



Committee Meeting Minutes

Thursday 9th November 2017

1. Apologies for Absence

Present: Adam Gater – Chair
Helen Gater – Vice Chair
Lucy Pemberton – Secretary
Sarah Allen – committee
Rob Adams – committee
Kate Coles - committee
Roshni Tamang Mitchell – comm
Beth Williams – Staff representative
Teresa Steele – Staff representative
Vicky Carter - committee

Apologies:

Sarah O’Toole – Pre-school Manager
Lorraine Molloy – committee
Jenna Moon – Staff representative

2. Minutes from last meeting

Minutes of the previous meeting on 28th September 2017 proposed (by Adam) as true and correct, signed by Adam and seconded by Teresa.

3. Roles and responsibilities, aims and objectives

Adam highlighted this to Kate as the new member. *(Update: Lucy has emailed the constitution and trustee’s report to Kate for reading.)*

4. Matters arising from last meeting

I. Current and new fundraising/grant applications

Raffle tickets – the general consensus of the committee was that we should apply for a gambling licence to allow us to run the raffle legally. Lucy looked into the gambling licence and it is £40 for the first year and £20 thereafter. *(Update: Lucy has applied for the gambling licence on behalf of pre-school – this is £40).*

easyfundraising £40.26 – Sarah Allen suggested that we should advertise the Black Friday/Christmas shopping deals and ask Sarah O to put this on the top of the Facebook page *(Update: Sarah O has done this)*; £2.06 in outstanding gift aid to be claimed – Lucy and Sarah to look into this.

Coop – c.£3484 – funding to end 11th Nov and presentation 25th Nov 11-1pm St. Blazey Coop, to be attended by Sarah O and Lucy.

Adam mentioned a list of grants and fundraising websites that Helen has compiled and suggested that each committee member pick one and look into it. Lucy to circulate the list to the committee.

II. Application for exterior signage on building

Adam has got a quote of £50 for a door sign. Size to be finalised and design to be submitted.

III. Ongoing working party/outstanding maintenance jobs



Action: Adam - fix the tap in the lefthand loo and adjust heat on tap in right hand loo. What remained of the fence between the pub and the garden (facing the pub building) blew down in the storms. Sarah purchased new fence timbers (for £80) and a parent kindly donated their time to install them. Sarah has since fixed the broken panel in the adjacent fence.

Sarah decided that the kickboard on the old veggie patch doesn't need painting and can be left as is.

Sarah O mentioned that they really need more rubber matting in the garden to protect the grass and to prevent it becoming so muddy. *(Update: Lucy has found rubber mats 1m x 1.5m x 23mm with pegs for about £20 a mat - Sarah thinks this is a good price and will go ahead and order what is needed – approx. 15!)*

IV. Electric

Currently changing to Scottish Power from British Gas – lots of marketing calls have been received from various companies touting for business. 😞

V. 50th Anniversary

Committee to brainstorm for an event. Lucy to ask PSA if we could borrow the gazebos and marquee for it – possibly to be hosted on the school grounds. *(Update: Lucy asked the school PSA if we would be able to borrow the gazebos and marquee for an outside event. The response was overwhelmingly positive with lots of offers of help. We still need to decide on a date and a venue though. Lucy to ask Mrs. McColville about the possibility of the school allowing us to use their grounds – sometime in May 2018?)*

5. Finance Report

See the AGM report.

6. Pre-school Manager's Report

See Sarah's report.

7. Dates for the Diary

- Christmas Crafternoon Thursday 7th Dec 2.30 – 4pm
- Xmas party - Wed 20th Dec 1-3pm, Village Hall
- Christmas nativity – Monday 18th Dec afternoon, Church
- Start of term - Tues 9th Jan 2018

8. Any Other Business

None

9. Date of Next Meeting

Thursday 18th Jan 7.30pm

Meeting finished at 20.35



Thursday 9th November 2017 – Financial Report Compiled by Sarah O’Toole

Current Account (CA) balance	£17,290.74
Contingency (CF) Account balance	£10,442.66
	(5k transferred into CA from CF 2016, 3k transferred into CA from CF Aug 2017. Should be one term’s running fees @ approx. £20k+. Need to re-transfer and top up.)
Total	£27,733.40
Overdue invoices total	£1816.36
Current Pre-Schoolers debts	£566.60 (only 2 overdue before last month, both now 30 hours funded and making regular payments)
Former pre-schoolers debts	£1150.36 Pre 2017 Leavers (5 total, one making payments)
	Previous Report £954.12 July 2017 Leavers
	Now £666.00 July 2017 leavers

Three main families owing –

- 1) £329.19. Contacted me before I sent letters. Paid in full, in cash.**
- 2) £259.43. Debt with mother, who has moved. Have emailed. Hand posted letter on 08/11/17 to father’s house, for attention the mother, hopefully he will pass it on. Also left father a copy.**
- 3) £252.50. Parent acknowledged letter, will make payment ‘soon’.**

Will give another week and then chase these last 2.

4 Smaller invoices (less than £60 each) had letters and statements sent today.

I still haven’t done the letters for the old debt of children who have left pre 2017. This is 5 families who owe between £91.00 and £352.00. I need to check address or get addresses. For £16.50 we can get access to 5 addresses online for the electoral register (if the parents are listed), although I have spoken to one family and they are paying off £180 at £5 per week now (for last 4 weeks).



We have had a donation from the village fete of £700 (more than usual)

We also received a donation from a family who left in July 2017 of £500. Still need to decide what to spend this on and send thank you for specific item.

I would like to make a request for 2 re-imburements please:

- 1) Forest School Insurance - We didn't have forest school insurance to do anything and call it forest school, on or off site. I contacted our insurers who several years ago added fire activities to our insurance with no extra charge (I had to send them a plan and risk assessment). They will not insure 2 year olds doing any activities or allow us to do 'forest school' activities unless the leader is forest school qualified (I hope to be qualified by Easter!). I need insurance for my course, so I have taken out and paid for myself forest school insurance, which covers us to hold forest school activities anywhere, with any age, as long as I am there. This cost £237.20.
- 2) New mobile phone – I take all the Facebook photos and photos for leavers frames etc on my mobile, which has been agreed for business use in our Mobile Phone and Photographic Devices policies. My old one died (not helped by myself and staff taking over 1000 pre-school photos a month on it!) and the hammering it took replying to many work emails. I have bought a new phone, which cost £196.00. As my last phone was mainly used for work (no one really texts or rings me apart from the husband!) I am requesting consideration be made to re-imbure me for this new phone (and yes, I bought a 6th Blackberry!).

Staff Uniform – Staff have picked out some new uniform for this term, the invoice came to a total of £138.90. This included a jumper and 2 t-shirts for Jenna as her first uniform, 2 t-shirts for a member of staff but then they didn't fit, so they were passed to other staff. Some staff had no uniform, some had jumpers, some had t-shirts. Can we agree an annual allowance for staff uniform please per person so I can work out how much to charge the staff so any uniform over this amount?