

# St Helen's Preschool Interim Committee Update Meeting

## Minutes of meeting held on 16<sup>th</sup> November 2011

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

### Present

Hannah Fugill, Rebecca Meredith, Michael Slade, Paul Bevan, Tricia Pillay

### Apologies

Claire Lloyd, Claire Shaw, Sharon McClaren, Ian Portch, Tracey Healey, Sarah Bowden, Paula Evans, Siobhan Dwan

1.	Welcome and introductions	Actions
	Hannah opened the meeting with a warm welcome and thanked everyone for attending.	
2.	Minutes of last meeting	
	Minutes were signed off as correct.	
3.	Matters arising and Updates on Tasks	
	<ul style="list-style-type: none"> <li>Waterproofs are on hold pending council grant decision but application has been made with a quote for these and spare clothes needed.</li> <li>No bark or compost has been delivered yet. Tricia awaiting an update.</li> <li>Shopping has arrived – thanks to Sarah.</li> <li>Staff would still like a contact number for pension advice.</li> <li>Tricia to supply a list of regular general supplies to be sourced in the new year so we can do a costing.</li> <li>Parent's letter was discussed and agreed to send out ASAP.</li> <li>The Helmet ad proposed by Paula was approved and Rebecca to feedback to Paula and ask her to submit on committee's behalf.</li> <li>The committee agreed in principal to increasing the registration fee to £10 – to circulate to other committee meeting for final approval.</li> <li>Discussions are commencing with Governor's.</li> <li>Hannah to contact Toddlers Hall after xmas re. a possible 'ladies night'.</li> <li>Tracey has collected laminator.</li> <li>Ian has sent out some letters to local companies asking for support.</li> </ul>	<p>Tracey</p> <p>Hannah</p> <p>Tricia Hannah Rebecca/ Paula</p> <p>Rebecca</p> <p>Hannah</p>
Manager's Feedback		
	<ul style="list-style-type: none"> <li>No major issues currently.</li> <li>Tricia has spoken to Hall Committee about school's requirements ref the new kitchen.</li> <li>Tricia queried about the xmas party – planned for the 16<sup>th</sup> Dec. The committee discussed whether we could charge or ask families for a small donation to attend as the party is open to everyone. Everyone felt it was fair to ask for a small donation.</li> <li>Some Staff have raised concerns about the Facebook page, mainly whether comments can be added by anyone. To find out what can be put on and by whom – discussion needed with Paula.</li> </ul>	
5.	Treasurer's Feedback	

	<ul style="list-style-type: none"> <li>• Last month we were at a loss of around £3,000. This leaves us approx £2,000 down YTD.</li> <li>• The figures are looking more promising now we have the correct grant fee price.</li> <li>• We are awaiting the Halloween party contribution.</li> </ul>	
<b>6.</b>	<b>Fundraising and How to raise our profile</b>	
	<ul style="list-style-type: none"> <li>• Ian has set up a book sale for 21<sup>st</sup> Nov.</li> <li>• Siobhan had emailed an idea of a Christmas theme coffee/ craft event, charging admission fees; which was warmly received. To look at possible dates and set up.</li> </ul>	Siobhan?
<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>• Hannah reported back about discussions she had had with Playlink.</li> <li>• Hannah gave out promotional fliers for committee to try to distribute to raise awareness.</li> <li>• Some CRB forms have been sent. A reminder to everyone to send ASAP please.</li> <li>• Paul Bevan agreed to represent us on the Hall Committee.</li> </ul>	All All
<b>8.</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• Mike to send Hannah an example of a late payer letter.</li> </ul>	Mike
<b>9.</b>	<b>Date of Next Meeting</b>	
	<ul style="list-style-type: none"> <li>• 7<sup>th</sup> Dec – 8pm – venue to be confirmed</li> </ul>	