

# St Helen's Preschool Committee Meeting

Minutes of meeting held on 13<sup>th</sup> January 2011

## Present

Heather McDonald (Children's Playlink), Jo Glasgow, Tricia Pillay, Kelly Cole, Claire Lloyd, Maxine Thomas, Paula Evans, Zoe Clark, Claire Shaw, Caroline Hayward

## Apologies

Donna Hunter, Judith Baggs, Emily Fairman, Katy Buckley, Kiki Mansfield, Jane Streatfield, Natalie Philips, Sharon McLaren, Michael Slade

1.	Welcome and introductions	Actions
	Jo opened the meeting with a warm welcome and thanked everyone for attending.	
2.	Children's Playlink	
	<ul style="list-style-type: none"> <li>• Heather McDonald is the development worker for our area from Children's Playlink. She talked about the committee's roles/responsibilities and explained that she is available to support the committee. Main points as follows:</li> <li>• £1 liability insurance probably not necessary as long as finances are transparent, there is a paper trail, the chair and treasurer work together, there are no conflicts of interest on the committee (e.g. family members) and we all check that things are being done correctly.</li> <li>• Stressed importance of confidentiality within the committee, suggested that meetings are in private homes or meeting rooms. Remember that the committee are employers and there are rules/regs surrounding this.</li> <li>• Heather gave Jo a Committee Pack which describes committee roles and gives Playlink contact numbers, also Charity Commission document. Jo to arrange copying and distribution for all to read.</li> <li>• Heather gave Jo a sheet to complete with committee contact details and to return.</li> <li>• Also suggested we all read:               <ul style="list-style-type: none"> <li>○ EYFS (Early Years Foundation Stage) and welfare requirements documents (Tricia to find online versions).</li> <li>○ Conflict of interests policy. (Jo – do we have one?)</li> <li>○ Safeguarding Children policy (this is also known as Child Protection policy and is available on the Information page of the preschool website)</li> <li>○ Constitution (Jo to re-circulate)</li> </ul> </li> <li>• Minutes of committee meetings should be made available on website.</li> </ul>	<p>Jo/All</p> <p>Jo</p> <p>All Tricia Jo</p> <p>Jo Paula</p>
3.	Minutes of last meeting	
	Minutes were signed off as correct.	
4.	Manager's report	
	<ul style="list-style-type: none"> <li>• Social Services have ascertained that the "missing child" will not be returning</li> <li>• Numbers are good. Another member of staff required for forest schools session on Mondays. Mandy this half term, Dawn after half term.</li> <li>• 5 new children since December</li> <li>• Jenny needs an operation, 25 January, will be off work for a few weeks. Dawn covering. Committee to send a card.</li> </ul>	<p>Jo</p>

	<ul style="list-style-type: none"> <li>• Printer needs replacing. Jane to find receipt to find out where/when bought. Claire may have one the preschool may borrow in the meantime.</li> <li>• Photographer – Claire S to find contact number.</li> <li>• Shed roof needs repairing. Claire L to ask Mike to quote.</li> </ul>	Jane/ClaireS  Claire S Claire L
<b>5.</b>	<b>Treasurer's report</b>	
	Michael Slade has volunteered to take over Jane's responsibilities. Handover next week. Committee voted him in, in his absence.	
<b>6.</b>	<b>Marketing and fundraising</b>	
	<ul style="list-style-type: none"> <li>• Cheque for £250 received from Claire from fundraising events (£200 from the Halloween Disco, £50 from Christmas hamper).</li> <li>• Fresh ideas/approach to marketing were discussed.</li> <li>• There are no specific fundraising events required at this time; however ideas for the carnival and village show were discussed.</li> <li>• Tricia to speak to Judith re hot air balloon.</li> </ul>	Tricia
<b>7.</b>	<b>Chairs' report</b>	
	<ul style="list-style-type: none"> <li>• Parents' votes have been received regarding non-funded week in October. Preschool will close for two weeks at October half term.</li> <li>• CRB checks. Katy has received 3, including her own. Please can all committee members send off their CRB applications ASAP and let Katy know certificate/disclosure number and clearance/issue date when certificate received.</li> <li>• £1 liability insurance – decided not to pursue this in light of discussion with Heather McDonald (Children's Playlink).</li> <li>• We have received a letter from the John Dyer committee (an award for significant voluntary contribution to the community). Any nominations to Jo.</li> <li>• The doll's house given to the children for Christmas was very much appreciated. The gingerbread house was enjoyed too. Tricia to arrange for the children to make a thank you card.</li> </ul>	All    All Tricia
<b>8.</b>	<b>Jubilee Hall</b>	
	<ul style="list-style-type: none"> <li>• Jo and Maxine are meeting Evelyn next week to discuss "problem".</li> <li>• Kelly volunteered to take over Maxine's role as Jubilee Hall liaison when Maxine moves away.</li> <li>• Also noted that the Jubilee Hall committee probably needs new members.</li> <li>• No problems with the mice at the moment – probably hibernating!</li> <li>• Doorbell working.</li> <li>• No issues with heating at the moment.</li> <li>• New storage unit required. Jo and Maxine to discuss rearranging the store cupboard to enable preschool to have its own storage area. Also, wall units in the kitchen specifically for preschool would be useful.</li> </ul>	Jo/Maxine       Jo/Maxine
<b>8.</b>	<b>IT report</b>	
	New letterhead created for use on newsletters, policies, letters etc.	
<b>9.</b>	<b>HR – Human Resources</b>	
	Zoe and Jo to meet.	Zoe/Jo
<b>10.</b>	<b>Any other business</b>	
	<ul style="list-style-type: none"> <li>• The Santa Sleigh was fun but very cold! We hope to receive a donation for our help.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Any suggestions for the next Helmet article to Kelly.</li> <li>• Carnival theme – decided on “sea creatures” with the possibility of a boat!</li> <li>• Preschool will close on the day of the royal wedding (Friday 29<sup>th</sup> April).</li> </ul>	
<b>11.</b>	<b>Next meeting</b>	
	Next meeting Tuesday 15 <sup>th</sup> February, 8pm, place TBC.	