

St Helen's Preschool Committee Meeting

Minutes of meeting held on 19th October 2011

Present

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

Apologies

Claire Lloyd, Claire Shaw, Sharon McClaren

1.	Welcome and introductions	Actions
	Hannah opened the meeting with a warm welcome and thanked the new committee for attending.	
2.	Minutes of last meeting	
	Minutes were signed off as correct.	
3.	Manager's Feedback	
	<ul style="list-style-type: none"> • There are 6 new children due from January. Tricia has written to the parents to confirm registrations. There is also 1 new starter who has signed up for 3 sessions and possibly 1 more child, sessions currently unknown. • The new numbers are approximately as follows: <ul style="list-style-type: none"> • Monday a.m. 20 • Monday p.m. 12 • Tuesday a.m. 18 • Wednesday a.m. 17 • Thursday a.m. 16 • Friday a.m. 11 • With these numbers, Tricia expressed that she would need the current staffing levels to stay the same. • Tricia has sent out letters to parents asking if they would like more sessions from January. • A copy of the fees policy was given to the Chair. • Tricia requested some more materials – 12 new pairs of waterproof trousers need to be sourced. They ideally need to have elasticated bottoms, the last batch were approx £20 each. Various outlets were discussed. Tricia also requested 24 pairs of thermal socks. • Tricia also needs some more bark chippings and compost for the garden. Tracey offered to collect some compost and drop off. The preschool also needs a bag of sand once a month. Tracey will look into this as may be able to get discounted via Tesco. • Everyday purchases were also discussed and how they were currently purchased. Sarah volunteered to look into buying these items in bulk and price them up, once Tricia has sent a list of the items required. • Tricia also requested if someone could repair the library case. • Tricia mentioned that the staff had asked about pensions. This was looked into last year and deemed to be something that should be done privately. She requested someone from the committee send the staff some contact details of 	<p>Hannah/ Rebecca</p> <p>Tracey</p> <p>Sarah</p> <p>Hannah</p>

	<p>relevant companies.</p> <ul style="list-style-type: none"> • General school supplies were discussed i.e. paint, glue, paper. Hannah will investigate the possibility of setting up a purchasing consortium. 	Hannah
4.	Treasurer's Feedback	
	<ul style="list-style-type: none"> • The preschool has made a loss of £3,000 since the beginning of August. It is currently down £14,400 YTD. • The accountant has said that these losses are unsustainable. • The treasurer looked at September's figures and we are making a loss of £800 a month. (The preschool is averaging £1,000 loss per month). • A parent mentioned that she hasn't yet had a bill since her child starting in September – Mike to look into. • The next few months should be easier. • There will be 18 extra sessions from Christmas. • The cutting of sessions was discussed with low attendance figures and grant contributions to sessions versus costs. • There have been some objections and a mixed reaction to cutting the Friday sessions and making Wednesday's full days amongst the staff. Some children appear not to be ready to full days. It was proposed to circulate a survey to gauge parent's opinion. 	<p>Mike</p> <p>Tricia</p>
5.	Fundraising	
	<ul style="list-style-type: none"> • The alveston parish council grant was mentioned – Jo has been chasing the forms. This is now urgent and Hannah said she would chase. • Lots of different fundraising ideas were discussed. • Various avenues for promoting the preschool were mentioned: flyers in libraries, adverts in Helmet, welcome packs, at Jungle Chums, Old Down Country Park. Different ways to attract more children. • Oldbury power station have given us funds previously, Ian agreed to write a letter requesting some sponsorship. • Almondsbury garden centre was also mentioned. • Ian raised a fundraising idea around an Easter egg treasure hunt and charging teams to enter and will start outlining. • The council has asked us if we would be interested in joining them to celebrate the Diamond Jubilee at the Hall next June and do some crafts, or fundraising activity. Rebecca to contact council and show interest. • It was also suggested about a cake sale after school closes on a Monday afternoon in the fields which received a good response (perhaps better in summer). • It was also agreed raising the registration fee would be a good idea. Hannah agreed to investigate the current fee paid at other local preschools. • Siobhan offered up a vegetable plot that could be used in Quarry Road for the children to grow and then sell their own produce to raise funds. This also received a good response and Siobhan will follow up. It would need volunteers to maintain. • Hannah also suggested trying to identify some governors at St Helens primary school. • The idea of a 'ladies night' was also raised. Hannah to query any free evenings at the Toddlers hall. • Siobhan mentioned about the Christmas lights switch on in Thornbury – she will investigate. • The possibility of car boot sales and stalls at nearly new sales may help raise 	<p>Hannah</p> <p>Ian</p> <p>Ian</p> <p>Rebecca</p> <p>Hannah/ Tricia</p> <p>Siobhan</p> <p>Hannah</p> <p>Hannah</p> <p>Siobhan</p>

	funds if parents contributed. The issue of collecting and storing the goods may be a problem though.	
6.	Chair Update	
	<ul style="list-style-type: none"> • Hannah requested that everyone downloaded the CRB forms and completed and sent off ASAP. The link to the website was distributed. • There is a laminator that needs collecting from Jo's house – Tracey offered to collect. • The red box was mentioned and Ian offered to check regularly for any communication. Mike will continue to empty it for cheques. • It was suggested we send out a letter to parents highlighting the financial situation of the pre-school. This could be tied in with the next newsletter. • The committee need to have their photos taken for the file. 	All Tracey Ian Tricia/ Mike All
7.	Any Other Business	
	<ul style="list-style-type: none"> • It was requested the new committee contact list be sent out to everyone – Rebecca to action. • Paula mentioned the e-store and encouraged everyone to use. • Mike mentioned a scheme Motorola are promoting and agreed to investigate. • Paula said she would set up a Facebook page to help improve communications i.e. snow closures, events etc which was warmly received. 	Rebecca Mike Paula
8.	Date of Next Meeting	
	<ul style="list-style-type: none"> • 16th November – 8 pm – venue to be confirmed. • 7th December – 8 pm – venue to be confirmed. 	