

St Helen's Preschool Committee Meeting

Minutes of meeting held on 23rd March 2011

Present

Jo Glasgow, Tricia Pillay, Kelly Cole, Paula Evans, Natalie Philips, Michael Slade

Apologies

Judith Baggs, Emily Fairman, Katy Buckley, Kiki Mansfield, Sharon McLaren, Claire Lloyd, Maxine Thomas, Zoe Clark, Claire Shaw, Caroline Hayward

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"> • A link to the EYFS document was provided in the last newsletter. All to read this document please. Paula to publish link on website. http://www.education.gov.uk/publications/standard/EarlyYearseducationandchildcare/Page4/D16-7781-0808 • Hot air balloon. Kelly to speak to Judith about the practicalities of having a hot air balloon tethered on the Jubilee Fields for the children to see. • Compost and play sand required. Kelly to arrange. • Replacement mats required (Jo to buy from Ikea) and a play tunnel (Kelly to put request on Facebook). • Dawn did not attend the Forest Schools course at Bridgewater College. Michael to check that preschool received a refund. • Shed roof – received quote from Mike Lloyd to re-felt roof and fit guttering and downpipe. £90 + labour. Jo to follow up. • Photographer – Jo to ask Jane for the name of the photographer used by Tytherington Preschool. Alternatively, contact Tempest. • Staff will be paid for bank holidays 29th April and 2nd May. • The Jubilee Hall is required for local elections on Thursday 5th May. Kelly to ask Jubilee Hall Committee whether the preschool could have access to the toilets/Bush Room/kitchen/garden so that the forest schools session could go ahead as usual. However, if preschool must close that day, the staff will be paid. • Tricia and Zoe to meet to discuss staff contracts. 	<p>All Paula</p> <p>Kelly</p> <p>Kelly</p> <p>Jo/Kelly</p> <p>Michael</p> <p>Jo</p> <p>Jo</p> <p>Kelly</p> <p>Tricia/Zoe</p>
4.	Treasurer's report	
	<ul style="list-style-type: none"> • Michael was welcomed to the committee. • The preschool accounts are looking healthy. • A petty cash system was discussed and ruled out. • Signatories on accounts need to be changed asap (Jo). • Michael to ask Jane for the key to the red payments box. • It was decided to change the receipts procedure for money posted in the red box – Michael will now issue receipts for money received rather than asking 	<p>Jo</p> <p>Michael</p> <p>Michael</p>

	<p>parents to write out their own receipts.</p> <ul style="list-style-type: none"> • The contact address on the invoices needs to be changed. • Tricia to put a note in the next newsletter encouraging parents to pay using BACS. Natalie to email BACS details to Tricia. • Michael to check that all invoices have been paid. • A meeting between Natalie, Michael and Jane is required to tie up any loose ends regarding the handover of the treasurer role. Natalie to arrange. 	<p>Natalie Tricia/Natalie Michael Natalie</p>
5.	Chairs' report	
	<ul style="list-style-type: none"> • CRB progress – who has applied? • New printer has been installed. • The Round Table has given the preschool a cheque for £60 to thank us for our help with the Santa Sleigh. Tricia to put a thank you in the newsletter. Paula to put a mention on the website. • Jo to write something for the newsletter to raise awareness of the committee as a precursor to asking for volunteers for next year's committee. • We hope to hold the AGM in July this year, instead of September. This should make it easier for the next committee to be up and running in September. Consider using the Jubilee Hall rather than the Ship Inn. • The parish council has asked whether the preschool would like to donate £5000 for new play equipment on the Jubilee Fields. It was decided that this would not be possible. 	<p>Donna/Natalie /Michael Tricia/Paula Jo</p>
6.	Jubilee Hall Liaison	
	<ul style="list-style-type: none"> • The floor is being resurfaced on 10 April. • The next meeting of the Jubilee Hall committee is 21st April. Kelly to attend. • The Jubilee Hall committee is looking for new members. Any volunteers? • Kelly to find out if we have a rental contract with the Jubilee Hall. • It was felt that the hall is not being cleaned regularly enough, in particular it should be cleaned after preschool sessions. • Kelly to ask permission to install a permanent wired-in doorbell, a letterbox, and kitchen wall units, and to discuss cleaning issues. 	<p>Kelly All Kelly Kelly</p>
7.	IT report	
	Nothing to report.	
8.	Any other business	
	None.	
9.	Next meeting	
	Next meeting Wednesday 4 th May, 8pm, venue TBC.	