



<p><b>Completed Actions from previous meeting:</b></p>	
<ul style="list-style-type: none"> <li>• Natasha - First Aid Course has been booked for the first weekend in February, more communication on this to come, places offered to Carrie &amp; Ruth for first aid training booked for preschool staff</li> <li>• Thank you sent to Mark from preschool for Brightfest &amp; Halloween</li> <li>• Mike Harrison sorting all garden jobs - this took place over half term</li> <li>• Toilet Cistern fixed - thanks to Ant Prior</li> <li>• Taps replaced by Matt Freeman, thanks to Matt</li> <li>• Regular logging into the bank account as 75 days of not using the fob on the account locks it</li> <li>• Bookselling following the nativity, Ali at the bookshop in Wallingford is not able to do this but we have offered to sell some books for her and there is a proposal for World Book Day - see events</li> <li>• PAT testing booked for 30<sup>th</sup> November</li> <li>• Doorbell installed by Matt Dolan, thank you to Matt</li> </ul>	
<p><b>Ongoing Actions &amp; Progress Updates:</b></p>	
<ul style="list-style-type: none"> <li>• Will to see whether ipod can be located for donation to preschool</li> <li>• Additional items for pre-school - list needed</li> <li>• Decision needs to be made regarding petty cash, how to get this set up and managed</li> <li>• Buy beebots - Natasha to confirm order now that we have the funds</li> <li>• Holiday club will be ofsted inspected, ensure policies are up to date</li> <li>• Draft and implement pick up procedure</li> <li>• Set 2017-2018 budgets by September - treasurer handover complete</li> <li>• Marketing and branding work needs continuing, Kim to talk to Sally about continuing the work together or handing over</li> <li>• Kristen has started to explore administering Brightwell School lunches in Allsorts. Parents would need to sign up and commit to certain days every term. Suggestion is every Wednesday and Friday. Investigate paying school directly. Email to parents to follow, review response and make decision at next meeting.</li> <li>• Parental engagement survey needs to be sent out twice a year, Ofsted monitor this. Consider asking about preschool lunches in the survey, Kim to look into using facebook, particularly for voting and to revive the survey monkey questionnaire, Kristen to ask Stef for details.</li> <li>• CPD - £50 per person for non-mandatory training - needs to go through committee meeting</li> <li>• Sian's dad fitting grab rails for Maeve - walls aren't strong enough, investigating equipment which would be secured through the floor</li> </ul>	<p>Will</p> <p>Natasha</p> <p>Will</p> <p>Natasha</p> <p>Natasha</p> <p>Natasha</p> <p>Helen/Will</p> <p>Kim</p> <p>Kristen</p> <p>Kim</p> <p>Natasha</p>

<ul style="list-style-type: none"> <li>• Love your preschool DIY day - task list identified, urgent items are more hooks &amp; jet washing the slide. Painting will need to wait until the spring. Need to ensure all ordered and that any painting is properly prepped, has an undercoat and sealed.</li> <li>• DBS checks for all committee needs completing - everyone to pass on their certificates and sign for update service by Monday 20<sup>th</sup> November, Natasha to update the charities commission</li> <li>• Update signatories on coop account</li> <li>• Investigate preschool landline, benchmark BT as a provider</li> </ul>	<p>Chairs</p> <p>All Committee Members</p> <p>Will</p> <p>Chair</p>
<ul style="list-style-type: none"> <li>• Natasha and Will to liaise about Friday afternoon numbers needed for breakeven to enable decision about extending opening hours to Friday afternoon</li> </ul>	<p>Natasha/Will</p>
<p><b>Treasurer's Update</b>  Treasurer provided a view of the current balance in main account, OCC funding is due to balance the account. There was a high opening balance due to summer club. Need to ensure that invoices paid are attributed to the right account. Fundraising account at circa £4k. Detailed breakdown required.</p> <p><b>ACTION:</b> Will to review invoices relating to the situation with vermin and ensure that they have been paid from the correct account.</p> <p><b>ACTION:</b> Will to speak to Natasha regarding children numbers to enable budget to be updated.</p>	<p>Will</p> <p>Will</p> <p>Will</p>
<p><b>Fundraising update</b>  Date for nativity is 8<sup>th</sup> December, Natasha to ask village shop if they would like to display items at the nativity. There will be mince pies, teas and coffees available for a donation at the nativity.</p> <p>Kristen will manage collections for 2 christmas hampers, the first will be a drinks hamper and the second cheese &amp; biscuits, requesting donations w/c 4<sup>th</sup> Dec.</p> <p>Funds have been received from the Community Association to enable the purchase of Bee Bots - thanks to Community Association.</p> <p>Pyjama Day on 12<sup>th</sup> December for Save the Children.</p> <p>Thank you to those who helped at Halloween, £170 was raised, expenses ran to £25 but will cover next year too. Mark donated £100.</p> <p>Wreath making evening on 30<sup>th</sup> November.</p> <p>School Christmas fair on evening of 8<sup>th</sup> Dec, Allsorts will be selling reindeer food &amp; running the golden carrot game. Both activities have been cleared with FOBs for the evening.</p> <p>Christmas card orders have been passed through FOBs which means funds raised currently are going to FOBs. Approaching FOBs to understand how that could be transferred to Allsorts.</p>	<p>Kristen</p>

<p><b>Classroom update</b>  Natasha gave an update on what the children have been doing this term. New starters are settling in well. Themes for this term include 'all about me', preschool rules, shops &amp; shopping and seasonal activities. Activities have included painting, playdough, shaving foam, roleplay, baking, maths activities, PE &amp; playing with musical instruments at school, dancing and mark making.</p>	<p>Natasha</p>
<p><b>Data Protection update</b>  Data Protection needs to be a standing item on the agenda with GDPR approaching. Chair supporting Sarah &amp; Natasha to develop a readiness plan. Need to assign a Data Protection Officer from the staff/committee.</p> <p><b>ACTION:</b> Laura to document the role of DPO and circulate to committee, elect DPO at the next meeting.</p>	<p>Laura Richards</p>
<p><b>Health and Safety/Safeguarding update</b></p> <ul style="list-style-type: none"> <li>• Sun sail in the garden still needs resolving - purchase ratchet</li> <li>• Decking near garden gate needs fixing - Hannah to ask Mike Harrison</li> <li>• Hinge protectors needed for doors &amp; cupboards, need to investigate whether we have the hinge protectors already, Kristen to ask Steff</li> <li>• Investigate whether heater guards are needed from a H&amp;S perspective</li> <li>• Pick up procedure</li> </ul>	<p>Hannah  Hannah  Kristen  Natasha  Natasha</p>
<p><b>AOB</b>  There are protocols for committee meetings which we need to follow to satisfy the charity commission's requirements.</p> <p><b>ACTION:</b> Saffron to review and summarise the protocols and implement going forwards.</p>	<p>Saffron</p>
<p><b>Date of Next meeting:</b> Committee Meeting 16<sup>th</sup> Jan 2018. PGM 6<sup>th</sup> March 2018</p>	