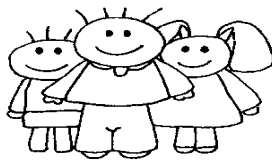


COMMITTEE MEETING AGENDA & MINUTES



Wednesday 11th June 2014
@Willow Bank Pre-School Cabin
8.00pm

1. Welcome and apologies for absences

Apologies: Charlotte

Attendance: Zoe, Marie, Simone, Vicky, Heidi, Charlotte, Yvette, Laura, Helen

Vicky email

Helen email

2. Minutes of the previous meeting
3. Matters arising

Action Points from previous minutes

Bed time story session	LD	15 mins
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Gingerbread biscuits are made and frozen in preparation, poster is up £2.50 per ticket, parents have to stay, siblings allowed if tickets left, 25 max number of children per session, DVD organised for the children to watch, Zoe here as First Aider, Simone will read and Marie will help support the biscuit creating. Sessions will run at 5.30-6.30 on the 23rd & 26th June, name badges produced by Zoe. Committee to let Marie and Simone know what they can do to help.

Sports Day	LD	10 mins
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Organised for Tuesday 8th July

9.00-10.00 Parents drop off and then make way over to the field to wait for the children.

1.30-2.30 for the afternoon session. Committee will be on hand to hand out stickers and hold the finish tape.

Treasurer Role	LD	10 mins
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Helen and Vicky have expressed an interest in the role of Treasurer. Zoe gave a synopsis of Charlottes' role as Treasurer for Helen and Vicky. Vicky has stepped forward as Treasurer and will shadow Charlotte for the next term.

New Items

Operational

AGM Date	LD	5 mins
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Wednesday 22nd October 2014 7.30 for an 8.00 start. Current committee to let Laura know if they want to step down.

Fundraising/Promotion

Other

4. Chairman's Report

I'd like to start by thanking the staff for the complete professionalism they have shown over the last few weeks, following the tragic passing of Lilly-May. I'm sure you'll all join me in passing on our sympathies to the family and our thoughts will be with all concerned tomorrow afternoon. The sponsored bounce again proved popular with the children and the monies received look very promising. The next committee event is the bedtime story and thanks to Marie, Simone & Zoe for organising.

This has been a fairly quiet time for general committee activity as the main focus has been for the staff to prepare for the leavers transition to school. It is also the time for preparing and completing year end administrative tasks such as the Trustees Annual Report for the Charities Commission. The finalising of the lease document with WBC is also ongoing but is now near to completion. Ideally, I would like the signed document to be in place by the end of this school year.

Finally, please can I ask you to confirm on email to me if you intend to step down from the committee at the AGM.

5. Treasurer Report Apr-Jun 2014

Money In

Admin	£40.00
Fees	£585.50
Sponsor Money	£300.98
	£926.48

Money Out

ABC Medical Services - medical supplies	£60.53
Amazon - paper bags and books	£27.32
Aspect Gardening	£38.00
BT (Direct Debit)	£101.82
Costco - suppliers	£89.08
First Aid Training	£85.00
GFA Premier	£210.00
ico - Data Controller Renewal	£35.00
Lyreco - supplies	£21.36
McEvoy & Rowley - new fridge	£225.00
Noelene Bradley - examine the accounts	£90.00
Norwegian Log Buildings - Year 3 inspection plan and visit	£219.24
Ofsted - Annual fee	£50.00
Petty Cash	£250.00
Practice Supplies	£43.18
Refuse Collection & Water	£49.15
Shine On	£20.00
Southern Electric (Direct Debit)	£646.09
The Consortium - supplies	£133.10
tmg.tv Ltd	£56.60
	£2,450.47

6. Managers Report

We have 6 new children starting this half term, who will be paying for sessions until there funding starts in September.

Staff

Bianca is continuing her nvq 2 course work and has attended her first of 4 first aid course. Eliza will be having her probation meeting tomorrow & Ketaki and I will be looking at how she gets on with other staff/parents and her learning records/planning.

Fundraising

Sponsored bounce- Money all in and banked

Fun Mats- Have been posted and profit is £31.00

Gingerbread Man- Some tickets sold and text to all parents sent.

Curriculum

Ketaki and Emma will be planning sports day Tuesday 8th July

Morning 9 to 10am Afternoon 1.30 to 2.30 (to avoid junior play times)

We are currently looking at people who help us last week it was dr/dentist, this week emergency services (today's police visit cancelled at last minute.

Leavers

We have had extra visits to infants last week, and will support parents in drop off and collection but not lunch on the next two official visits.

We are planning a leaver Disco on the last day of term 23rd July 5 to 6.30pm. Invitations will go out and Pizza/chicken nuggets and alpha bites purchased. Can we borrow the lights please Laura.

September in take.

15 Offer letters have been posted and I am waiting for 2 parents to return calls. If no response by Friday they will be sent letter to ask them to respond. We are currently at 28 on Wednesday mornings.

7. Any other business

Staggered start 3rd -9th home / preschool visits all in on the 10th September.

8. Dates & times of meetings

Wednesday 17th September 8.00pm