

# St Helen's Preschool Committee Meeting

## Minutes of meeting held on 7<sup>th</sup> December 2011

### Present

Hannah Fugill, Rebecca Meredith, Michael Slade, Paul Bevan, Tricia Pillay, Ian Portch, Tracey Healey, Sarah Bowden, Paula Evans, Siobhan Dwan

### Apologies

Claire Lloyd, Claire Shaw, Sharon McClaren,

1.	<b>Welcome and introductions</b>	<b>Actions</b>
	Hannah opened the meeting with a warm welcome and thanked everyone for attending.	
2.	<b>Minutes of last meeting</b>	
	<ul style="list-style-type: none"> <li>• Minutes were signed off as correct.</li> </ul>	
3.	<b>Matters arising and Updates on Tasks</b>	
	<ul style="list-style-type: none"> <li>• Fliers promoting preschool – Paul has successfully got one up in the chip shop. Rebecca to amend format and try Thornbury library again.</li> <li>• Bark and compost delivery is still outstanding – Tracey/ Ian to collect next week and drop in to Tricia.</li> </ul>	<p>Rebecca</p> <p>Tracey/ Ian</p>
<b>Manager's Feedback</b>		
	<ul style="list-style-type: none"> <li>• January numbers – 6 new children scheduled to start.</li> <li>• New numbers should be:</li> <li>• Mon a.m.– 19, pm – 13. Tues – 18, Weds – 17, Thurs – 19 and Frid – 14.</li> <li>• A vote was taken and agreed to raise registration fee to £10.</li> <li>• The kitchen refurbishment should start 19<sup>th</sup> dec. They have not agreed to install a low level sink.</li> <li>• Tricia requested someone source some new printer cartridges – Advent brand – 3 colour and 3 blk.</li> </ul>	Paula
5.	<b>Treasurer's Feedback</b>	
	<ul style="list-style-type: none"> <li>• Received grant from south glos, so currently in a healthy position (+1,073).</li> <li>• Gained £19.47 from concept photography sales.</li> <li>• Another grant is due end Dec/ Jan.</li> <li>• However, we have to pay hall rental.</li> <li>• Xmas party – invoiced people already, need to deduct from next invoices.</li> </ul>	Mike
6.	<b>Fundraising and How to raise our profile</b>	
	<ul style="list-style-type: none"> <li>• The book sale was very successful and raised £137.50.</li> <li>• The committee decided to postpone the Xmas craft event as the kitchen is being refurbished.</li> <li>• The date for the Easter egg hunt was set for 25<sup>th</sup> March 2012.</li> <li>• It was decided to do an Easter themed craft event on 5<sup>th</sup> April to raise funds. Ian has tickets for 'At Bristol' for raffle prizes. Ian and Tracey and Paul will look to source Easter eggs. Hannah to check Jubilee Hall is free.</li> <li>• Hannah to email Clare re Halloween party funds.</li> </ul>	<p>Ian/ Tracey/ Paul</p> <p>Hannah</p>

	<ul style="list-style-type: none"> <li>• Ian to write a letter to Wyevale garden centre requesting some free seeds, sand.</li> <li>• Sarah showed some fundraising projects – she will look into viability and ROI and feedback to Tricia.</li> </ul>	Ian Sarah
<b>7.</b>	<b>Chair Update</b>	
	<ul style="list-style-type: none"> <li>• Hannah has sourced possible emergency funding if we should need it</li> <li>• CRB and EY2 form reminders given.</li> </ul>	All
<b>8.</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• Face book page was discussed in detail and whether to keep it or not. After a lengthy discussion about the pros and cons it was agreed to take the page down.</li> <li>• The idea of an email circulation list was proposed instead as a new way of communicating with the parents. It was suggested we take email addresses for any new registrations.</li> <li>• Venues for the meetings were also discussed. The Fox in Old Down was suggested – Rebecca to investigate – Reading Room.</li> <li>• The Masons Arms was also proposed – Tracey to enquire.</li> <li>• St Helens church room – Hannah to email vicar.</li> <li>• Santa’s sleigh needs volunteers to collect money this weekend – Siobhan and Hannah volunteered.</li> </ul>	Paula  Paula  Rebecca  Tracey  Hannah Siobhan/ Hannah
<b>9.</b>	<b>Date of Next Meeting</b>	
	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Feb 2012 – 8 pm - venue to be confirmed</li> <li>• 14<sup>th</sup> March 2012 – 8 pm - venue to be confirmed</li> </ul>	