

St Helen's Preschool

Interim Committee Update Meeting

Minutes of meeting held on 15th June 2011

The meeting was not quorate, therefore no votes were made on this occasion.

Present

Jo Glasgow, Tricia Pillay, Paula Evans, Michael Slade, Caroline Hayward

Apologies

Judith Baggs, Emily Fairman, Katy Buckley, Sharon McLaren, Claire Lloyd, Maxine Thomas, Zoe Clark, Claire Shaw, Kelly Cole, Natalie Phillips, Kiki Mansfield

1.	Welcome and introductions	Actions
	Jo opened the meeting with a warm welcome and thanked everyone for attending.	
2.	Minutes of last meeting	
	Minutes were signed off as correct.	
3.	Manager's report	
	<ul style="list-style-type: none"> • Tricia gave Jo a box of materials for decorating the carnival boat. The children will create some sea creatures for the boat. Jo will laminate the children's creations. • Printer cartridges – Caroline will buy some from PC World. • Tricia will email expenses form to Caroline, Jo and Michael. • The shed roof has been repaired and paid for. We need to buy a water butt and stand – propose to use the Tesco vouchers we have collected for this. • Tricia to browse the Tesco catalogue for anything else we might want to spend the vouchers on. • Staff contracts – Zoe and Tricia need to meet to discuss. Zoe to contact Tricia please. • Staff pensions were discussed but need to be investigated fully. Donna to find out more and contact Kelly's IFA. • The staff will be paid holiday pay during August. Tricia to send timesheets to Michael, and Michael to discuss with Jane if necessary. • We need to find out what information Ofsted requires us to keep about staff and set up staff files. 	<p>Jo</p> <p>Caroline Tricia</p> <p>Tricia/Michael</p> <p>Tricia</p> <p>Zoe</p> <p>Donna/Kelly</p> <p>Tricia/Michael</p> <p>Jo</p>
4.	Treasurer's report	
	<ul style="list-style-type: none"> • The current account is shrinking. • Quarterly tax return is due to be paid. • Old petty cash not recorded – Michael to ask auditors if this can be written off. 	Michael
5.	Chairs' report	
	<ul style="list-style-type: none"> • The carnival disclaimer has been checked and approved by a solicitor and will be handed out to parents/carers for acceptance and to give us confirmed numbers for the day. • Please could we have lots of volunteers to help decorate the boat on the morning of the carnival. Meet at 9am Saturday 2nd July on the Castle School Playing Fields. Please let Jo know if you can help. 	All

	<ul style="list-style-type: none"> • AGM. We need a date and venue. Kelly please investigate our options. • Next year's committee – letters with committee information and volunteer forms have been sent out to parents/carers. It was proposed that we send the same to parents of new September starters, hopefully to get some volunteers for next year's committee. Tricia to send Jo a list of names and addresses. • The Youth Centre are happy to discuss our proposals for our own premises. Jo to contact Youth Centre to arrange meeting. • In answer to the question of who our trustees are, it is everyone on the committee. 	<p>Kelly</p> <p>Tricia</p> <p>Jo</p>
6.	Jubilee Hall Liaison	
	<ul style="list-style-type: none"> • Chair stacking is fine! • The Jubilee Hall may have a new kitchen fitted. Tricia to give Caroline a list of requirements the preschool would have. • Caroline to suggest that they consider refitting the toilets. • Clarify location of new boiler. • Caroline to request a wired doorbell. • The Jubilee Hall committee have asked our opinion on climbing walls being used in the hall – no objections. 	<p>Tricia</p> <p>Caroline</p> <p>Caroline</p> <p>Caroline</p>
7.	IT report	
	<ul style="list-style-type: none"> • Website now has a separate Committee page (accessed from About Us page) which includes information for volunteers for next year's committee. • Lots of new documents added to website: constitution, annual report 2010, updated policies, carnival disclaimer. 	
8.	Any other business	
	<ul style="list-style-type: none"> • None. 	All
9.	Next meeting	
	Next meeting Wednesday 20 th July, 8pm at Jo's house.	