

# St Helen's Preschool Committee Meeting

## Minutes of meeting held on 21/02/ 2017

Present: Nic.C, Amy, Dan, Laura, Victoria, Dawn

### Apologies

1.	Welcome and introductions	Actions
2	<b>Minutes sign off from January meeting</b> <ul style="list-style-type: none"> <li>• No matters outstanding</li> </ul>	
3.	<b>Manager's report</b>	
	<ul style="list-style-type: none"> <li>• Numbers Mon 14/12, Tues 16, Wed 11, Thurs 14, Fri 10</li> <li>• Ink needed</li> <li>• Putting together a list of priorities things needed.</li> <li>• Visited Mrs Boffin and Mr Spens have a good insight on anything more that can be done for the transition to school.</li> <li>• Jenny still out sick</li> <li>• Possible day changes in the future for Jenny and Debbie.</li> <li>• Posters needed for around the village, toddler groups etc.</li> <li>• Safeguarding audit discussed</li> </ul>	
4.	<b>Treasurer's report</b>	
	<ul style="list-style-type: none"> <li>• None to date</li> <li>• Meeting needed with Hope</li> <li>• £300 from santa sleigh</li> </ul>	Amy, Nic.C
5.	<b>Chair's report</b>	
	<ul style="list-style-type: none"> <li>• Angelika stands down from invoicing .</li> <li>• Dawns contract signed and filed.</li> <li>• Check if Emma's contract is signed.</li> <li>• Ground force day April 2<sup>nd</sup> tidy the garden to be confirmed.</li> <li>• Ideas for grants needed, Dawn to ask staff on thoughts, Victoria to word an application.</li> <li>• Email Hope arrange a meeting.</li> <li>• Hope to check Victoria has been reimbursed staff present money</li> </ul>	
6.	<b>Fundraising</b>	
	<ul style="list-style-type: none"> <li>• Easter egg hunt Fri 7<sup>th</sup> April two weeks, Nursery rhythms theme agreed, Dan to produce a list, Vic to paint the eggs,</li> </ul>	Dan, Vic

	<ul style="list-style-type: none"> <li>• Bags being organised Dawn/Victoria</li> </ul>	
<b>9.</b>	<b>Any other business</b>	
	<ul style="list-style-type: none"> <li>• Easel for out the front to inform parents</li> <li>• Jubilee hall increase rent 15p an hour</li> <li>• Next Jubilee hall meeting 30<sup>th</sup> march Dawn and Nic.C to attend, discuss more hours etc.</li> </ul>	Dawn, Nic.C
<b>10.</b>	<b>Next meeting</b>	
	28 <sup>th</sup> march 7.30 at the Ship inn	