

Allsorts Preschool
Committee Meeting 16th January 2018

Attendees: Natasha Hillier - Manager, Laura Richards, Hannah Cannell - Co-Chairs, Kristen Dudley, Charlotte Todd - Fundraisers, Laura Woodford - Committee member, Will Jackson - Treasurer

Apologies: Saffron Freeman, Jen Dolan, Helen Pickersgill, Kim de Brito

Agenda	Owner
Summary of Forthcoming Events	
<ul style="list-style-type: none"> • Dress up week including Pyjama Day for Save the Children - 5th Feb • First aid course - 1st weekend in Feb. Parent and community invitations and booking instructions to follow. • World book day - sponsor a book - 1st March Ali to sort through existing books, cull and suggest new ones - tie in with World Book Day and offer 'sponsor a book' to parents. More news on this to follow. • Welly Walk - 10th March • Preschool quiz at Red Lion - 30th April • Brightfest - 9th June, need to decide what presence we will have there • Village fete - 7th July • Family fun day, date in June • Afternoon garden party to thank key local people for generous donations, Lorna working on dates for this 	
Completed Actions from previous meeting:	
<ul style="list-style-type: none"> • Decision needs to be made regarding petty cash, how to get this set up and managed - decision not to implement • Draft and implement pick up procedure • Set 2017-2018 budgets by September - treasurer handover complete • Sian's dad fitting grab rails for Maeve - walls aren't strong enough, investigating equipment which would be secured through the floor • DBS checks for all committee needs completing - everyone to pass on their certificates and sign for update service by Monday 20th November, Natasha to update the charities commission • Develop a contingency plan in the event of a future need to close preschool. Action to investigate the use of the terrapin building at Brightwell School. - Brightwell have agreed for preschool to use the terrapin hut if required and risk assessment complete. • Events to be listed and displayed somewhere in preschool • Will to review invoices relating to the situation with vermin and ensure that they have been paid from the correct account. • Will to speak to Natasha regarding children numbers to enable budget to be updated. • Natasha and Will to liaise about Friday afternoon numbers needed for breakeven to enable decision about extending opening hours to Friday afternoon 	

<p>Actions:</p> <ul style="list-style-type: none"> • Follow up on TTS products, light tray has been ordered • Resources needed for outdoor classroom, list required • Will to see whether ipod can be located for donation to preschool • Holiday club will be ofsted inspected, ensure policies are up to date • CPD - £50 per person for non-mandatory training - needs to go through committee meeting • Update signatories on coop account • Investigate preschool landline, benchmark BT as a provider • Laura to document the role of Data Protection Officer and circulate to committee, elect DPO at the next meeting. 	<p>Laura Lisa/Natasha Thorby Will</p> <p>Natasha</p> <p>Will</p> <p>Chair Laura</p>
<p>Treasurer's update Treasurer provided a view of the current balance in main account and in the fundraising account, no big concerns. Preschool numbers are increasing which is great. Need to be careful with overtime and continue fundraising activities to ensure required reserves are available.</p> <p>ACTION: Treasurer agreed to a budget of £70 for preschool to buy a new playset. Natasha to source new playset</p>	<p>Natasha</p>
<p>Fundraising update Kristen talked through forthcoming events (see above) and there was discussion and brainstorming for ideas for these events. Needs further discussion and follow up. The next fundraising events are World Book Day on 1st March and the Welly Walk on 10th March.</p> <p>Kristen raised easy fund raising and that it looks as though people are not signing up for this. Reminder to all parents and committee members to sign up for this.</p> <p>ACTION: Ensure easy fund raising is on the PGM agenda and Kim to look at options for putting instructions onto the website</p> <p>Thank you for all those who helped or contributed to the fundraising activities over Christmas.</p> <p>Investigating auctioning the rocking horse which is on the decking at preschool to raise money to replenish some key resources. We would like to identify who donated this rocking horse to the preschool originally before making this decision.</p> <p>ACTION: need to decide what presence we will have at Brightfest.</p>	<p>Kristen</p> <p>All</p> <p>Laura/Kim</p> <p>All</p> <p>All</p>

<p>Web Manager update The website has been updated and looks good, thank you Kim. We agreed that we should get some new photos onto the website.</p> <p>ACTION: Laura and Natasha to investigate options to get photos updated.</p> <p>Need to think about how to get the word out that preschool is now open on a Friday afternoon. Discussion regarding the benefits of a facebook page once the branding work has progressed. Plans to progress branding work in the next few weeks.</p> <p>ACTION: For Kim to think about what would be involved in setting up a facebook page and whether we can make this happen</p> <p>ACTION: Need to devise and circulate survey to obtain feedback from parents. Kristen to find and circulate last questions used. Committee to agree question set. Aim to run survey in the next few months.</p>	<p>Laura/Natasha</p> <p>Kim</p> <p>Kristen</p>
<p>Classroom update Full update at PGM. Friday afternoon's are working well. Kristen has investigated preschool having school lunches a couple of days a week. Parents would need to sign up and commit to certain days every term. Suggestion is every Wednesday and Friday. Investigate paying school directly. More information to follow on this but plans are in place for after the February half term. Thank you Kristen.</p> <p>Tatty Bumpkin is not fully funded by parents as not all parents have chosen to pay for it. Discussion regarding whether to continue. All agreed that it should be added to the invoices and we would encourage all to contribute towards it as we would like to continue running Tatty Bumpkin.</p>	
<p>Data Protection update Not discussed</p>	
<p>Health and Safety/Safeguarding update</p> <p>Discussed plans for Love Your Preschool. Laura to draw up detailed plans and then we ask parents to sign up to own particular jobs, set a date by which job should be completed. Perhaps the family fun day/bbq. Jobs which need attention include:</p> <ul style="list-style-type: none"> • Sun sail in the garden still needs resolving - purchase ratchet • Decking near garden gate needs fixing - Hannah to ask Mike Harrison • Hinge protectors needed for doors & cupboards, need to investigate whether we have the hinge protectors already, Kristen to ask Steff 	

<ul style="list-style-type: none"> • Investigate whether heater guards are needed from a H&S perspective • Clearing guttering and quote for gutter improvement • Mending loose fence panels between school and preschool • Fix the trellis in the outdoor classroom • Repaint blackboard • Rearrange outdoor area so more room for putting shoes & coats on etc • Contact Angus Dart about picking up the tires • Purchase play sand for sand pit - 15 bags 	
<p>AOB Ali is looking to fund the bits that she buys for the garden and has suggested advertising her dragons for sale at preschool to raise money. Discussed with committee. Agreed that Chairs would discuss with Ali to see how it would work.</p> <p>ACTION: Investigate options with Ali</p>	<p>Chairs</p>
<p>Date of Next meeting: Provisional Committee Meeting 20th Feb 2018. PGM 6th March 2018</p>	