiz nights. • Swan @ Thornbury will also provide us with a skittles night 9th July • Andy to write Thank You letter to Tesco for the Easter Egg donation. • Carnival probably will take part in the parade but not have a stall. • Quiz is probably a no go but look at a potential skittle evening or some other family/adult event. 	Andy
9.	Any other business	
	<ul style="list-style-type: none"> • Next years committee, possibly target parents with letters and invite to a coffee & cake to introduce ourselves. 9th May in the Bush room after drop off. Nic to draft letter. • Jubilee Hall committee meeting very negative but they will allow us to have an additional spare key. Diane to hold for now. 	Nic
10.	Next meeting	
	Next meeting 7.30pm, Thursday 26 th May The Ship	