

**Allsorts Preschool**  
**MINUTES - PGM Meeting 24th January 2019**

Attendees - Committee - Charlotte Todd and Madeleine Lowe (Co-chairs)  
Staff - Natasha Hillier (Manager), Lisa Wells, Nicky Lidstone  
Parents - Sophie Salisbury

Apologies - Laura Woodford, Charlotte Smith, Will Jackson, Jenna Horrocks, Pete Kroth

**Items discussed including any outstanding actions**

**Chair update**

Committee & Staff

- Welcomed in a new committee and finalised the onboarding process
- Successful recruitment of new staff member

Maintenance & general running

- Completed outstanding maintenance jobs required for safe running of preschool
- Changed internet and phone provider to save £30 per month
- Made significant headway in updating the policies and procedures and reworking the process to simplify for next committee
  - *Action - Chairs to meet Tuesday 29th Jan to finish updating policies and procedures*
- Deep clean carried out before the start of the New Year

IT & Communications

- Amazon wishlist has been created
- Facebook group created to improve communication between preschool and parents
  - *Action - Committee and staff to drive more membership of the group by speaking to parents and sharing the link to the group*
- Google Drive set up for easier management of committee and staff documents
- New e-newsletter format set up
  - *Action - As Sarah has had difficulty with the newsletter layout, chairs to arrange an office session with Sarah and Sophie. (Once a new server is set up then Outlook can be used for the e-newsletter - to be set up with the rebrand in the summer term)*
- Now up-to-date with building lease arrangements and payments with the Parish Council

Projects

- Secured a designer for the rebrand project (details in Branding section)
- Arranged a donations hamper at the Village Shop over Christmas, to continue

- Received community association grant and have begun purchasing items for the playroom

### **Classroom Update**

- What we have been doing in the classroom
- What fun things are next? - *see separate Classroom update document written by Natasha Hillier*
  - Actions
    - *Outdoor unit for the mud kitchen to assemble weekend of 26th Jan*
    - *Forest school dates to be decided (start between half term and easter) and request parent help*
    - *Mandarin Mondays to start with daughter in law of Hilary Rodgerson. Possibility of French club starting again. Sophie to speak to Sandrine in the village.*

### **Health and Safety/Safeguarding**

- An update on what we have been doing and what needs to be done to keep your children safe at Allsorts - *see separate Classroom update document written by Natasha Hillier*
  - Actions -
    - *Arrange radiator removal from wall to remove item still stuck inside - Chairs*
    - *Emergency phone to be set up - Chairs*

### **Treasurer update**

- Updated overview of statement of accounts - *see separate statement of accounts document from Will Jackson*

### **Fundraising update**

- Christmas nativity raffle raised £66
- Wreath making evening raised £330
- Christmas cards amount raised TBC
- Next fundraising event - Pub Quiz Monday 25th February. Volunteers required for:
  - Serving chilli
  - Collecting entry money
  - Selling raffle tickets
  - Collecting score sheets
  - Collecting raffle prizes in advance
- Welly walk - 24th March. Multiple volunteers required
- Summer fete stall - date to be confirmed

## **Branding update**

Following the marketing research exercise Sally has worked with the designer on the first round of designs for the preschool rebrand

- Committee, staff and members unanimously agree to new name of 'Brightwell Preschool'
- Brand pyramid and workshop discussed, and various logo options
  - *Action* - Sally to arrange another rebrand session with staff members before deciding on final logo

## **AOB**

- New server required to have a more secure hold of preschool documents - Sophie to help with server set up as part of rebrand process
- Chairs to arrange an administrative cleansing session in the office, to sort archiving etc
- Class photo - Charlotte to speak to Ali Q photographer contact to arrange
- 'Love your preschool weekend!' - potentially in Easter holidays - Sat 13 & Sun 14th April. Checklist to be created and added to the noticeboard for parents to assign their names to
- Toddlers and Preschool drinks to be arranged for the summer term (this has been done previously and worked well)

**Date of next meeting** - for Chairs and committee to arrange. Date TBC