

St Helen's Preschool Committee Meeting

Minutes of meeting held on 16/11 2016

Present: Nic.C, Amy, Hope, Victoria, Laura, Dan, Angelika, Sean, Dawn, Nic.B

Apologies

1.	Welcome and introductions	Actions
	Meeting held at the ship Nic thanked everyone for coming	
2	Minutes sign off from October meeting	
	Minutes signed off from October meeting as correct Any outstanding actions noted in the minutes	
3.	Manager's report	
	<ul style="list-style-type: none"> Numbers still the same No book stand but invoice was sent A newsletter is needed asap. 	Hope Amy
4.	Treasurer's report	
	<ul style="list-style-type: none"> Quick books activation code needed, probably best to still use old laptop Ring hmrc find out options other than quickbooks Pensions, check who qualifies now, take Tricia out 	Sean Angelika Hope
5.	Chair's report	
	<ul style="list-style-type: none"> Deputy job advertised Emma Braun possible applicant Login to south glouc vle to submit application form by 28th nov closing 12th dec, interview from weds, thurs. Plan b if no applicants find out costs of supply from agency. Plan needed going forward with more possible hours, Survey parents in January find out what hours are preferred. Check grant update DBS form to be completed for next meeting Parent email addresses needed, for invoices and info. 	Nic.C Nic.B Nic.C
6.	Fundraising	
	<ul style="list-style-type: none"> Alveston parade stand, sell donated books, calendars, hamper exact date needed contact Marcus Fry for details. Christmas stall 25th nov, Gingerbread house, Victoria to ask Di, if not Angelica to supply, Reindeer food supplied by Victoria £1, Angelica to bake biscuits 50p, name the reindeer and raffle tickets. Float supplied by Nic.B, most members around to help out target £96.50. Cards no go, class fundraising bags, canvas or cotton, 50+ bags around 	Nic.C Nic.B, Victoria Angelica,

	<p>£2.50 each rrp £5.00. Victoria to go ahead and order samples for next meeting. Along with funds for schools collection bags.</p> <ul style="list-style-type: none"> • Christmas jumper week 12th-16th dec, £2 donation each poster needed • Santa sleigh 2nd 5.30 -3rd 4pm, volunteers confirmed • New years party 7th Jan, 4-6pm,put on newsletter, all confirmed by Victoria, Raffle old down tickets. • Email to delegate food supplies closer to time. 	<p>Victoria</p> <p>Nic.B</p>
9.	Any other business	
	<ul style="list-style-type: none"> • Jubilee hall meeting, more hours discussed willing to accommodate us As biggest user. Agreed to a banner, 4 weeks per term at the far end railings, • Next meeting Victoria to attend. • Sean web update in progress looking good, link to school website could be possible, • Amy send Sean the emails • Banner needs quote, Nic. C <p>All above to be met before next meeting,</p> <ul style="list-style-type: none"> • Facebook Laura to take over get login details from Di. • Posters needed for notice board pre- school entrance and youth centre. 	<p>Nic, B</p>
	Next meeting	
	Wednesday 4 th Jan 7.30 the Ship	