

St Helen's Preschool Committee Meeting

Minutes of meeting held on 15th June 2016

Present

Andy Clark, Diane Ponting, Nic Bright, Gail Curtis, Tricia Pillay , Emma Caddick.

Apologies

Victoria Oakey, Simon Smith

1.	Welcome and introductions	Actions															
	This meeting was held at the Ship. Andy thanked everyone for coming.																
2	Minutes sign off from May 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 Tricia to purchase a new one. Also coat rack is broken too, temporary fix. • Dani needs to upgrade some GCSEs before starting the level 3 training. • Future planning: building space with two separate areas would be ideal. • Meeting with Mrs Boffin on 29th June, someone from preschool will attend. • Parents should inform Tricia which school the leavers are going to as preschool don't always know. • Carnival, Dawn, Debbie and Tricia coming possibly Sam and Dani. Tricia to find banners/flags. • Term dates for next year submitted to the Jubilee Hall. 2 week closure will again be in October. • Preschool is closed for 23rd June EU referendum. • Have approximately 16 children coming back in September which is encouraging. • Numbers: From June • Capacity is 24, 20 for Wednesday cooking, 20 forest school. <table border="1" data-bbox="375 1698 1128 1812"> <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>24</td> <td>20</td> <td>22</td> <td>19</td> </tr> <tr> <td>22</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Mon	Tue	Wed	Thur	Fri	21	24	20	22	19	22					Tricia
Mon	Tue	Wed	Thur	Fri													
21	24	20	22	19													
22																	
4.	Treasurer's report																
	<ul style="list-style-type: none"> • Finances ok. • No outstanding debts. 																

	<ul style="list-style-type: none"> • Sarah Walter's has done the charity commission return this time and shown Gail how it is done. • Pension, Gail wants this to be up and running before handing over to the new committee, nearly complete. • Preparing for year-end accounts, Roy Meredith to complete for us, requires laptop in early July. • May need to update Quickbooks software or purchase a new version. 	
5.	Chair's report	
	<ul style="list-style-type: none"> • EY2s and DBS still outstanding for some. • Learning diaries: Nic is happy to sort out purchasing and setting up the learning diaries software once a supplier has been decided. • Andy spoke to Mr Spens re concerns over cost and committee resources to deliver such a large project as the relocation of the preschool. Mr Spens to take it to the next governors meeting to see if they wish to take on the project. • Committee for next year, all three key roles will be vacant. Plans in place to recruit more members with a coffee morning planned and notices for the local noticeboards produced. Nic to sort out getting these in place. 	Emma Nic Nic
6.	Fundraising	
	<ul style="list-style-type: none"> • Carnival parade: authorisation slips have been sent out to parents, good response so far. Agriculture theme. • Summer fair, football, books and nails. Anyone who can help will be more than welcome. 25th June Jack/Andy sorting football. Emma B, Zoe and Victoria sorting nails. Andy to check if we need to provide a gazebo. • Crosshands raised £196.50 from various events in the month of May for the preschool. Andy to write a thank you letter. • Possibility of an end of term party at the sports centre. Thursday 20th July 4:15pm – 5pm £2.50 per tickets. Awaiting letter from Leisure Centre to confirm this can go ahead. • Coffee morning 27th June. Diane to sort refreshments. 	All Diane
9.	Any other business	
	<ul style="list-style-type: none"> • AGM date set for Thursday 15th September 7:30pm at The Ship 	
10.	Next meeting	
	Next meeting 7.30pm, Thursday 14 th July The Ship	