

**Allsorts Preschool**  
PGM meeting 3<sup>rd</sup> October 2017

Attendees: Natasha, Ali Q, Hannah, Saffron, Laura Richards, Jen, Kristen  
Apologies: Will Jackson, Helen Gill, Lisa DeJong, Charlotte, Helen P

	Who
<b>Actions from previous meeting run through:</b>	
<p><b>Completed Actions:</b></p> <ul style="list-style-type: none"> <li>• Cloud storage for disaster recovery - Establishment or Charity in Google's eyes John to handover to Kim</li> <li>• Lisa to talk to brother in law about buying IT equipment at more cost price - Need spec safeguarding issue with laptop, would need to be separate on insurance - £500, laptop &amp; Printer bought</li> <li>• 100 Club - ongoing actions: to be progressed with Brightwell School in the Autumn, wine as a prize to be potentially dropped unless we are able to agree this before the end of the summer. - Shelved for the moment</li> <li>• Kristen to take on shopping and has had a handover from Lisa</li> <li>• Active kids vouchers - tennis rackets and balls ordered</li> </ul>	
<p><b>Ongoing Actions as part of handover to new committee:</b></p> <ul style="list-style-type: none"> <li>• Sally can provide an Ipod</li> <li>• Natasha - another date for First Aid Course - beginning of Feb</li> <li>• First aid course - 12 and 9 used by staff - offer to Carrie &amp; Ruth</li> <li>• Additional items for pre-school - know what is needed, small world things.</li> <li>• Petty Cash needs to be up and running? How to manage?</li> <li>• Buy bee box</li> <li>• Re-branding so looking at new staff tops but need some sooner</li> <li>• Mike Harrison sorting all garden jobs such as concrete fence post etc</li> <li>• Toilet Cistern - Ant could come but would charge</li> <li>• Taps -to be replaced on Friday by Matt</li> <li>• Holiday club will be ofsted inspected - Policy's up to date</li> <li>• Pick up procedure</li> <li>• Set 2017-2018 budgets by September</li> <li>• 75 days of not using account fob locks it</li> <li>• Card for Mark from preschool for funds from Brighfest</li> <li>• Marketing and branding - feedback from preschool team vision and Kim happy to help</li> <li>• Explore administering Brightwell School lunches in Allsorts - on going discussions</li> <li>• Survey needs to be created and include if there is a demand for lunches?</li> <li>• Blue bots??</li> <li>• Bookselling following Ali bookshop sort out</li> <li>• PAT testing needs to be organised and door bell installation</li> <li>• CPD - £50 per person for non-mandatory training - needs to go through committee meeting</li> <li>• Extra signatory needed on account</li> <li>• Sian's dad fitting grab rails for Maeve</li> <li>• Love your preschool DIY days</li> </ul>	<p>Sally Natasha Natasha Anna Natasha Laura / Natasha Kristen Laura Natasha? Matt Freeman</p> <p>Natasha Helen G / Natasha For Info Natasha All Preschool Kristen / Mrs Lewis Ask Kim???</p> <p>Kristen Kristen</p>
<p><b>Fundraising update</b> Date for nativity - 8<sup>th</sup> December £2,500 in funds Halloween - Sally in charge and doing invitations, Pub arranged, invites into trays. From 4pm.</p>	Kristen
<p><b>Classroom update</b> Ali bookshop is going to sort through books and find some popular books that are missing Tyres not ideal for growing things so Ali will remove soil and farm pick up tyres - need new planters?</p>	Natasha / Ali Natasha Kristen
<p><b>Health and Safety update</b> Decking boards - need to be quoted for Ali to email Doorbell - wired doorbell to sound in the playroom - ideally less than £800</p>	Jen Dolan
<b>Date of Next meeting: 14<sup>th</sup> November at 7:45 for 8pm</b>	