

St Helen's Preschool Committee Meeting

Minutes of meeting held on 26th May 2016

Present

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

Apologies

Natalie Phillips, Victoria Oakey, Tricia Pillay, Simon Smith

1.	Welcome and introductions	Actions															
	<p>This meeting was held at the Ship. Andy thanked everyone for coming.</p>																
2.	Minutes sign off from April 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. Still broken, will investigate how much it will be to replace. Also coat rack is broken too. Dani requires some training in September to level; 3 preferably free otherwise approximately £1200. Tricia to follow up with more details. Tania needs a new contract. Tricia to confirm this has been done. School photographer will be in on the first Monday after half term. Preschool is closed for 23rd June EU referendum. Health & Safety poster received. Numbers: From June Capacity is 24, 20 for Wednesday cooking, 20 forest school. <table border="1" data-bbox="375 1482 1128 1591"> <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					<p>Diane</p> <p>Tricia</p>
Mon	Tue	Wed	Thur	Fri													
21	24	20	22	19													
22																	
4.	Treasurer's report																
	<ul style="list-style-type: none"> Finances ok. Grants in. No outstanding debts. Sarah Walter's going to do the charity commission return this time and show Gail how it is done. Pension, Gail wants this to be up and running before handing over to the new committee. 																

